

RETURN TO SCHOOL

ISIKKENT SCHOOL

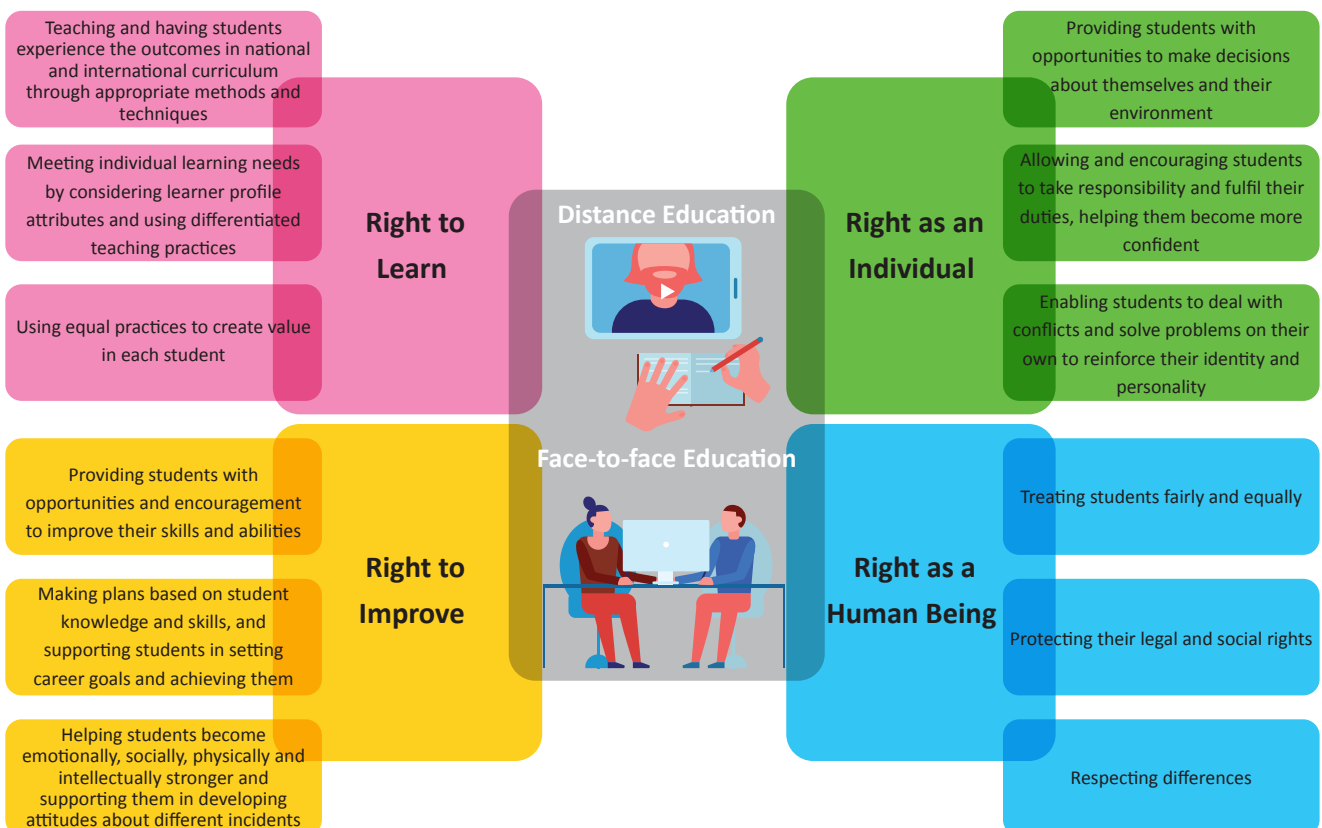
OCTOBER 2020

INTRODUCTION

As of March 2020, this year has been an unforgettable year, which made all global citizens redefine themselves, take up new habits and appreciate what they have in hand. The outbreak of COVID-19 has affected each sector, led to economic problems and caused uncertainties in the education sector while bringing a lot of variables and leaving many institutions desperate for solution. As the usual routines of teaching and learning have changed, the quantity and quality of education have started to be assessed through brand-new concepts. Most changes have occurred in the definition of teaching and learning, the delivery of online and offline lessons, the use of assessment and evaluation systems, and the results of the competence/incompetence in using technological tools and devices. Even after this time, it still seems almost impossible to anticipate the course of events, get prepared for what is next, make plans and offer the best. However, face-to-face education will eventually be necessary for the development of identity and personality as well as feelings and thoughts, and the recognition of an individual and his/her position in the society.

It is known that most of the knowledge can be delivered in front of screens as the new generation is really competent in online learning due to their strong relationship with the digital world. Moreover, online learning helps many students feel safer as it eliminates the problems that are likely to occur in the classroom environment. However, to serve the definition of education, which emphasises that education is the **“process of developing appropriate behaviour”**, we have to redefine the **“school as a new social environment”**, protect the rights of our students and support the **“holistic development of individuals”** to help them experience, internalise and improve their behaviour while preparing them for different situations and structure their identity and personality in an appropriate and meaningful way.

It is very important for IEK to protect the basic rights of all students and create value in each of them during both distance education (DE) and face-to-face education (FTFE).



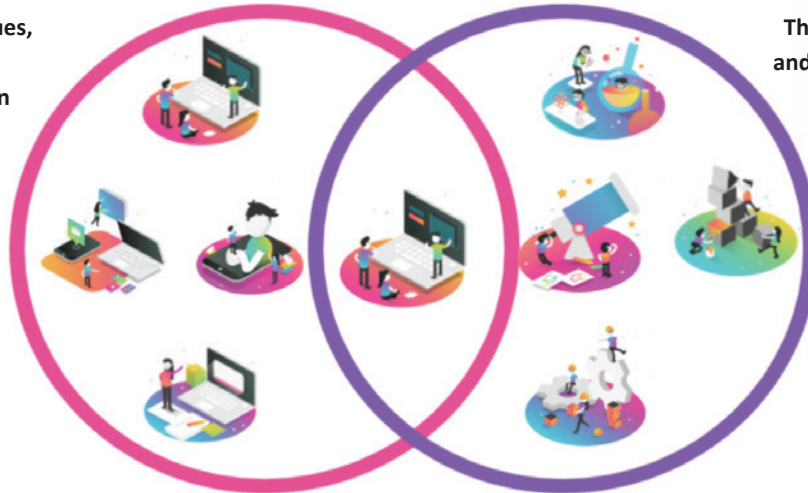
OUR AIM

Due to the uncertainties caused by COVID-19, our aim is to plan our educational activities for the 2020-2021 academic year in an appropriate and worthwhile way, anticipate the possibilities, take the necessary precautions, eliminate the risks and guarantee the aims and objectives of IEK by considering different scenarios.

The administrative and academic staff members of IEK have taken all possibilities into consideration, finalized their preparations for three different scenarios and determined the main principles.

Teaching And Learning Scenarios During The Pandemic

The risk of COVID-19 continues, and distance education becomes compulsory again

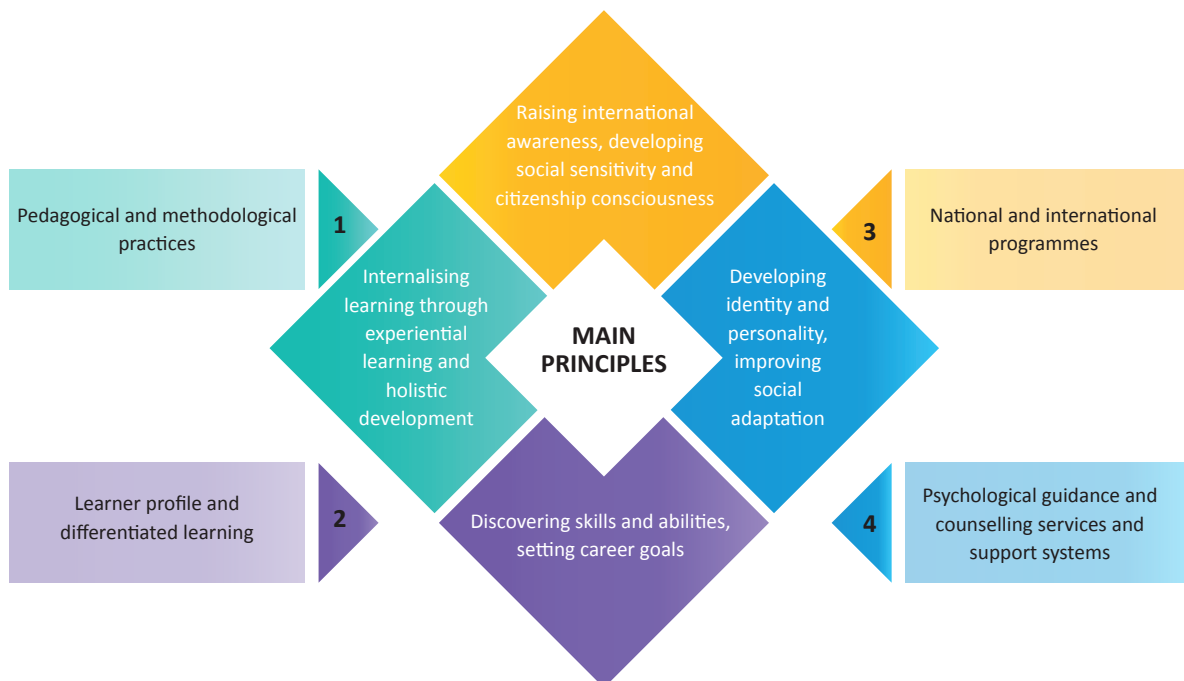


The risk of COVID-19 decreases, and face-to-face education begins

The risk of COVID-19 continues, and both DE and FTFE are used

MAIN PRINCIPLES

IEK works to achieve its aims and objectives regarding education based on the following principles and focuses on its students to discover their potential.



EDUCATIONAL PHILOSOPHY

In all divisions of IEK, a “holistic development programme” is followed to support the holistic development of students, equip them for the benefit of society and develop the attributes required by the 21st century. In all in-class and extra-curricular activities, it is aimed to develop and consolidate positive attributes and habits. With this aim,

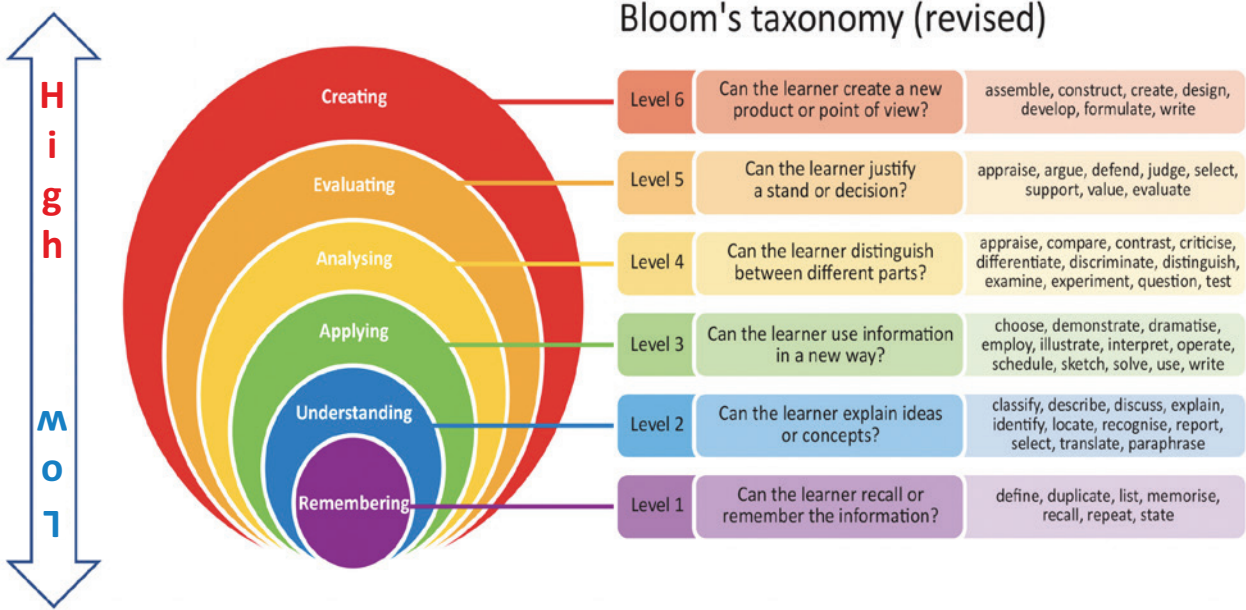
- Experiential learning,
- International awareness,
- Internalised learning outcomes,
- Interdisciplinary connections are included in all courses and grade levels of the school.

