



IŞIKKENT MIDDLE SCHOOL
2026-2027 ACADEMIC YEAR

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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

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

Işıkkent 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

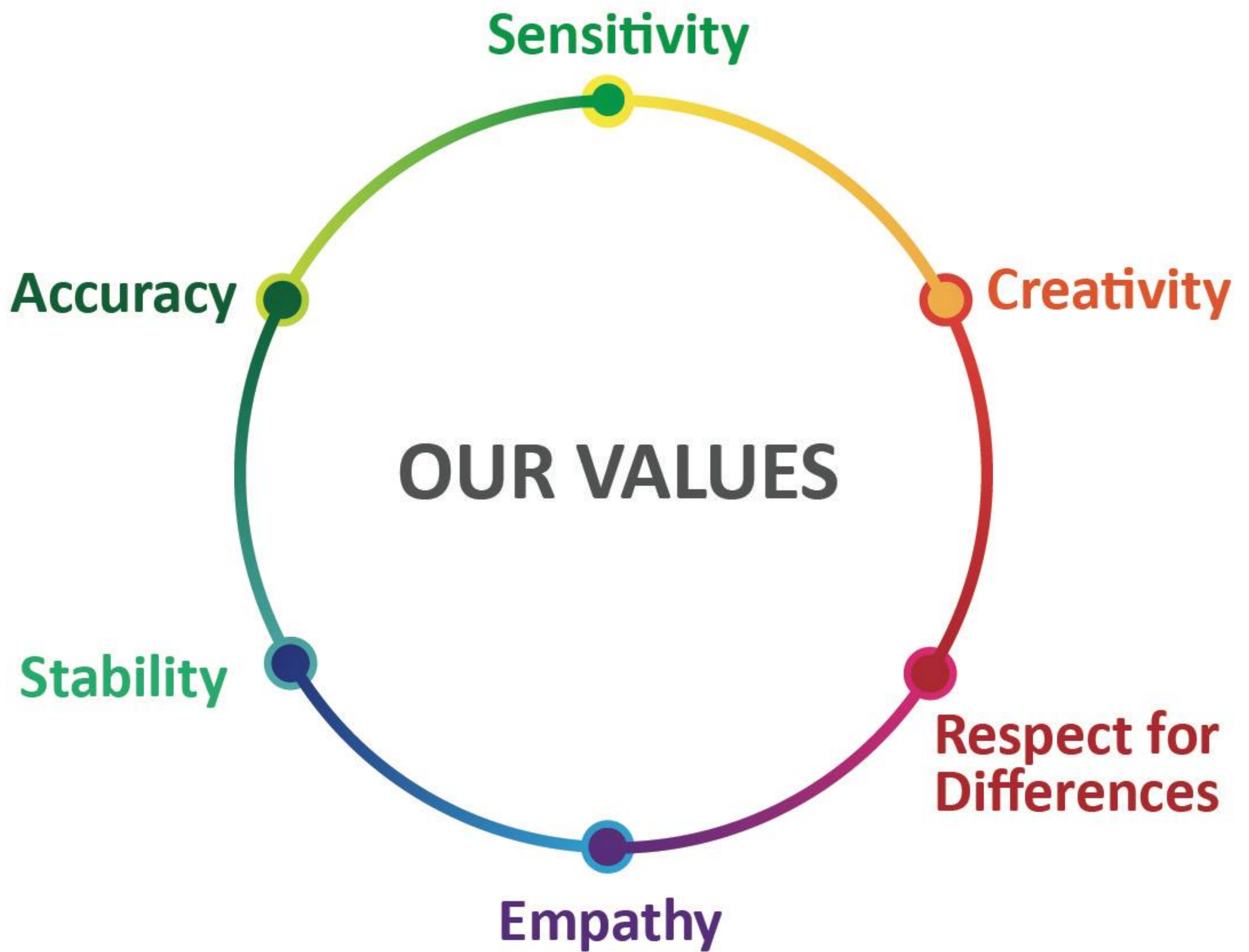
To be a pioneering school that builds bridges between people and cultures through experiential learning in a safe environment.

OUR MISSION

Işıkkent Education Campus integrates the national curriculum with international programs to provide an innovative, research and inquiry-based education. In a safe environment, Işıkkent 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.



ACADEMIC CALENDAR

September 7-10, 2026	Open House and Student Orientation Week
September 14, 2026	2026-2027 Academic Year Opening Ceremony
October 29, 2026	Republic Day
November 10, 2026	Commemoration Ceremony for Atatürk
November 16-20, 2026	Winter Break
January 22, 2027	End of the First Semester
February 8, 2027	Start of the Second Semester
March 18, 2027	Çanakkale Victory and Martyrs' Remembrance Day
March 9-11, 2027	Eid al-Fitr
March 8-12, 2027	Spring Break
April 23, 2027	National Sovereignty and Children's Day
May 1, 2027	Labor and Solidarity Day
May 16-19, 2027	Eid al-Adha
May 19, 2027	Youth and Sports Day
May 20-21, 2027	Holiday
June 22, 2027	8th Grade High School Graduation Ceremony
June 25, 2027	Last Day of the Academic Year

GENERAL INFORMATION

OUR EDUCATION STAFF

• Management Team

Principal	Gülin Medine Memiş	gmemis@isikkent.k12.tr
Vice Principal	Başak Altındağ	baltindag@isikkent.k12.tr
IB-MYP Coordinator	Lyudmyla Boysan	lboysan@isikkent.k12.tr
Counseling Specialist	Duygu Ergen Mangır	dmangir@isikkent.k12.tr
Special Education Specialist	Özlem Eraslan	oeraslan@isikkent.k12.tr
Student Affairs Coordinator	Meral Yazıcıoğlu	mpasinligil@isikkent.k12.tr

• Academic Staff

Ahmet Özgür	Information Technology Teacher, Grades 5-8	aozgur@isikkent.k12.tr
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Arzu Kaya	Turkish Language Teacher, 5th and 7th Grades	akaya@isikkent.k12.tr
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Bilge Soybakış	K-12 Physical Education and Sports Program Coordinator	bsoybakis@isikkent.k12.tr
Burçin Şahin	K-12 Visual Arts Program Coordinator, Technology Design and Visual Arts	bsahin@isikkent.k12.tr
Canan Atak	Music Department Head, Music Teacher, Grades 5-8	catak@isikkent.k12.tr
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Özge Gebeloğlu	Mathematics Teacher, 8th Grade (LGS Preparation)	ogebeloglu@isikkent.k12.tr
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Zeynep Özel	K-12 Math Program Coordinator and 8th Grade Math Teacher	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.

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- 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 each week, important days and weeks are celebrated with various activities and announcements to raise student awareness. In addition, the importance of certain days and weeks is emphasised in the **Daily Student Bulletin** sent to students every day via email and K12 announcements; depending on the content of the topic, the relevant subject teachers also carry out the necessary work in their lessons.

Official Ceremonies

All official ceremonies are held on the designated day at our school with the participation of the entire school community due to their significance and importance. Preparations for school ceremonies begin two weeks before the ceremony. Rehearsals take place during school days and hours, but may also be scheduled after school and on weekends if necessary. **The participation of students assigned to these tasks is mandatory for all preparations and rehearsals announced for the ceremonies.**

Accordingly, the ceremonies we will hold during the academic year are as follows:

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

Middle School Graduation 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 Middle School Graduation Ceremony and celebration for our 8th graders will take place on Thursday, June 22, 2027. Our 8th graders' families, teachers 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 İşıkkent teachers and competent educators from outside İşıkkent, 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

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 prior to 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 Trip	Grade 6	October 2026	Overnight
Ankara-Cappadocia Trip	Grade 8	April 2027	Overnight
Çanakkale Trip	Grade 7	November 2026	Overnight
Science Trip to Germany	Grade 7	March 2027	Overnight

In addition to the academic trips mentioned above, our students visit centres throughout the year to develop their social, scientific, intellectual, and aesthetic skills. These visits take place during school hours, within the relevant lesson time.

GENERAL INFORMATION

OUR DAILY TIMETABLE

CLASS	START	END	DURATION (min)	RECESS (min)
Class 1	09.00	09.35	00.35	00.35
Class 2	09.35	10.10	00.35	00.35
Class 3	10.20	11.00	00.40	00.40
Class 4	11.10	11.50	00.40	00.40
Class 5	12.40	13.20	00.40	00.40
Class 6	13.30	14.10	00.40	00.40
Class 7	14.20	15.00	00.40	00.40
C 8	15.10	15.50	00.40	00.40
OSP	16.00	17.00	01.00	

OUR EDUCATIONAL APPROACHES

BEHAVIOR MANAGEMENT

Students admitted to Işıkkent 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.

Işıkkent 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.