“Learning and Teaching Approaches” are also taken into consideration while nurturing skills such as:

- Thinking,
- Social,
- Communication,
- Self-management,
- Research skills.

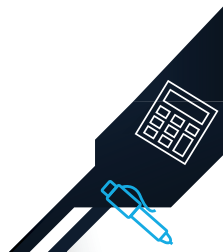
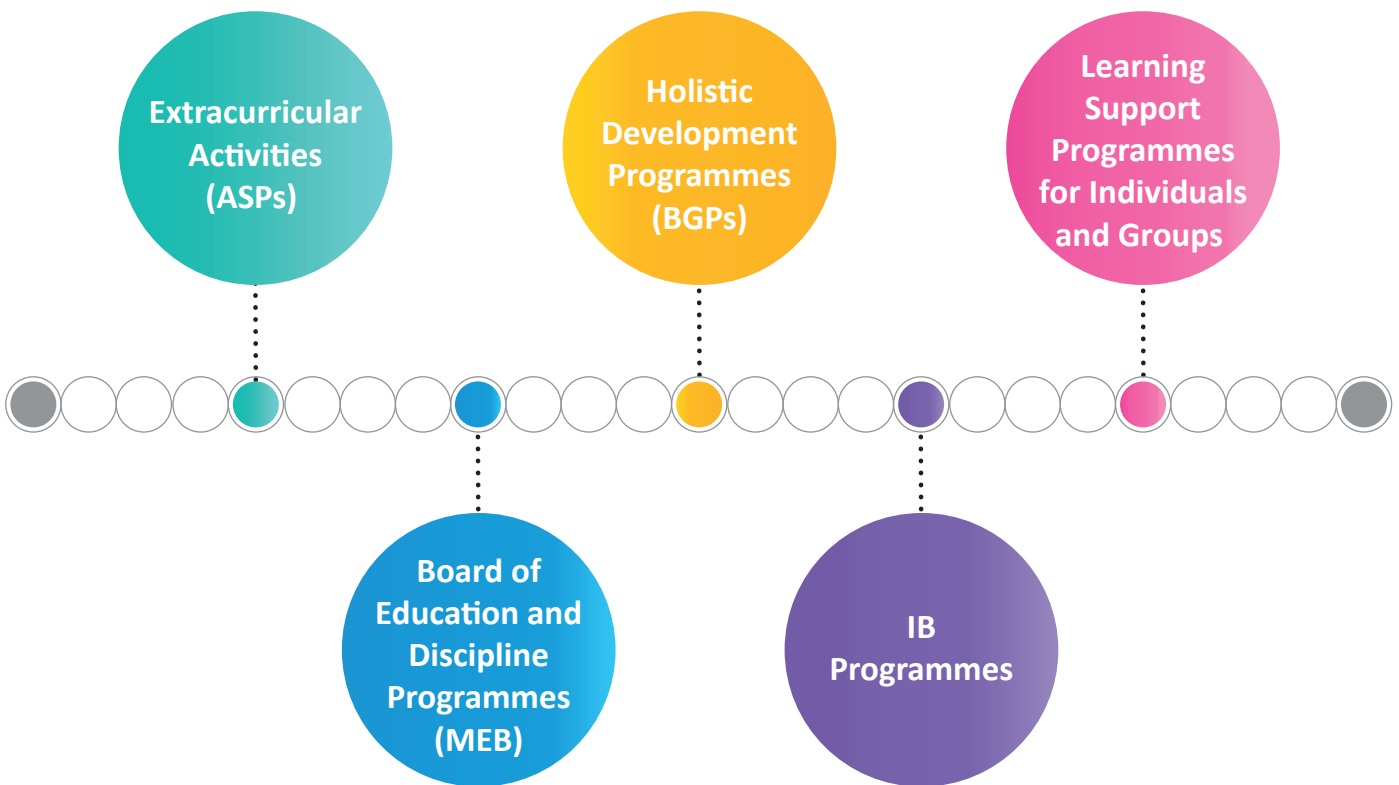


Above-mentioned skills and attitudes are assessed through various tools and rubrics used in in-class and extra-curricular teaching and learning activities. All assessment and evaluation practices are cyclical, consistent, holistic, process-oriented and individual, and are planned according to **Bloom’s Taxonomy & High Order Thinking Skills**.



Following practices are implemented and cause-effect relationships are considered to achieve the educational objectives.

TEACHING & LEARNING PRACTICES



OUR RESPONSIBILITIES

It is important to collaborate; abide by common decisions, rules and procedures; and have consistent practices and attitudes in order for learning and teaching to be healthy and successful. Therefore, all stakeholders are expected to fulfil the responsibilities below during all DE and FTFE activities.

Area of Responsibility	Administration	Teacher	Student	Parent
<p>Teaching Core Curriculum</p> <ul style="list-style-type: none"> • Numerical Subjects • Verbal Subjects • Language Lessons <p>Teaching Branch Lessons</p> <ul style="list-style-type: none"> • Arts • Sports • Technical Subjects 	<p>Ensure that the lessons are planned and delivered in accordance with the principles and procedures specified by the IBO and the Board of Education and Discipline.</p> <p>Create a balanced weekly schedule by considering teachers' workload.</p> <p>Provide all kinds of materials required for the lessons.</p> <p>Ensure that different departments collaborate to deliver lessons by using modern teaching methods.</p> <p>Establish and strengthen systems to support learning and teaching.</p>	<p>Act timely to take action and make preparation to deliver lessons in accordance with the principles and procedures specified by the IBO and the Board of Education and Discipline.</p> <p>Know and use appropriate methods and techniques in their lessons.</p> <p>Use a variety of resources and enrich course materials.</p> <p>Make preparations by taking learner profile attributes, personal needs and multiple intelligence theory into consideration.</p> <p>Ensure permanent learning and provide opportunities for experiential learning.</p>	<p>Follow the instructions to acquire lesson outcomes.</p> <p>Consider it important to acquire subject-based skills.</p> <p>Fulfil their responsibilities.</p> <p>Act timely and appropriately to carry out all activities related to their learning process.</p> <p>Ask their questions to the teacher and ask for support when necessary.</p>	<p>Provide students with materials to be used in the lessons.</p> <p>Collaborate with the school and teachers during the learning process.</p> <p>Support students psychologically and financially about subject-based projects and performance tasks.</p>
<p>Assessment, Evaluation & Feedback Systems</p> <p>Criteria-Based Assessment</p> <ul style="list-style-type: none"> • Proficiency Exams <p>English Exams</p> <p>Purposeful Assessment</p> <ul style="list-style-type: none"> • Placement-Summative • Formative-Constructive <p>Written and Oral Feedback</p> <ul style="list-style-type: none"> • Performances • Presentations • HW Assignments • Projects • Participation • Course Materials 	<p>Ensure that assessment and evaluation system is defined, clear, fair and explicable.</p> <p>Ensure that the teachers have the necessary knowledge and skills about assessment and evaluation process.</p> <p>Receive reports both on the assessment process and its results and observe student development accordingly.</p> <p>Receive feedback on the assessment and evaluation process from the Guidance & Counselling Committee and the Teachers' Committee, ensure that the necessary precautions are taken.</p> <p>Ensure that the parents are informed about the assessment and evaluation systems.</p> <p>Ensure that the records on assessment and evaluation are archived appropriately.</p>	<p>Fulfil the responsibilities specified in the relevant committees.</p> <p>Extend their knowledge and skills on assessment and evaluation.</p> <p>Inform students and parents on a regular basis.</p> <p>Know and abide by the procedures and policies of the school and ensure that assessment, evaluation and feedback systems are used effectively.</p> <p>Use all systems in a systematic, planned, controllable and documentable way</p> <p>Keep track of learning outcomes.</p> <p>Protect the rights and freedom of the students</p>	<p>Fulfil their responsibilities about the assessment and evaluation system</p> <p>Know that they are treated fairly and equally and rely on the grades and feedback they receive.</p> <p>Know that they have the right to question, criticise or object to their grades or feedback at any time.</p> <p>Follow the instructions and explanations while working on their assignments and submit them on time.</p> <p>Abide by the assessment and evaluation rules specified by the school.</p>	<p>Become aware of the assessment and evaluation system used at school.</p> <p>Know that the assessment and evaluation process is conducted fairly.</p> <p>Know how a grade or feedback can be questioned or objected to.</p> <p>Take the feedback provided by the school seriously and collaborate with the school to meet student needs.</p> <p>Attend the meetings where assessment and evaluation might be discussed.</p> <p>Keep the report cards and feedback reports sent by the school.</p>

Area of Responsibility	Administration	Teacher	Student	Parent
<p>Attendance-Absence</p> <ul style="list-style-type: none"> • Participation in the Lessons • Participation in the Ceremonies • Participation in Projects and Performance tasks • Participation in Social Events • Participation in Trips & Excursions • Participation in Experiments • Participation in Presentations • Participation in Guidance & Counselling Activities • Participation in BGPs • Participation in ASPs • Participation in Meetings and Informative Events 	<p>To achieve the objectives stated in the school mission and vision, all administrative staff:</p> <ul style="list-style-type: none"> • Collaborate with other divisions of the school and reinforce the collaboration between colleagues • Plan events/organizations and identify what is needed to realize them • Assign budgets • Plan and arrange physical spaces based on the needs of the school • Ensure that the stakeholders are able to benefit from the school facilities equally • Use outsourcing when necessary • Consult to experts when necessary • Prepare, structure and announce the event calendar • Establish communication with stakeholders to ensure that they participate in school events 	<p>Ensure that the students are analysed in accordance with the multiple intelligence theory</p> <p>Believe that the students learn differently and plans lessons accordingly</p> <p>Enrich all in-class and extra-curricular activities</p> <p>Encourage student participation</p> <p>Ensure that school activities are aligned with school mission and vision</p> <p>Identify all areas and tools to support the intellectual, social and emotional development of the students</p> <p>Collaborate with other divisions and individuals to plan events and activities</p> <p>Act according to the policies and procedures of the school</p> <p>Take social activity calendar into consideration</p> <p>Provide students with opportunities to reflect their knowledge and skills through different activities</p> <p>Enrich school activities by developing new and different methods</p> <p>Record the activities done by the students</p> <p>Observe students and collaborate with the Guidance and Counselling Office</p>	<p>Attend all in-class and extra-curricular activities and programmes</p> <p>Play an active role in all activities as they believe that skills have to be improved as much as knowledge</p> <p>Know that not attending the lessons or school activities can cause them problems in their education and their future career</p> <p>Know that all schoolwork is prepared according to their age characteristics, interests and levels</p> <p>Know that the schoolwork is considered in the assessment and evaluation process</p> <p>Act and behave as expected and know their responsibilities</p> <p>Know that school activities contribute to their emotional, social and cognitive development, and work to get the most benefit out of the school by considering their own talents and choices için çabalar</p>	<p>Accept that absenteeism is a sensitive issue</p> <p>Do not let students decide if they will come to school or not</p> <p>Motivate their children for school</p> <p>Know that the policies and procedures of the school are the determinants of how issues will be handled within the school</p> <p>Accept that the extra-curricular activities are as important as the in-class activities</p> <p>Collaborate with the school administration when their children will not be able to come to school</p> <p>Must inform the school administration in case of absence and submit a doctor's report to the school</p> <p>Attend school activities by following the calendar and observe student performance</p>
<p>Disciplinary Procedures</p> <ul style="list-style-type: none"> • Disrupting the lesson • Not preparing for the lesson • Developing a habit of not attending school • Not following the instructions or explanations • Not completing and submitting the tasks on time • Damaging the belongings of others • Bullying others in real/digital world through written, visual and verbal tools 	<p>By taking age characteristics into consideration, IEK administrators:</p> <p>Try to make "positive and permanent" changes in student behaviour and take all measures to do it</p> <p>Encourage appropriate communication among students, teach them how to communicate more effectively and use appropriate tools in a timely manner</p>	<p>Act according to the procedures and policies specified by the school</p> <p>Be fair while dealing with the problems of their students</p> <p>Take necessary measures against the violation of personal rights and freedom</p> <p>Act fairly and objectively</p> <p>Avoid ignoring or hiding problems and intervene immediately when necessary</p>	<p>Accept that all school rules and practices are effective in all parts of the school</p> <p>Respect the rights and freedom of others</p> <p>Improve their behaviour as expected</p> <p>Pay attention to signs and reminders</p> <p>Know that there are consequences for their actions</p>	<p>Know that the school rules apply to everyone and cannot be changed to suit someone</p> <p>Collaborate with the school in case of any discipline problems</p> <p>Pay attention to signs and reminders, support students on this issue</p> <p>Collaborate with the Guidance & Counselling Office and fulfil their responsibilities in case of any discipline problems</p>