BEHAVIOR MANAGEMENT

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).
- 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.) At the end of each academic year, the sanctions imposed on students by the ÖDDK are reviewed by the teachers' council. The teachers' council votes on whether to lift the sanction; if the student demonstrates improved behaviour, the sanction is lifted and removed from the e-school system. Otherwise, the sanction remains in effect for the following academic year.

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 Practices

- 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.
- starting this year, student lockers will be located in the corridors, and students will proceed to subject-specific classrooms according to their class schedules. All students are expected to collect their course materials from their lockers in the corridors and arrive at the relevant classroom on time. As student lockers will be located in the corridors, students are required to keep their lockers locked at all times.

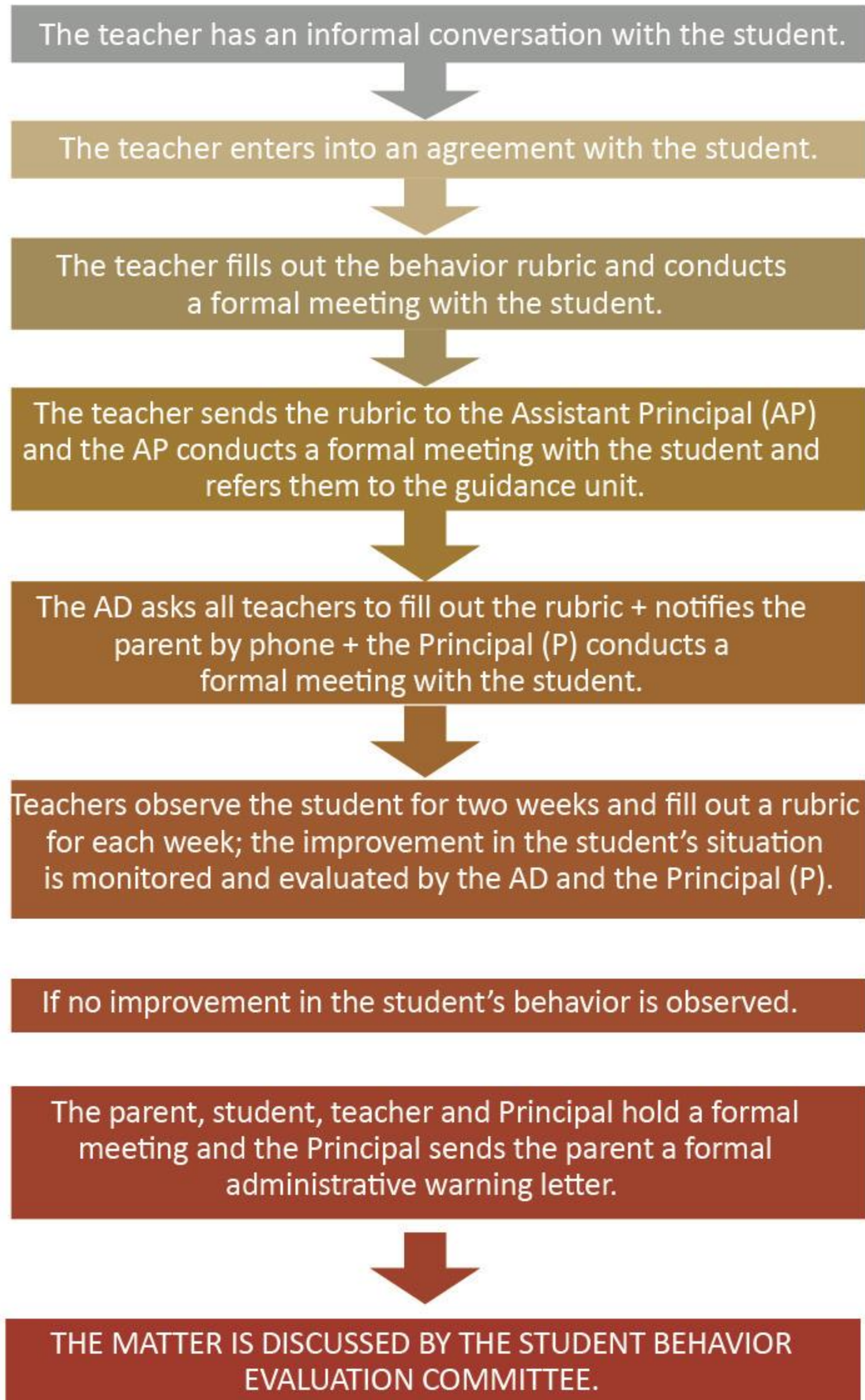
Parents in Behavior Management Practices

- 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.