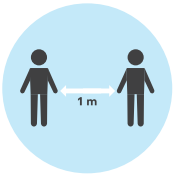
HSTUS RULES

All IEK employees and students are expected to act according to the rules indicated below, warn the violators and inform the relevant personnel in order to protect their own health as well as the public's health and prevent the spread of the pandemic.

Hands shall be washed and disinfected regularly.



It is not optional but compulsory to wear mask for staff and students above 12 years old.



Social distancing rules shall be followed by keeping at least 1m distance from others while waiting, sitting and communicating.



Shoes and clothes shall be kept clean at all times.



Temperature check shall be performed for all.

At IEK:

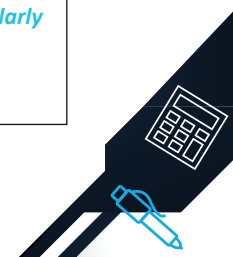
- School entrances and exits,
- Restrooms and changing rooms,
- Sports hall and swimming pool,
- Cafeteria and canteens,
- Garden and corridors,
- Library and studios,
- Classrooms and labs,
- Spaces for recess,
- Schoolyard and playgrounds

have been rearranged in accordance with coronavirus-related measures. Also, all manual devices such as faucets, soap dispensers and disinfection devices have been replaced with automatic ones, and school employees have been assigned to perform temperature check where necessary.

GENERAL RULES

All rules specified below will be effective in both DE and FTFE and apply to all. All students will be expected to abide by the rules, act according to the given instructions, exercise self-control and develop learner profile attributes. Violation of these rules will be treated in accordance with the **Disciplinary Provisions** specified by the Ministry of Education.

Working & Studying at Home	
During DE	During FTFE
<ul style="list-style-type: none"> • Choose a room, arrange it for DE activities and use that room while attending your lessons, • Ensure that your room is quiet, organized and involve all course materials, • Wash and disinfect your hands during recess, • Give frequent breaks during long-term tasks, • Drink water frequently during DE activities, • Make sure that the materials on your table are clean and disinfected daily. 	<ul style="list-style-type: none"> • Wash or disinfect your hands while entering and leaving the classroom/offices/studios, • Use desks and chairs which were named and arranged according to social distancing rules, • Do not share your materials with anyone and make sure that they are disinfected if you have to, • Make sure that your personal belongings are clean and do not leave them around (put your bag in your locker, not behind the chair), • Get fresh air after each lesson as instructed by your teacher, • Give frequent breaks during long-term tasks, • Drink water frequently during FTFE activities, • Make sure that your mask covers your nose and chin at all times and do not leave your nose open by loosening or lowering your mask, • Use the lockers in the classroom or at the classroom entrance, • Put your school bag and materials in your locker and ensure that none of your personal belongings are left out as classrooms will be disinfected at the end of each day, • Bring all your stuff daily and do not forget course materials at home. <p style="color: #00AEEF; margin-top: 10px;">IMPORTANT: Do not swap seats as all desks and chairs will be labelled according to the names of the students, keep your social distance in the classroom and do not take off your mask unless it is necessary.</p>
Recess & Rest Times	
During DE	During FTFE
<ul style="list-style-type: none"> • Spend your recess according to the times designated by the school, • Get as much fresh air as you can during recess, • Return to your study room right after the recess, • Make sure that your house is ventilated regularly and exposed to natural light, • Do not eat or drink anything except water during online lessons. 	<ul style="list-style-type: none"> • Avoid playing group games and taking seats that require physical contact to keep your social distance and avoid physical support or help, • Rest, chat, study and get prepared for the lesson in areas designated by the school. • Use the designated benches, tables and/or chairs in the garden, cafeteria and offices, • Wear your mask during recess, • Change your mask when it is dirty, • Disinfect your hands and follow hygiene rules in the garden and classrooms/while changing places, • Pay attention to the warnings of the administrators or teachers on duty, • Do not forget that you are at a public place and obey social distancing rules, • Avoid physical contact with others. <p style="color: #00AEEF; margin-top: 10px;">IMPORTANT: Use designated seats, get fresh air, wash your hands regularly and do not get close to anyone.</p>



Cleaning & Hygiene	
During DE	During FTFE
<p>If you are not in your house:</p> <ul style="list-style-type: none"> • Perform personal care before the lesson, • Use the restroom during recess, • Do not share your belongings with others even if you live in the same house and avoid close contact with family members who come from outside unless they are clean. 	<ul style="list-style-type: none"> • Wear clean clothes every day, • Keep your shoes clean at all times, • The use of gloves is not recommended but if you prefer to use them, change them hourly and put dirty ones in “medical waste containers”, • Do not take off your mask within school hours, • Make sure that your mask is clean and free of holes at all times, • Carry at least two spare masks with you, • Change your mask at least twice a day, • Put dirty masks in “medical waste containers”, • Disinfect your hands regularly at school entrance and exit, • Disinfect your clothes with the disinfectant spray that must be brought to school, • Follow social distancing rules while entering/leaving the school/classroom/office, • Drink bottled water at all times. <p>IMPORTANT: <i>Obey HSTUS rules as well as the rules about medical wastes, hygiene and disinfection as you have to protect your own health and the health of others and environment within school hours.</i></p>

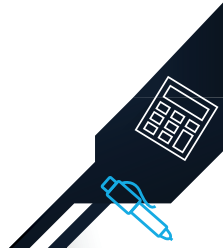
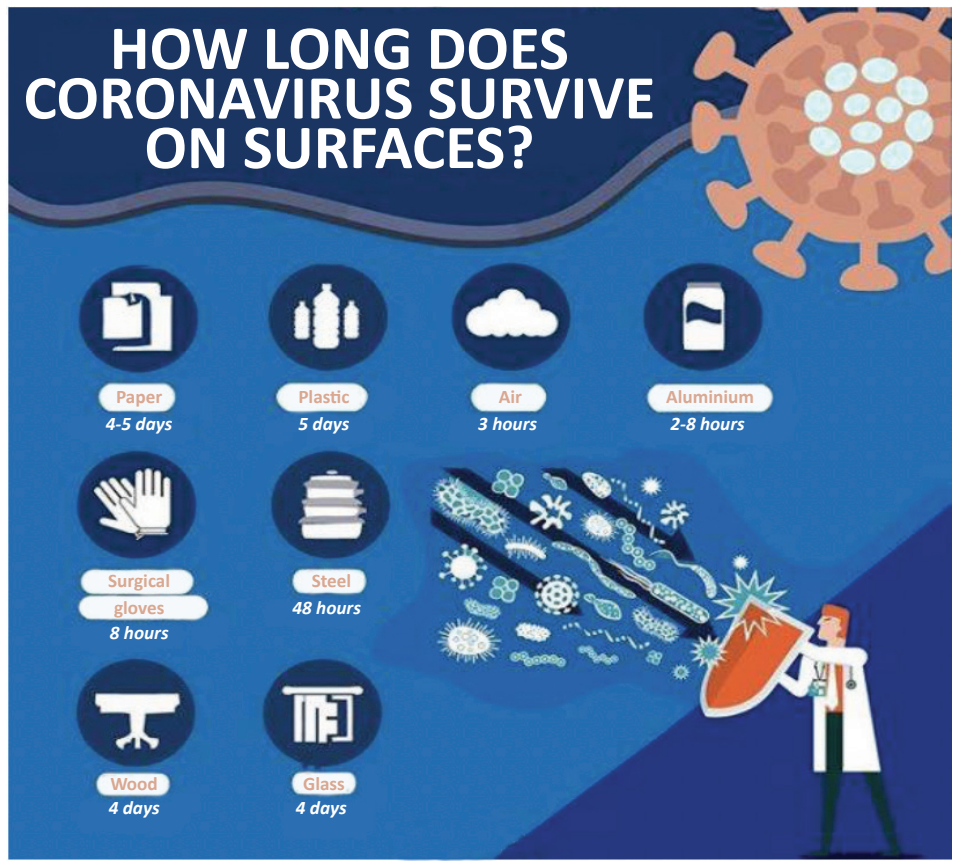
Social Distancing	
During DE	During FTFE
<p>If you are not in a home environment and have to socialize:</p> <ul style="list-style-type: none"> • Pay attention to the instructions and keep your social distance, • Keep your social distance and wear your mask while communicating with others - do not stay there or find a clean mask if you do not have one. 	<ul style="list-style-type: none"> • Violation of social distancing rules is not acceptable as they are clearly specified in the regulations. • Do not change the places of desks, tables and chairs as they are placed according to social distancing rules (at least 1m), • Do not sit in undesignated areas or the areas marked with “X”, do not enter into restricted areas, • Follow social distancing rules and instructions, • Keep your social distance and wear your mask while communicating with others - do not stay there or find a clean mask if you do not have one, • Follow the social distancing signs in the cafeteria. <p>IMPORTANT: <i>It is our priority, duty and responsibility to follow social distancing rules for our own health as well as public health. Violation of social distancing rules is an offense, which cannot be forgiven and compensated.</i></p>



NOTE:

All stakeholders have to pay attention to the social distancing signs and stickers which have been placed in different areas of the school.