OUR EDUCATIONAL APPROACHES

- In cases where student materials need to be retrieved from lockers, they are to be collected only by the student's parent or guardian; third-party access to student lockers is not permitted.

IŞIKKENT MIDDLE SCHOOL DISCIPLINARY PROCEDURE FLOWCHART



STUDENT TEACHER CONTRACT

Student's

Name:

Surname:

Classroom:

I'm...../.....by my teacher on /2026-2027

..... 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

ISIKKENT MIDDLE SCHOOL BEHAVIOR REPORT FORM

Student:

Class:

Teacher:

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

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".

- **Absences and Grade Promotion:**

According to the regulation amendment dated July 28, 2026:

Regular attendance at school is mandatory for our middle school students. **Unexcused absences** during an academic year.

The promotion status of students with 20 or more days of absence is evaluated and decided by the Departmental Teachers' Council. This does not mean that a student will automatically have to repeat the grade if they have 20 days of unexcused absences; the Departmental Teachers' Council decides whether the student will be promoted or not. Additionally, students who are promoted by committee decision despite having 20 or more days of unexcused absences **are not eligible to receive a certificate of appreciation or commendation**, even if their academic performance is satisfactory.

- **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 their children from school during school hours and not to request permission for this. In cases where permission is requested for routine checkups or for personal reasons, the School Administration reserves the right to deny permission depending on the student's required school schedule.
- A student requesting official permission must obtain a permission slip from the Assistant Principal before leaving school and present it to the security personnel at the exit gates.

Mandatory Attendance

Unless otherwise specified, all students are required to

- On the first and last days of school,
- At official ceremonies,

Since the academic program planned for the beginning of the year continues, students who are absent must make up for the material missed that day on their own. A special make-up program cannot be arranged for them. However, in very exceptional circumstances and only if a written request is submitted to the school administration in advance and approved by the principal, students may be granted permission to be absent.

Announced Exam 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 P.E 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.

**Ensuring that Physical Education classes are conducted in a safe, productive, and hygienic environment is our top priority. Accordingly, students are required to bring clean athletic shoes suitable only for the gym floor on the days classes are held.*

This policy is designed to protect the technical infrastructure and floor quality of our renovated gym, as well as to ensure the safety of our students during physical activity.

Exemption from Physical Education Classes with a Medical Certificate

To have a student exempted from Physical Education classes for a specific period or for the entire year, a parent must submit a request to the school administration. A student referred by the school doctor to a fully equipped hospital is required to participate in official post-hospital activities; otherwise (unless there is a valid excuse), the student will be marked absent.

Visiting the School Infirmary

Students who wish to visit the infirmary (except in emergencies).

- Must obtain permission from their teacher and leave the classroom with a "Class Exit Form."
- The form obtained from the teacher is signed by the Assistant Principal or the office assistant, and the student is directed to the infirmary.
- After receiving treatment, the student takes the infirmary form—signed by the infirmary staff—to the classroom and hands it to the teacher.

Only the infirmary manages medication; students are not allowed to carry medication with them. Students who need to take medication regularly must turn their medication in to the infirmary. Parents are required to share this information with the school administration and the infirmary.

Visiting Guidance Counseller's Office

Unless they have a scheduled appointment with the Guidance Office, students may only meet with the Guidance Office during recess or office hours. In the event of an emergency, to visit the Guidance Office during school hours, the student must:

- Obtain an appointment from the Guidance Office and a permission slip from their homeroom teacher.
- Have the permission slip signed by the vice principal or principal.
- After giving the permission slip to their subject teacher, the student may go to the guidance office.
- After the meeting, they can return to class with the form they receive from the counseling office.

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 are expected to be ready in their classrooms at the start of class.
- Students who are late for a class must obtain a late pass from the Assistant Principal before entering the classroom.
- Attendance is recorded in K12 the moment the teacher enters the classroom and closes the door at the start of class.
- If a student is going to be late to school, their parent or guardian must notify the Student Affairs Coordinator via email.
- Students who habitually arrive late in the mornings are monitored by the School Administration and the Guidance Office; necessary meetings are held, and if no change in behavior is observed, the situation is discussed with the parent.
- If the habit of being late persists, the case will be reviewed by the ÖDDK.