Clothes	
During DE	During FTFE
<p>Wear your school uniform if you are a MS or HS student. Also:</p> <ul style="list-style-type: none"> • Ensure that your clothes/uniforms are clean, ironed and changed every day. • Do not use any accessories other than a watch. • Disinfect your watch regularly with a spray. • Do not leave home without disinfecting your bag if you use them all the time and disinfect your hands each time you use your bag. • Tie your hair if it is long. • Shave daily. 	<ul style="list-style-type: none"> • Change your clothes and uniforms every day. • ELC and PS students should not wear tank tops, short/tight-fitting/nylon clothes due to the risk of COVID-19. • Wear closed toe shoes and keep the bottom of your shoes clean. Wear sneakers if possible. Wash them in the washing machine preferably at least once a week. • Change your socks and underwear daily. • Wear coats, cardigans etc. that can fit into your bag. If they do not fit into your bag, hang them behind your chair and disinfect them before wearing. • Avoid wearing any accessories other than a watch and disinfect it regularly with a spray. • Do not share your personal belongings with others. • Do not leave home without disinfecting your bag and disinfect your hands each time you use your bag. • Put spare clothes in plastic bags and carry them with you. • Carry a spare plastic bag with you to put your dirty clothes and/or materials in. • Disinfect your bag once you enter your house and keep it at the entrance for at least two hours. • Tie your hair if it is long. • Shave daily. • Do not use perfume or deodorant as it may trigger asthma and allergy attacks. <p>NOTE: <i>Using a face mask protects you and your community; however, your contact with different surfaces and the frequency of washing/disinfecting hands severely strengthen or weaken this protection.</i></p>



PARENT VISITS

Unfortunately, all parent visits have been forbidden in accordance with the school regulations due to the pandemic. However, it is important for parents, students and teachers to meet and share at times for a healthy development process. Therefore, the rules and procedures below will be followed in meetings with parents:

Activity	Definition	Principles & Procedures	
		During DE	During FTFE
Information Sharing Meetings <ul style="list-style-type: none"> • Open House Meetings • Parent Feedback Meetings • In-Service Training Sessions • PTC • PTA Meetings • Parent Training on IB Programmes • Guidance & Counselling Meetings 	<p>It is important for IEK to establish a strong, open and respectful communication with parents and use every opportunity to hear parent opinions, suggestions and comments while working towards its projects, objectives and responsibilities.</p>	<p>It has become impossible to hold face-to-face meetings during DE due to COVID-19. Therefore, all planned meetings that require the participation of many people as well as individual meetings will be held via online platforms such as TEAMS, ZOOM etc.</p> <p>Meetings to be held via TEAMS and ZOOM are as follows: Attendance by parents is compulsory:</p> <ul style="list-style-type: none"> • Guidance & Counselling Meetings • Parent Feedback Meetings • Open House Meetings • Parent-Teacher Conferences • Meetings for Performance & Presentation <p>Attendance by parents is not compulsory but expected:</p> <ul style="list-style-type: none"> • In-Service Training • Webinars <p>Attendance is compulsory for presidents and members only:</p> <ul style="list-style-type: none"> • PTA Meetings • Graduation Committee Meetings 	<p>It has been forbidden for parents and third parties to enter the school during FTFE due to COVID-19. Therefore, planned or compulsory parent meetings with IEK administration and personnel will be held either face-to-face or via TEAMS/ZOOM based on the following circumstances:</p> <p>Emergency meetings that require face-to-face contact:</p> <ul style="list-style-type: none"> • Disciplinary issues • Health issues • Family issues • BEP meetings • Open House meetings (HSTUS rules will be followed) • Private meetings with parents • Individual meetings for performance and presentation <p>All FTF meetings:</p> <ul style="list-style-type: none"> • Will be planned at 45 minutes after the end of the school day • Will be held in a disinfected environment • Will be held according to HSTUS rules • Will be arranged according to social distancing rules • Will be held in designated areas and parents will not be allowed to use any other areas of the school • Will be held without food/drink service <p>If parents are not called by the school and given an appointment and/or do not have to come to school because of an emergency, they will not be allowed to enter the school. Therefore, they should get an appointment from the school administration and come to school later if they have to.</p> <p><i>Note:</i> <i>Parents who are over 65 and have a chronic disease will only be able to attend the meetings via TEAMS.</i></p>

SCHOOL BUS RULES

Issues regarding the transportation of students have been discussed sensitively and social distancing and hygiene rules have been taken into consideration while setting the rules below:

- School buses will be disinfected daily.
- School bus attendants will be trained about the pandemic.
- All stakeholders who use the school bus (including ELC and PS students) will follow the rules regarding the use of masks and will not be able to get on the bus without a mask. All stakeholders must wear their masks/face shields during their commute.
- Hands will be disinfected while getting on the bus.
- Those who have a fever and/or do not follow the rules regarding the use of masks will not be allowed to get on the bus.
- All stakeholders should get on/off the bus at the designated spot.
- School bus drivers will act according to the instructions of the authorized people.
- Students/teachers who come to school by their own means will be allowed in through following gates:



= South Gate



= West Gate



- All stakeholders will follow the social distancing rules while getting on the bus and leaving the school.
- All stakeholders will sit in the designated areas.
- Students will not be allowed to ride a different bus from their assigned bus. Those who need go to a different location will be taken from school by their parents.

Designated Spots for School Buses:



West Gate



HS Entrance

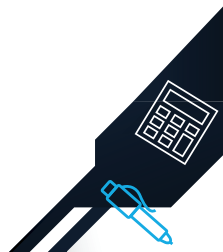


School entrance near the bust of Ataturk



Side entrance near the basketball field

Staff – Relevant school entrance or the HS entrance



SCHOOL LAYOUT AND COMMON SPACES

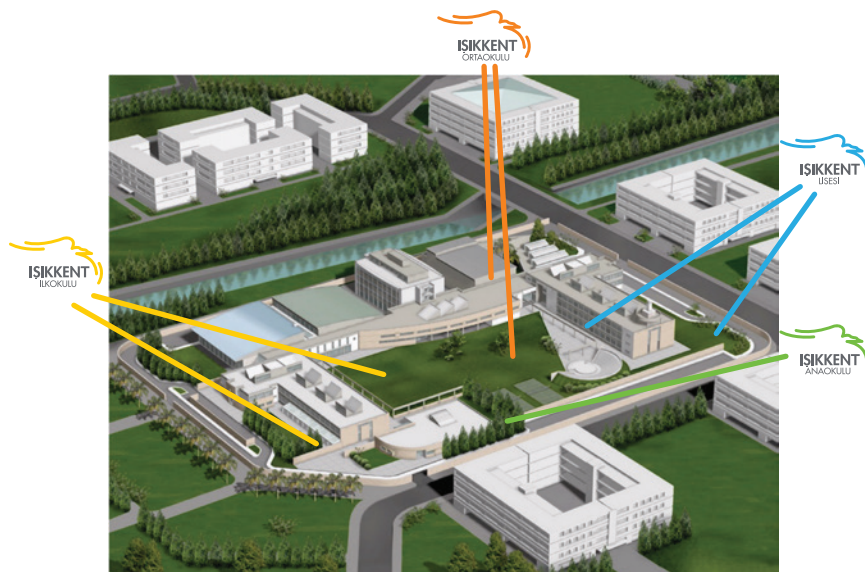
All physical facilities and learning environments have been rearranged in accordance with the circulars by the Ministries of Education and Health. The arrangements made in our school are as follows:

- Each school will use its own garden during recess.
- Each garden has been divided into safe zones and the designated spots for students have been extended.
- All seating areas within the building have been rearranged according to social distancing rules.
- Students will not be allowed to enter other divisions unless they have to. Teachers will supervise those who have to enter another division.
- School library can be visited by appointment and certain number of students and teachers can enter the library according to social distancing rules. It cannot be used as a waiting area and cannot be used without teacher supervision.
- All carpets in the ELC and PS buildings have been removed.
- Group seating arrangements have been physically removed and an individual seating plan has been implemented in the ELC and PS.
- ELC seating plan has been restructured by taking social distancing rules into consideration (at least 1m distance between students).
- Playgrounds will be used by students under teacher supervision and will be disinfected after each recess.
- Box games and chess sets placed in the corridors have been removed due to the pandemic.
- Group games (basketball, football etc.) will be played according to social distancing rules and additional rules specified by the schools.
- All school areas have been rearranged according to social distancing rules.
- Social distancing stickers have been applied on the benches, tables and chairs in the garden as part of new social seating arrangements.

SCHOOL GARDEN

Designated garden areas:

- HS students spend their recess in the HS front garden and the area assigned to them in the middle garden.
- MS students spend their recess in the area assigned to them in the middle garden.
- PS students use the area assigned to them in the middle garden and the area assigned to first graders.
- ELC uses its own garden.



CAFETERIA & CANTEEN



It is important to meet the daily nutrition needs of our students with healthy food and strengthen their resistance against virus infection. Therefore, school cafeteria and food services require the implementation of top-level hygiene rules and practices. In line with these rules and practices, a new seating plan has been structured by considering social distancing rules.

As part of the new measures against the virus, no food or drinks will be left out or uncovered and snacks will be served in packs. Our monthly menu will be structured with the guidance of Prof. Dr. Sedef Nehir El, who is a faculty member of Ege University Food Engineering Department and the nutritionist of our school, as in previous years; and school meals will be served under the supervision of a food engineer from Sofra Group.

Additional rules regarding the cafeteria and food services are as follows:

- Snacks for the ELC and PS students will be distributed by the teachers in the classroom.
- Snacks for the MS and HS students will be distributed by the cafeteria staff.
- Buffet stations in the cafeteria will be closed.
- Sauces, olive oil, salt and spices will be offered in packs for individual use.
- Instead of glasses, 330ml water bottles will be given to each student during lunch.
- No one will be allowed to sit face-to-face, and chairs will be spaced at least 60cm apart.

CANTEEN:

Students will be able to use school canteens during snack recess under the supervision of their teachers on duty as long as they follow social distancing and hygiene rules. School canteens will only sell water during other recess times.

SPORTS HALL



As COVID-19 spreads between people mainly through droplets and close contact, the use of our swimming pool and swimming classes have not been restricted in accordance with the circular by the Ministry of Health. Therefore, we will do the swimming and PE lessons, which are very important for holistic development; however, we will follow the rules specified below to avoid the risk of coronavirus infection.

a-Swimming Pool

Internationally accepted rules and official references show that it is very important to check the amount and frequency of chlorine used in the swimming pool and carry out regular analysis through interim measurements. At IEK, daily amount of chlorine used in the swimming pool is checked regularly, water samples are sent to an official laboratory, analysis reports are kept in our archive and the content and frequency of tests are determined according to those results. Additional rules and measures against the pandemic are as follows:

- **Frequency of cleaning activities has been increased for regular sanitization of all areas including commonly used equipment such as door handles, and additional devices have been installed for regular disinfection of the lockers in the changing rooms.**
- **Students and teachers will wear masks while using (waiting, entering, leaving, changing etc.) the sports facilities.**
- **Rules to be followed have been hung on pinboards.**
- **Times when students, teachers and support staff use the sports facilities will be recorded.**
- **One person per 8 square meters will be allowed to be present in the swimming pool and swimming lessons will be included in the weekly lesson schedule.**
- **Each classroom will use the swimming pool at assigned times.**
- **Each swimming lesson will be supervised by two teachers.**
- **Third parties will not be able to use the swimming pool during the pandemic.**

b-Sports Hall

Team games have been restricted in accordance with the circular by the Ministry of Health. Social distancing rules will be followed during sports exercises which do not require contact. Additional rules and measures against the pandemic are as follows:

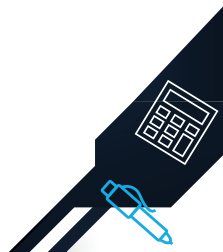
- **One person per 6 square meters will be allowed in the sports hall.**
- **At least 2 meters of distance will be kept between people and sports equipment.**
- **Bins with pedal and lid will be located at the entrance/exit of the sports hall and emptied regularly.**
- **Rules to be followed have been hung on pinboards.**
- **Students will not be allowed to use the sports hall at midday as it will be ventilated for one hour.**
- **All areas and equipment including door handles will be cleaned regularly and changing rooms will be cleaned after each use.**

LIBRARY



Libraries are one of the riskiest areas in terms of transmission of the virus as direct contact is used in them. To prevent those risks:

- Social distancing signs and stickers have been placed in the library.
- Hand sanitizers, which have been placed on the counter and at the entrance/exit of the library, will be used before and after touching the books.
- Social distancing rules will be followed while borrowing books. Social distancing (at least 1m) signs have been placed at the entrance and exit of the library.
- Use of masks is compulsory in the library.
- Teachers will not be allowed to take students to the library without reservation.
- Maximum 17 people will be able to stay in the library at the same time according to the social distancing rules.
- Everyone will be expected to complete their work and leave the library as soon as possible.
- Door handles, bookshelves and books will be disinfected daily.
- All computers in the library will be disinfected after each use.



As distance education will be carried out until **September 21, 2020** and face-to-face education will start afterwards, other rules, expectations and practices regarding the learning environments and physical facilities are as follows:

Topic	Definition	Principles and Procedures	
		During DE	During FTFE
Physical Learning Environments <ul style="list-style-type: none"> • Classrooms • Labs • Studios • Sports Facilities • Garden • Theatre Halls • Library • Computer Labs • Spaces for Recess • Corridors • Cafeteria • Art Rooms 	<p>Physical learning environments are the physical spaces where learning and teaching activities are conducted and experienced while certain learning outcomes are observed.</p> <p>These are the physical spaces where students improve themselves emotionally and socially by looking at different examples/role models or acting as role models.</p> <p>Physical learning environments allow students to present their character and identity while improving their talents and abilities.</p>	<p>The learning environment is where our student lives and studies (computer, online platforms etc.).</p> <p>Teachers and students will use their computers to conduct teaching and learning activities, achieve educational goals and cover national and international curriculum and expectations.</p> <p>All kinds of platforms that can be accessed through computers will be used to improve and reinforce learning, prepare students for higher education, carry out assessment and evaluation based on different needs, make observations and fulfil personal needs.</p> <p>Teachers and students are supposed to create a quiet and organized learning environment which will not interrupt educational activities.</p>	<p>All indoor and outdoor facilities of our campus are designed as learning environments which involve appropriate and adequate equipment to enable students to engage in both individual and group work. Due to COVID-19 pandemic:</p> <ul style="list-style-type: none"> • All physical facilities have been rearranged according to social distancing rules (at least 1m), • Lessons/activities will be held in parallel sessions with small groups (10-15 students) when necessary, • Labs will be used in weekly turns, • Sports facilities will allow for indoor and outdoor lessons, • Electives will be held by two teachers when necessary, • Disinfectants will be placed all around the campus, • Course materials will be disinfected between the lessons, • Learning environments will be disinfected between the lessons, • Spare materials and equipment will be stocked for a safe learning environment, • Use of digital library will be encouraged, • A reservation system will be established to enable individual and small group work, • Learning environments will be monitored and disinfected by the cleaning staff, • Students will not move around the classrooms and use the designated and labelled classrooms, desks and chairs only.



USE OF AIR CONDITIONERS INDOORS

Our school uses central heating in winter and split air conditioner in summer. The use of air conditioners has become safer after the regular disinfection of their suction ducts. Natural ventilation will be used instead of air conditioners as long as the weather conditions allow us to do so. Our school uses split air conditioners (which take the air from outside, cool it and send it into the room) instead of central air conditioners, therefore, they do not pose the risk of spreading coronavirus through internal air circulation.

COURSE MATERIALS & RESOURCES

TEXTBOOKS & OTHER RESOURCES

Textbooks and resources are significant in executing, extending and experiencing healthy teaching and learning activities. Especially the methods such as note taking, recording, composing, comparing, analysis etc. help students review and revise the topics as needed before and after the exams/lessons.

You are not supposed to buy any books for revision, completion and extension activities, which will be held online between **August 31 and September 18, 2020**, as our teachers will use their own resources, tests, PDFs and PPTs. However, **FTFE** will begin on **September 21, 2020** unless otherwise specified and parents will be asked to buy the textbooks listed for the new academic year.

This year, an online purchasing system for textbooks and other resources has been established due to COVID-19 pandemic. You can see the book lists for different grade levels by logging into the website below, order school books and have them ready for the new academic year.



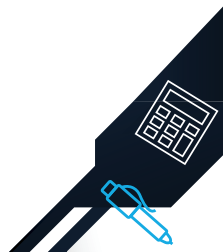
<https://okul.pandora.com.tr/isikkent>

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COURSE MATERIALS

Even though the course materials might be used differently during DE and FTE activities, they will be necessary for both systems and should be purchased according to the explanations below:

- **All textbooks and readers will be purchased by parents for DE and FTFE activities.**
- **All stationery supplies, notebooks, rulers, calculators, art materials, musical equipment etc. to be used during DE will be provided by parents.**
- **Stationery supplies such as pencils, erasers, notebooks, glues etc., all art materials and musical equipment to be used in all grade levels during FTFE will be provided by the school.**
- **Calculators, ruler sets and dictionaries will be purchased by parents.**
- **Additional stationery supplies such as cardboards, folders, hole punchers, staplers etc. will be provided by parents.**
- **Additional resources such as MORPA, BRAINPOP, THUMBLEBOOKS etc. will be provided by the school during DE and FTFE activities.**
- **Access to databases such as TURNITIN, K12.NET etc. will be provided by the school.**
- **A quality computer with following technical specifications will be provided by parents.**



The most important thing for students to care about during DE and FTFE is to keep course materials clean. Due to COVID-19 pandemic, certain people have been assigned to take care of the following equipment/materials:

	<i>Students are in charge</i>	<i>School is in charge</i>	<i>Will be out of use temporarily</i>
Sports Equipment		X	
Stationery	X		
Books from Library		X^(*)	
Student Lockers		X	
Art Supplies	X (X (ELC & PS)	X (MS & HS)	
Computers		X	
Photocopy Machines			X
Personal Electronic Devices	X		
Brochures/Magazines		X	
Elevators		X	

() Might be used upon the approval of the infirmary and/or administration under force majeure conditions.*

COMPUTERS & PRINTERS

It has been announced that FTFE will begin on **September 21, 2020** in Turkey; however, as DE will activities be held between **August 31 and September 18, 2020**, it has become essential for us to do a two-way preparation for the new academic year.

It is important for our students and teachers to get ready for both DE and FTFE activities as computers and **“computer literacy and competency”** have become a crucial part of education.







IEK administration guarantees to take the necessary measures to help teachers improve and better themselves in terms of **“computer literacy and competency”**, and suggests students and parents to have a computer with following specifications to ensure an effective teaching and learning process.

Component	For Windows	For Mac	For Linux	For Mobile Devices
CPU	2 GHz or above	2 GHz or above	2 GHz or above	1,8GHz or above
Memory	8 Gb Ram or above	8 Gb Ram or above	8 Gb Ram or above	4 Gb Ram or above
Screen	1024*768 or above	1024*768 or above	1024*768 or above	1024*768 or above
Video Card	512 Mb or above	512 Mb or above	512 Mb or above	-
Hardware	Standard Webcam, Microphone and Speaker			

Also:

- A 25Mbps connection is recommended for uninterrupted online courses, individual/group participation in online activities and a clear image and sound.
- A quiet and effective learning environment is especially necessary for DE activities.

Additionally, our students will be expected to abide by the following rules:

-  Do not share your materials and books with anyone
-  Do not put your bag on the floor during lessons
-  Only use the materials placed on the table assigned to you
-  Disinfect your bag and course materials every day
-  Do not forget to bring your materials to school
-  Make sure that your computer is near and safe with you

PROTECTIVE MEASURES FOR HEALTH AND HYGIENE

The protective measures below have been taken schoolwide to protect public health, prevent the spread of the pandemic and reduce external risks.

1. **Thermometers**
2. **Masks**
3. **Informative Stickers and Signs**
4. **Disinfection Units** for school entrances, educational areas, restrooms and common spaces
5. **Use of Bottled Water** as water dispensers might not be healthy
6. **Use of packaged utensils, salt, sauces and salads** during lunch
7. **Snacks** packed in our own kitchen
8. **Automatic Hand Sanitizer and Soap Dispensers** for restrooms and changing rooms
9. **Protective Equipment** for support staff



AGAINST NEW CORONAVIRUS RISK
#14 RULES

-  Wash your hands frequently with soap and water for at least 20 seconds.
-  Cover your mouth and nose with disposable tissues when coughing or sneezing, and in absence of tissues use inside of your elbow.
-  Keep at least 3-4 steps away from people who show symptoms of common cold.
-  Cancel or postpone your overseas journey.
-  Ventilate your environments frequently.
-  Clean your frequently used surfaces, such as door handles, fixtures, sinks, with water and detergent daily.
-  Wash your clothes with normal detergent at 60-90 °C.
-  Avoid close contact, such as shaking hands, hugging.
-  If you have complaints such as fever, cough, shortness of breath, wear a mask and consult a health care provider.
-  If you have cold symptoms, do not contact with elders and chronic patients, do not go out without wearing a mask.
-  Do not touch your eyes, mouth and nose with your hands.
-  Do not share any personal belongings (casual items such as towels) in common.
-  Spend the first 14 days at home on your return from abroad.
-  Drink plenty of fluids, eat a balanced diet, pay attention to your regular sleep pattern.

Dr. FAHRETTİN KOCA
Member of the Board of the Ministry of National Education

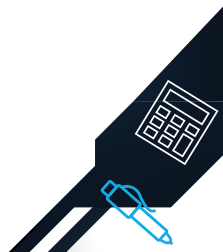
OUR PROTOCOLS

Same protocols, rules and decisions will be effective in all school division of IEK. All stakeholders must abide by these protocols and decisions. It is not compulsory for ELC and PS students to wear masks.

	PROTOCOL 1 When leaving home	PROTOCOL 2 When getting on off the school bus	PROTOCOL 3 When entering and leaving the school	PROTOCOL 3 At school
ALL <ul style="list-style-type: none"> • Teachers • Students 	<ol style="list-style-type: none"> 1. Check your temperature 2. Put all materials you will use that day in your bag 3. Put your disinfectant lotion in your bag 4. Put your water bottle in your bag 5. Disinfect your electronic device, if you have one, and put it in your bag 6. If you need to eat/drink something special, pack it properly and put it in your bag 7. Put your spare mask in your bag 8. Wear clean clothes which are washed at high temperature 9. Disinfect your shoes and bag with a disinfectant spray 10. Put on your mask 11. Do not touch anything/anyone while waiting for the school bus 	<ol style="list-style-type: none"> 1. Keep your social distance while waiting for the school bus (min. 1m) 2. Do not attempt to get on the bus until it is your turn 3. Continue wearing your mask, do not take it off or lower it under any circumstances 4. Take a seat as instructed 5. Do not forget to fasten your seatbelt 6. Do not move or switch places in the bus 7. Obey the school bus rules 8. Keep seated until you are allowed to get off after entering the school 9. When you are allowed to get off the bus, take your bag immediately and wait on the sticker that reads “Keep Your Social Distance” until you are called to get in the school 	<ol style="list-style-type: none"> 1. Wait on the sticker that reads “Keep Your Social Distance” until you are called to get in the school 2. Have your temperature checked by the device placed at the entrance 3. Disinfect your hands with hand sanitizers 4. Check your mask 5. Enter the school 6. Go to your classroom directly 7. If you need to use the restroom, do not enter your classroom without washing your hands <p>When lessons are over:</p> <ul style="list-style-type: none"> • Pick up your stuff • Disinfect your hands • Do not stand up until you are allowed to get out • Line up to get on the school bus • Keep your social distance • Disinfect your hands • Get on the bus • Obey the school bus rules 	<p>Wherever you are and whatever you deal with, there are certain rules to follow within school hours.</p> <ol style="list-style-type: none"> 1. Always keep your social distance 2. Disinfect your hands regularly whenever you touch somewhere/someone 3. Never take off your mask 4. Change your mask when it is dirty 5. Put dirty masks in “medical waste containers” 6. Do not share your materials with others 7. Sit in designated areas 8. Do not get close to, hug, kiss or touch anyone 9. Obey the rules hung in the classrooms, restrooms, corridors etc. 10. Do not touch the handrails while using the stairs
All <ul style="list-style-type: none"> • Administrators • Coordinators • Infirmary Staff • Support Staff 	<p>All rules between 1-10 apply to the employees in this group, too.</p>	<p>This group shall be at school at 8.15am for preparations so they will use their private cars.</p> <p>Social distancing rules will be followed when entering the school.</p>	<p>Infirmary staff shall be at school at 8am.</p> <p>A nurse will be at the administrative entrance to welcome school administrators in line with the rules 1-6.</p> <p>Employees who enter the school in line with the rules 1-6 go to their assigned places and start doing their jobs.</p>	<p>All rules between 1-10 apply to the employees in this group, too.</p>