The cases of students who have made it a habit to be present at school but fail to enter class on time or be prepared in class, and who persist in refusing to take the necessary responsibility for positive behavioral change despite counseling, administrative, and parent meetings as well as written and verbal notifications, will be evaluated under the ÖDDK.

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 Middle 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 Blue shirt	School pants Blue shirt	Black or navy blue leather loafers, dark brown shoes
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	Female & Male School Uniform
School skirt-School Pants	School pants	Navy blue hooded IEK sweatshirt
Navy blue and burgundy tshirt	School capri pants	School blazer
Navy blue knee-length school socks	IEK navy blue and burgundy T-shirt	

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.

Dress Code:

On certain dates deemed appropriate and announced by the school administration (for reasons such as events or motivation), students may come to school in casual attire. On days when casual attire is permitted, the following items of clothing are not allowed to be worn to school in order to prevent restrictions on students' movement within the school and to avoid putting them in difficult situations. Parents of students who do not come to school in appropriate casual attire are asked to bring clothing for their child that complies with our school regulations; if this is not possible, the student will be provided with a uniform kept on hand at the school.

On casual dress days, our students may not wear the following items to school:

- Spaghetti-strap, short, strapless, see-through, or crop tops,
- Flip-flops, Crocs-style sandals, open-toed or closed-toe sandals, etc.
- Sports leggings
- Shorts
- Ripped jeans,

Students who do not comply with these rules will be required to wear their school uniform to school on the next casual 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.

Computer - Ipad use:

Işikkent 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.
11. Students are responsible for the security of their computers; the school does not assume any responsibility; students must keep their computers locked in their lockers when not in use.

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.***

GUIDANCE PRACTICES

The aim of the Psychological Counselling 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	
School Adaptation Activities	• Orientation program and adaptation activities continue throughout the year.
Recognition Studies	• Scales and inventories appropriate to the age level are made.
Psychological Counseling	• Individual psychological counseling on a wide range of topics is conducted with each student who needs it. • Interviews are conducted based on the student's application or feedback from different channels (parents, teachers, school administration, infirmary, etc.). • The principle of confidentiality is strictly observed in psychological counseling. • If, after the interview, it is necessary to share information to solve the problem, this information is provided with the student's knowledge.
Monitoring Academic Progress <i>This work is carried out in collaboration with the Special Learning Specialist.</i>	• Individual interviews and work habits, • Learning styles inventories, • Learning approaches, • Individualized Education Program Applications (IEP) are made.
Developing Positive Peer Relationships and Dealing with Bullying Coping	• Friendship Relationships, • Conflict Resolution and Mediation, • Safe School - Dealing with Bullying 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.
Safe Internet Use and Cyberbullying	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. • Ways to use the internet correctly and safely are shared. • These activities are also discussed in meetings with the school administration on a level and school-by-school basis, depending on the need. • It is also studied in the syllabus of computer courses.
Sexual Development Education Classes	• 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. • Parent seminars are organized with the same content.

Activities for Students	
Sexual Development Education Classes	• 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. • Parent seminars are organized with the same content.
Dependency	• 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.
Student Behavior	• Student Behavior Monitored • Participation in Student Behavior Evaluation Board meetings is ensured.
Professional Development LGS	• Goal setting and career choice process, • Coping with test anxiety, • Examination techniques, • High School Transition Exam (LGS) exam process and preference counseling are provided.
Cooperation with External Support Institutions and Experts	• Students who are deemed to benefit from expert support from outside the school are referred to an external expert in cooperation with their parents. • 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. • 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.

OUR EDUCATIONAL APPROACHES

Activities for Parents	
Contact	• Any parent who needs an appointment can have an individual interview with the guidance unit. • 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.
Parent Seminars	• 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. • The topics of parent seminars are organized each year according to the needs of students and parents.

Activities for Teachers	
Work with Class Guidance Counselors	• Work in close collaboration with Class Guidance Counselors to plan and implement guidance hours. • Weekly level-by-level Guidance Coordination meetings are held with Class Guidance Counselors.
Collaborative Work with All Teachers	• 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. • Individual support is provided when necessary according to teachers' needs. • 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.

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 Işıkkent 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:

Işıkkent Middle School 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 all children within Işıkkent Middle School.

Child Protection Policy

- 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 Işıkkent Middle School;

- 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 Işıkkent Middle School;

- 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.

OUR COMMUNICATION WITH PARENTS

At Işıkkent 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 Işıkkent Middle 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.*

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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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