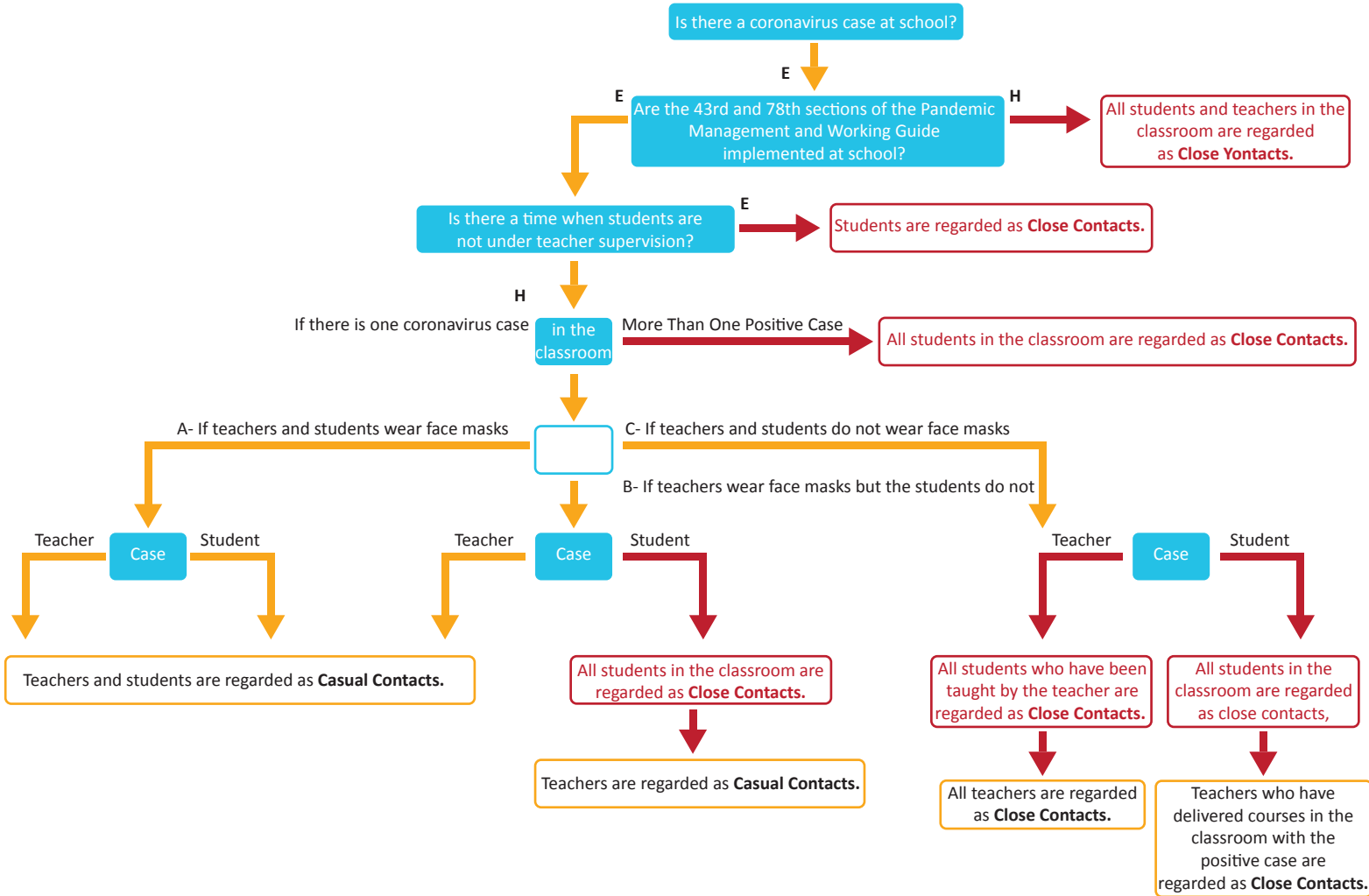
OUR STRATEGIES AGAINST THE CASES OF CORONAVIRUS

When	Observed Situation/Symptoms	Expectations & Actions
Leaving home	<ul style="list-style-type: none"> ✦ Red eye ✦ Nausea ✦ Vomit ✦ Fever ✦ Sweating ✦ Shivering ✦ Dyspnea ✦ Cough ✦ Headache/muscle pain ✦ Inappropriate clothes, equipment and spare materials 	<p>Students are expected to prepare for school by following certain rules If they do not, their parents are expected to:</p> <ul style="list-style-type: none"> ✦ Have students complete their preparations. ✦ Forbid them from leaving the house if they object. ✦ Forbid them from getting on the school bus if they object. <p>If a student shows one or more symptoms, he/she should:</p> <ul style="list-style-type: none"> ✦ Avoid getting on the school bus ✦ Avoid coming to school ✦ Inform the school ✦ Be kept under observation ✦ Apply to hospital if symptoms increase ✦ Be tested for COVID-19 ✦ Inform the school about test results ✦ Be quarantined if his/her test comes out positive and act according to the doctor's advice ✦ Avoid coming to school for at least one week if his/her test comes out negative
Entering the School Getting on the School Bus	<ul style="list-style-type: none"> ✦ Not wearing mask ✦ Fever ✦ Cough ✦ Dyspnea ✦ Shivering ✦ Sweating ✦ Red face ✦ Inappropriate clothes ✦ Inappropriate shoes ✦ Inappropriate bag 	<p>In case of observed situation/symptoms</p> <ul style="list-style-type: none"> ✦ IEK member is not allowed to enter the school. ✦ IEK member is kept isolated in the waiting area for further decisions. ✦ If student – His/her parents are called to take their child from school. ✦ If teacher – He/she is asked to return home by school car or taxi. ✦ If the case is about masks, clothes etc. – Both students and teachers are given a warning. ✦ If rules are violated again, serious action will be taken against the violator.
Classrooms and Common Spaces	<ul style="list-style-type: none"> ✦ Red eyes ✦ Nausea ✦ Vomit ✦ Fever ✦ Sweating ✦ Shivering ✦ Dyspnea ✦ Cough 	<p>Actions to be taken by the school:</p> <ul style="list-style-type: none"> ✦ School nurse is called immediately when a member of IEK shows one of the symptoms. ✦ Student is referred to the infirmary with his/her mask on in line with the social distancing rules. ✦ Basic health check is done. ✦ Those who show symptoms are isolated. ✦ Guidance counsellor and nurse are assigned to deal with the matter. ✦ Parents of the students showing symptoms are informed. ✦ Close contacts (students, teachers etc.) are sent home. <p>Actions to be taken according to parent's advice and decision:</p> <ul style="list-style-type: none"> ✦ Parents take their children from the school entrance themselves. ✦ Ambulance is called if parents decide so.



PROCEDURES TO FOLLOW WHEN A CORONAVIRUS CASE OCCURS AT SCHOOL

The procedures below will be followed when our employees and students are diagnosed with COVID-19 or have a 'casual' or 'close' contact with a confirmed case in accordance with the "COVID-19 Pandemic Management and Working Guide" published on October 1st, 2020 by the Ministry of Health Scientific Advisory Board. Parents and school are expected to maintain close communication and inform health authorities when necessary.



CASUAL CONTACT:

A casual contact will continue working/studying with a face mask. Temperature and symptom check will be performed and recorded twice a day and at least every 2 periods for 14 days. Casual contacts with fever or other coronavirus symptoms will be directed to healthcare facilities for evaluation. They will continue coming to school or be regarded as a coronavirus case based on the evaluation carried out by the healthcare workers.

CLOSE CONTACT:

A close contact will be sent home and monitored for 14 days.

Reference: Pandemic Management and Working Guide by the Ministry of Health Scientific Advisory Board / October 1st, 2020

OUR CALENDAR

	Event
<i>August 25-26, 2020</i>	HS Proficiency Exam
<i>August 31, 2020</i>	Beginning of the 2020-2021 Academic Year
<i>August 31-September 18, 2020</i>	Revision, Completion & Extension Programme
<i>September 21, 2020</i>	Beginning of the Face to Face Education
<i>October 29, 2020</i>	Republic Day Ceremony
<i>November 10, 2020</i>	Commemoration Ceremony for Ataturk
<i>November 16-20, 2020</i>	Winter Break
<i>January 1, 2021</i>	New Year's Day
<i>January 22, 2021</i>	End of the 1st Semester
<i>February 8, 2021</i>	Beginning of the 2nd Semester
<i>April 12-16, 2021</i>	Spring Break
<i>April 23, 2021</i>	National Sovereignty and Children's Day
<i>May 1, 2021</i>	Labour Day
<i>May 19, 2021</i>	Youth & Sports Day
<i>May 12-15, 2021</i>	Ramadan Feast
<i>June 18, 2021</i>	End of the Academic Year

NOTE: This calendar might be altered in accordance with the announcements of the Ministry of National Education. You will be informed of any changes immediately.

ADAPTATION & ORIENTATION ACTIVITIES

Small groups will be created and necessary arrangements will be made for orientation activities in order not to have all students at school at the same time due to social and emotional struggles and risks that might be faced by students and teachers during the pandemic as well as the concerns and fear of contracting the virus. Individual orientation activities will also be planned for the ELC and PS students when necessary. However,

- An opening ceremony and a brief orientation programme will be held by teachers and administrators via TEAMS or ZOOM for the beginning of DE period on August 31, 2020.

As of the beginning of FTFE on September 21, 2020:

- Detailed information about the orientation programme will be shared by the school administrators.
- Students will attend the orientation programme in small groups based on their grade levels and class sizes.
- Orientation activities might be implemented in stages when necessary.
- Parents are responsible for the commute of students during orientation activities.
- Students who fully understand the process, take responsibility and demonstrate sensitivity will be able to continue with the new academic year. Other students will be trained more about the pandemic by the guidance counsellors.
- Orientation week might be extended when necessary.
- Students who attend the orientation programme will be trained and informed about the new social life and hygiene rules.
- Practising new rules will be a part of the orientation programme.
- External experts will be consulted to support teachers and students in dealing with emotional problems when necessary.

- Guidance and counselling activities on various issues such as anxiety, awareness, stress management, social distancing practices and avoidance of physical contact during games will be carried out by our guidance counsellors.

NOTE:

The pandemic period requires sensitivity as well as certain rules and sanctions. Therefore, the students who did not reach the legal age and who live under the protection of their guardians have to get approval from their parents to attend the abovementioned activities. Therefore, an “**information and approval form**”, which was prepared by the Scientific Advisory Board of Turkey and is supposed to be signed by parents, will be sent in the first week of school.

■ **DISTANCE EDUCATION: REVISION, COMPLETION AND EXTENSION ACTIVITIES** ■

All activities planned as part of our “**revision, completion, extension and orientation programme**” have been designed in line with the principles, procedures and regulations by the Ministry of Education and communicated to you on June 19, 2020.

Parents can get detailed information about the **revision, completion, extension and orientation programme** to be held between August 31 and September 18, 2020 by clicking on the link below to read or download the document to their computers.

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OUR EXPECTATIONS

The outbreak of COVID-19 has led to many changes in the structure of teaching, learning, education and administration as well as the attitudes, expectations, rules and behaviours of all stakeholders. No matter how education is shaped in the future, our students and teachers will be expected to fulfil the expectations below as of the 2020-2021 academic year:

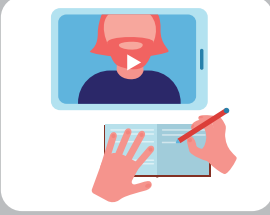


NEW EDUCATIONAL TERMS

There have been some changes in the meaning and use of educational terms due to the pandemic in order to work on the areas of improvement, reinforce the current mission and vision of the school, strengthen the international teaching and learning practices and achieve our learner profile attributes and objectives.

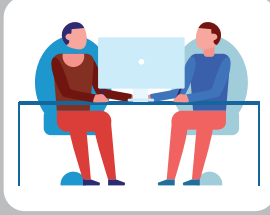
Following terms have been shaped and submitted to your information to explain how our educational practices will be carried out, which processes will be conducted, and which issues will be prioritized during DE and FTFE:

Distance Education



- 30-minute class period
- 20-minute recess
- Online classes
- Via TEAMS/ZOOM
- 50-minute lunch
- Attendance records
- Disciplinary regulations
- Homework assignments
- Assessment and evaluation
- Whole-day and whole-week education
- Course materials by parents
- Not based on the choices of students or parents
- Instructions & definitions
- Revision, completion and extension activities
- Additional study for Grades 8 and 12
- First period at 9am
- Via computer
- Communication via K12.net

Face-to-Face Education

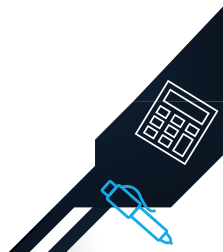


- 35-minute class period
- 5-15-minute recess
- Teaching all classes at school
- Via TEAMS/ZOOM
- 45-65-minute lunch
- Attendance records
- Homework assignments
- Assessment and evaluation
- Whole-day and whole-week education
- Students will not come to school in case of illness
- Labelled and designated desks and chairs
- HSTUS rules
- Holistic development activities
- Small or parallel groups for sports and arts classes
- Sharing materials will be forbidden
- Course materials will be disinfected
- Wearing masks will be compulsory
- Students will be responsible for their personal belongings

Necessary precautions to hold **parallel sessions in all grade levels** have also been taken in case the **ministry allows parents to decide if their children will come to school or not**. Therefore, as of August 31, 2020:

- Weekly schedule designed for face-to-face education activities will be followed.
- All lessons will be held online.
- Each period will last for 35 minutes.
- Recess will last for 5-15 minutes.
- Lunch will last for 45 minutes.
- TEAM or ZOOM will be used for educational activities.
- All educational activities will be based on certain instructions, definitions and plans.
- Student attendance is compulsory and absent students will be recorded in e-okul system.
- Disciplinary regulations of the school will be effective as before.
- Procedures regarding homework assignments will be effective as before.
- Principles and procedures regarding assessment and evaluation will be effective as before.
- Teaching and learning activities will be carried out for all-day and week-long.
- Doctor's report will be asked if students get sick.
- Course materials will be provided by parents.
- Computers will be expected to have necessary specifications.
- Having a printer might be necessary as some assignments will have to be printed by students.
- Educational activities will be interactive and planned according to individual needs.

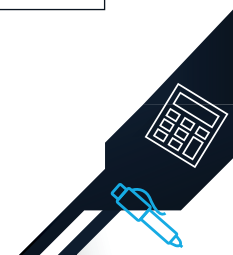
NOTE: Necessary arrangements will be made for students with BEP reports.



NEW EDUCATIONAL APPROACHES AND PRACTICES

Topic	Definition	Principles and Procedures	
		During DE	During FTFE
<p>Educational Approach: Skill Development</p> <ul style="list-style-type: none"> • Project-Based Teaching • Inquiry-Based Teaching • Experiential Learning • Interdisciplinary Teaching • Contextual Learning • Collaborative Learning 	<p>Teaching and learning are significant processes where students are encouraged to develop appropriate behaviour, reinforce their knowledge, improve their talents and abilities, and experience learning through skills.</p> <p>Development of ATL (Approaches to Learning and Teaching) skills through national and international programmes is the basis of education and the backbone of teaching.</p>	<p>All online courses will be planned to reinforce skill development through different tasks and activities. Therefore, following tasks/activities will be frequently used as tools for skill development and rubric-based assessment and evaluation will be carried out during DE:</p> <ul style="list-style-type: none"> • Performance tasks • Presentations • Preparatory assignments • Group activities • Debate • Drama • Comparison • Analysis • Production • Use of boards • Design • Finding solutions • Case analysis <p>Following tools will also be used for a healthy and uninterrupted education which is rich in quality and quantity:</p> <ul style="list-style-type: none"> • Online lessons • Databases to help students create presentations and products • Uploading and downloading documents from K12 net • Small group activities via ZOOM and TEAMS • Shared links • Assessment and evaluation of records • Frequent use of presentations and performance tasks • An active and student-oriented process 	<p>Curriculum needs analysis will be carried out by considering different programmes such as PYP-MYP-DP and MEB. Various activities, practices and tasks based on scope and sequences as well as programme outcomes will be planned to support multiple intelligence through learner profile attributes.</p> <p>Following activities will be planned and implemented throughout the 2020-2021 academic year as long as they do not put the health and safety of our students and community at risk:</p> <ul style="list-style-type: none"> • Trips & observations • Lab activities • Group activities • Workshops • Library research • Tournaments & competitions • Concerts & exhibitions • Presentation & performance • Garden activities • Playing games • Sports activities • Art activities • Career development activities • Counselling activities <p>Important Reminder: Decisions on how, when and at which grade level to carry out the abovementioned activities will be taken in accordance with the announcements by the Ministry of Health, the regulations specified by the Ministry of Education and the measures taken by the school.</p>

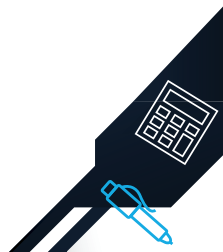
Topic	Definition	Principles and Procedures	
		During DE	During FTFE
Educational Approaches, National Curriculum and International Programmes <ul style="list-style-type: none"> Curriculum by the Ministry of Education & the Board of Education and Discipline (TTK) Primary Years Programme (PYP) Middle Years Programme (MYP) Diploma Programme (DP) Cambridge Programmes Reggio Emilia 	<p>National and international education programmes are significant in creating the workforce needed for the future and helping students develop national and international perspectives, acquire the knowledge to improve, develop social identity and meet production needs. They also reinforce the cognitive, emotional and social development of students while preparing them for higher education through different approaches, tasks and activities.</p>	<p>All educational approaches to be implemented in DE and FTFE should have a similar, complementary and cyclical nature; therefore, all teachers must consider the regulations, expectations, rules and circulars announced by the Ministry of Education & the Board of Education and Discipline while covering national & international curriculum and fulfilling the tasks below in an appropriate and timely manner:</p> <ul style="list-style-type: none"> Support the curriculum through appropriate activities, Have adequate knowledge of the methods and techniques appropriate to the topic being covered, Assess and evaluate the unit outcomes by using appropriate tools, Plan extension activities to ensure permanent learning, Plan additional activities to complete uncovered topics, units and outcomes, Do prioritization of the units and topics that will be covered, Specify for how long the units/topics will be covered, Reinforce the development of skills in their lessons, Use additional resources to ensure that the unit/topic is fully learned, Provide feedback through formative assessment tasks, Take learner profile attributes into consideration while planning their lessons, Identify course materials and include them into the lessons, Observe student progress through homework assignments and performance tasks, Allow students to analyse knowledge from different perspectives through interdisciplinary activities, Meet individual needs through office hours when necessary, Support students with BEP reports by collaborating with the guidance counsellors, Inform the school administration about the student progress as well as the areas of development, Reinforce the quality of education through online and offline tools, Make weekly, monthly and annual curriculum plans and organize events by taking the event calendar into consideration, Divide lessons into different parts (introduction/body/conclusion) and attract student attention. 	
Assessment and Evaluation <ul style="list-style-type: none"> Formative Assessment and Evaluation Summative Assessment and Evaluation 	<p>Assessment and evaluation are carried out to see if learning outcomes are obtained by students or not and/or to take action when learning is not complete.</p> <p>Assessment and evaluation tasks allow teachers to analyse the learning process and its results through learning environments and tools and used to provide feedback about the level and quality of learning.</p>	<ul style="list-style-type: none"> Performance Tasks Presentations Preparatory Assignments Group Activities Debate Drama Comparison Analysis Production Use of Boards Design Finding Solutions Case Analysis Exams Tests Mock Exams Readiness Tests 	<p>Assessment and evaluation activities, just like educational approaches, will have the following qualities both in DE & FTFE:</p> <ul style="list-style-type: none"> Continuous Aimed at all students Documented Recorded An important part of the report card Based on rubrics Designing an answer key is a must Feedback is provided Grades are given in accordance with the principles and procedures by MEB and IBO Participation is compulsory Consequences of absenteeism are specified in the regulations Consequences of cheating, plagiarism etc. are specified in the regulations Following the instructions is a must Due date is taken into consideration while grading Edusisco- E-Examination, E-Paper , Exam.net etc. might be used for assessment and evaluation



Topic	Definition	Principles and Procedures	
		During DE	During FTFE
Holistic Development <ul style="list-style-type: none"> • Ceremonies • Tournaments • Concerts • Exhibitions • Use of Boards • Debates • Competitions • Trips • Experiments • Group Activities • Presentations 	<p>Holistic development is the most important part of student development. It is crucial to provide students with opportunities to discover themselves and present their talents. Therefore, content-rich, regular, frequent and consistent opportunities for experiential learning should be offered at school.</p>	<p>The most important responsibility of the school is to prepare students for life through DE and FTFE activities, therefore, the school must encourage holistic development to help them meet the expectations of the future.</p> <p>In all holistic development activities, it is important to:</p> <ul style="list-style-type: none"> • Support the mission and vision of the school, • Consider the principles and procedures specified by the IBO and MEB, • Promote international mindedness as well as intercultural sensitivity, • Include interdisciplinary, transdisciplinary and multidisciplinary tasks, • Apply the multiple intelligence theory, • Consider different learner profile attributes, • Allow everyone to experience learning by taking individual differences into account, • Create diversity and motivate all students to benefit from learning opportunities, • Lead to a modern and sustainable development, • Promote inquiry-based, project-based and contextual learning, • Nurture creativity and encourage production, • Develop 21st century skills such as self-reliance, self-management and self-discipline in a sustainable manner, • Help students express themselves better through written, verbal and infographic tools <p>There will not be any changes in the number of lessons and the educational approaches during DE and FTFE. All plans will be made to encourage holistic development in accordance with the regulations by the Ministry of Education.</p> <ul style="list-style-type: none"> • Holistic development is facilitated through in-class and extra-curricular activities, which are planned for all grade levels by considering different developmental characteristics • Holistic development activities are included in the weekly schedule by considering the balance of academic content • Various activities are planned for holistic development • All students are encouraged to participate in holistic development activities • Attendance is taken • Assessment and evaluation are carried out • Feedback is provided • A product is created at the end of each task • Exhibitions, presentations, competitions, ceremonies etc. are planned to show the products created by students • Students products are also exhibited through online platforms <p>NOTE: Holistic development activities will be held through different platforms such as TEAMS, ZOOM, Online Portfolio, Virtual PYPx if the academic year continues with DE. Our school will ensure memberships to the abovementioned platforms in order to avoid any time restrictions.</p> <p>All holistic development activities will be held in school's physical facilities and with school equipment. Small group activities and parallel sessions will also be planned to encourage holistic development. Trips and excursions will be planned according to the decisions by the Ministry of Education and will not be held during the pandemic.</p> <p>Exhibitions, concerts etc., which might be organized as part of our holistic development activities, will be watched by parents through videos or private links as parent visits to school will not be possible during the pandemic.</p>	



Topic	Definition	Principles and Procedures																	
		During DE	During FTFE																
Psychological Guidance & Counselling Activities <ul style="list-style-type: none"> Adaptation to school Self-discovery Guidance and counselling Psychological consultation Psycho-social intervention Student behaviour and developing appropriate behaviour Need analysis, surveys and inventories Following academic progress and students who learn differently Fostering positive peer relationships and dealing with bullying Safe internet use and cyber bullying Professional development and career guidance Developmental characteristics and training on sexual development Healthy life habits and addiction Informative activities and consultation Collaboration with external specialists Group activities Guidance and 	Psychological guidance and counselling activities help students, teachers and parents discover and improve themselves while getting better at solving problems. They also help students 'realize' themselves by using educational and professional opportunities, fulfilling their responsibilities and maintaining their lives as healthy individuals.	Activities specified below will be held for parents, students and teachers in all school divisions throughout the year no matter which education system is used (DE or FTFE) to protect and promote public health as well as the health of individuals:																	
		Çalışmalarda <ul style="list-style-type: none"> Individual meetings (family, school, friendships, psychological and social adaptation, behaviour problems, educational and professional guidance) Guidance and counselling activities for different classes/grade levels (guidance and counselling events, fostering positive peer relationship, developing positive behaviour, effective study habits, dealing with anxiety, developmental characteristics) Guidance and counselling activities at K12 level (bullying, peer abuse, cyber bullying, safe internet use and cybercrimes, training on sexual development, Professional development and career guidance, addiction etc.) Guidance and counselling activities planned with external specialists based on the needs of students, teachers and parents 																	
		<table border="1"> <thead> <tr> <th>Type of Education</th> <th>Individual Meetings</th> <th>For Different Classes & Grade Levels</th> <th>At K12 Level</th> <th>With External Specialists</th> </tr> </thead> <tbody> <tr> <td>Distance Education</td> <td>Individual meetings will be held by appointment via TEAMS or ZOOM or direct phone calls with our guidance counsellors.</td> <td> <ul style="list-style-type: none"> Will be held online Might be planned for school hours or after-school hours Will be held via online platforms such as TEAMS and ZOOM Will be announced via K12.net or email Might be held as a webinar according to its content and structure Participation is compulsory for students and teachers Participation is not compulsory for parents unless otherwise stated Announcements and explanations will be made by guidance counsellors via K12.net or email </td> <td></td> <td></td> </tr> <tr> <td>Face-to-Face Education</td> <td>Individual meetings will be held by appointment and in line with HSTUS rules. All parent meetings will be planned for after-school hours.</td> <td> <ul style="list-style-type: none"> HSTUS rules will be followed Will be held within school hours Might be held as a webinar if it is planned for the evening hours Might be held via ZOOM or TEAMS if it is planned for the evening hours or weekends Will be planned for small groups Natural ventilation will be implemented Health check might be performed when necessary or medical reports might be asked from participants in advance </td> <td></td> <td></td> </tr> </tbody> </table>	Type of Education	Individual Meetings	For Different Classes & Grade Levels	At K12 Level	With External Specialists	Distance Education	Individual meetings will be held by appointment via TEAMS or ZOOM or direct phone calls with our guidance counsellors.	<ul style="list-style-type: none"> Will be held online Might be planned for school hours or after-school hours Will be held via online platforms such as TEAMS and ZOOM Will be announced via K12.net or email Might be held as a webinar according to its content and structure Participation is compulsory for students and teachers Participation is not compulsory for parents unless otherwise stated Announcements and explanations will be made by guidance counsellors via K12.net or email 			Face-to-Face Education	Individual meetings will be held by appointment and in line with HSTUS rules. All parent meetings will be planned for after-school hours.	<ul style="list-style-type: none"> HSTUS rules will be followed Will be held within school hours Might be held as a webinar if it is planned for the evening hours Might be held via ZOOM or TEAMS if it is planned for the evening hours or weekends Will be planned for small groups Natural ventilation will be implemented Health check might be performed when necessary or medical reports might be asked from participants in advance 				
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DAILY SCHEDULE

Teaching and learning activities are important tools to shape, improve and foster students' emotional, social and cognitive development and help students acquire knowledge, experience learning and present their products within school hours. Our daily schedule is structured by considering developmental characteristics as well as curriculum expectations, holistic development objectives and regulations, principles and procedures specified by MEB and TTK, and planned appropriately in terms of

- Time
- Quantity
- Duration

However, in case the pandemic lasts longer, FTFE does not start on **September 21, 2020** and some students prefer DE, our school has prepared two different schedules, where all courses (core subjects, numerical subjects, BGPs etc.) are distributed in a balanced way. Detailed information about the daily schedule will be communicated by the school administrators between August 24-28, 2020.

Main Principle:

- "DE Daily Schedule" will be used during DE.
- "FTFE Daily Schedule" will be used during FTFE.
- "FTFE Daily Schedule" will be used if DE and FTFE are implemented at the same time.



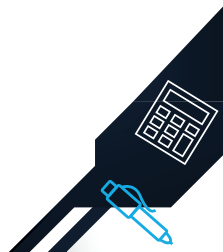
REMINDER:

During all DE activities, our students will be expected to:

- Attend online lessons on time
- Have their computer and internet connection ready for online education
- Keep their materials at hand
- Avoid having breaks other than recess
- Keep their webcams on
- Use their microphones according to the instructions of their teachers
- Stay with their teachers until the end of the lesson
- Act in accordance with the instructions and expectations communicated by the school
- Get ready for arts and sports classes by paying attention to weekly announcements

DE DAILY SCHEDULE

Time		Activity
ELC 2 Primary School Middle School	ELC 3 High School	
08.00 - 08.45	08.00 - 08.45	<ul style="list-style-type: none"> • Waking up • Performing personal care • Breakfast
08.45 - 09.00	08.45 - 09.00	<ul style="list-style-type: none"> • Preparing course materials • Setting up/checking the internet connection • Logging into the online platform
09.00 - 09.30	09.00 - 09.30	1st period
09.30 - 09.50	09.30 - 09.50	Recess
09.50 - 10.20	09.50 - 10.20	2nd period
10.20 - 10.40	10.20 - 10.40	Recess
10.40 - 11.10	10.40 - 11.10	3rd period
11.10 - 11.30	11.10 - 11.30	Recess
11.30 - 12.00	11.30 - 12.00	4th period
12.00 - 12.50	12.00 - 12.20	Lunch / recess
12.50 - 13.20	12.20 - 12.50	5th period
13.20 - 13.40	12.50 - 13.40	Lunch / recess
13.40 - 14.10	13.40 - 14.10	6th period
14.10 - 14.30	14.10 - 14.30	Recess
14.30 - 15.00	14.30 - 15.00	7th period
15.00 - 15.20	15.00 - 15.20	Recess
15.20 - 15.50	15.20 - 15.50	8th period / End of school day
16.00	16.00	Writing down homework assignments
16.00 - 18.00	16.00 - 18.00	Play & rest
18.00 - 19.30	18.00 - 19.30	Doing homework assignments
19.30 - 20.30	19.30 - 20.30	Dinner
20.30 - 22.00	20.30 - 22.00	Free time



FTFE DAILY SCHEDULE

Time		Activity
ELC 2 Primary School Middle School	ELC 3 High School	
08.00	08.00	<ul style="list-style-type: none"> • Nurse comes to school • Necessary equipment and materials are made ready at the entrance • School administrators follow HSTUS rules while entering the school
08.15	08.15	<ul style="list-style-type: none"> • School administrators locate themselves at school entrance • School administrators perform HSTUS check on those who arrive at school
08.20	08.20	<ul style="list-style-type: none"> • School buses arrive at school
08.20 - 08.55	08.20 - 08.55	<ul style="list-style-type: none"> • Masks are checked • Temperature is checked • Hygiene rules are followed • Disinfection is performed • Students enter the classrooms
09.00 - 09.35	09.00 - 09.35	1st period
09.35 - 09.45	09.35 - 09.45	Recess
09.45 - 10.20	09.45 - 10.20	2nd period
10.20 - 10.30	10.20 - 10.30	Snack
10.30 - 11.05	10.30 - 11.05	3rd period
11.05 - 11.15	11.05 - 11.15	Recess
11.15 - 11.50	11.15 - 11.50	4th period
11.50 - 12.35	11.50 - 12.00	Lunch / recess
12.35 - 13.10	12.00 - 12.35	5th period
13.10 - 13.20	12.35 - 13.20	Lunch / recess
13.20 - 13.55	13.20 - 13.55	6th period
13.55 - 14.05	13.55 - 14.05	Recess
14.05 - 14.40	14.05 - 14.40	7th period
14.40 - 14.50	14.40 - 14.50	Snack
14.50 - 15.25	14.50 - 15.25	8th period / End of school day
15.25 - 16.15	15.25 - 16.15	BGPs
16.15 - 16.25	16.15 - 16.25	<ul style="list-style-type: none"> • Students collect their personal belongings • Students disinfect their hands • Students get on their school buses
16.30	16.30	<ul style="list-style-type: none"> • School buses leave the school

INFORMATION AND APPROVAL FORM FOR FACE-TO-FACE EDUCATION

I have been informed by the school via parent handbooks and administration letters that I should not allow my child _____, who studies at IEK _____, to go to school and should inform the school immediately if he/she shows certain symptoms such as fever, cough, nasal discharge, respiratory problems and diarrhea, if any family members experience respiratory problems/stay in hospital due to a respiratory tract infection or are diagnosed with COVID-19.

I accept and declare that I will not send my child to school under the abovementioned circumstances and inform the school administration immediately about my reasons for doing so.

___/___/2020

PARENT/GUARDIA

Parent's/Guardian's Name & Surname:

Signature:

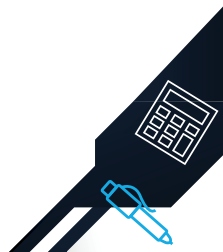
Position:

SCHOOL EMPLOYEE

Name & Surname:

Position:

Signature:



DISTANCE EDUCATION AGREEMENT FORM

I know and accept that my child _____, who studies in _____, will act according to the explanations and rules specified below **during DE activities**:

- **My child will know his/her responsibilities for each lesson and I will support him/her in fulfilling them.**
- **I will take all necessary measures to make sure that my child conforms to all rules, practices and timetables specified by the school in a sensitive manner.**
- **My child and I will take the responsibility of any delay or failure in completing schoolwork when it is caused by us.**
- **I will provide my child with all tools and materials required for distance education in a timely and proper manner.**
- **I will take necessary measures by considering the announcements about distance education.**
- **DE regulations will be followed unless otherwise specified by the ministry.**
- **Attendance will be taken, exams might be held, grades might be given, homework assignments will be given and graded, disciplinary regulations will be followed in case of any breaches of the code of conduct.**
- **My child will wear his/her school uniform during DE activities.**
- **Homework assignments and performance tasks will be carried out as usual.**
- **I will upgrade my computer when necessary.**
- **I will buy a printer if I need to.**
- **I will inform the school administration when my child gets sick.**
- **I will attend all meetings announced by the school on time.**
- **School activities or meetings might be planned for the evening hours when necessary and we might need to attend them as well.**

____/____/2020

Parent's/Guardian's Name & Surname: _____

Signature: _____



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