



İŞIKKENT EĞİTİM KAMPÜSÜ
İŞIKKENT PRIMARY SCHOOL
PARENT-STUDENT HANDBOOK
2022-2023

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PREFACE

Dear Parents and Students,

This handbook is prepared to:

- a- Provide you with information about our teaching programmes,
- b- Share our weekly schedules,
- c- Present our academic calendar,
- d- Introduce our teachers and staff,
- e- Share parent meeting days and times,
- f- Explain our evaluation and assessment principles,
- g- Highlight our expectations,
- h- Inform you about our parent training sessions,
- i- Share our approaches and ways of communication,
- j- Share information that you need or would like to know.

We hope that this handbook helps you to understand our procedures better. Please do not hesitate to communicate if you need additional information and support.

Regards,

Isikkent Primary School



EDUCATIONAL PHILOSOPHY

The educational experience at Isikkent has three underlying principles: It is student-centred, humanistic and constructivist.




The Isikkent teacher is a facilitator and promoter of learning as well as a designer and implementer of student-centred activities. The teacher develops a nurturing relationship with the students, reinforced by our school support system, to ensure students' intellectual, social-emotional and physical development. Teachers model life-long learning through regular professional development and professional reading and discussion.

Our constructivist approach asks the teacher to assess the level of understanding students currently have and use this understanding to assist students in developing their learning further.

Teaching methodologies incorporate a variety of resources and research-based techniques.

It is through this repeated pattern of assessment, teaching and learning, and support that develops our students into lifelong learners.

We believe:

-  Students learn at different levels and in different ways.
-  Students achieve success by being active participants in their learning.
-  Students develop character through engagement with others from different backgrounds and through interaction within the community.

VISION

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

MISSION

Isikkent School develops international minded, effective multi-lingual communicators and reflective, self-confident, principled individuals by offering an innovative, research and inquiry-based education through combining the national curriculum with international programs.

We achieve our mission by:

- Setting high expectations for ourselves and our students.
- Empowering students to be critical thinkers and independent learners.
- Working collaboratively with all members of our community.
- Understanding and utilizing innovative teaching and learning methods.
- Creating a safe environment for students to take risks and learn from their mistakes.
- Facilitating students' intellectual, social, emotional and physical growth.
 - Engaging students in relevant and reflective learning.
- Encouraging students to explore different forms of personal expression.
 - Providing opportunities for students to make choices, to lead, and to demonstrate responsibility.
- Supporting students to be caring, empathetic, respectful and tolerant.
 - Developing student awareness and communication skills through the study of languages.
- Involving students in local and international community service projects.
- Preparing students to seek admission to the most prestigious colleges and universities.

VALUES

- Recognizing national and global cultures and values,
 - Inquiring and thinking scientifically,
- Learning continuously and putting knowledge into practice,
- Using Turkish and English efficiently while expressing ideas fluently in another foreign language,
- Knowing how to be a part of the team as well as its significance,
- Respecting, understanding and tolerating individual and cultural differences,
- Valuing and contributing to the development of the society they live in as well as their personal development,
 - Acting confidently and responsibly,
 - Being creative and productive,
- Using technology and modern communication methods effectively while being open to new ideas,
- Using time and resources effectively,
- Having a high level of awareness about the environment and acting sensitively towards environmental problems,
- Being modern, secular and democratic individuals who follow Atatürk's principles.

GENERAL INFORMATION

ACADEMIC CALENDAR

2-8 Eylül 2022	Open House Meetings
12 Eylül 2022	Beginning of the Academic Year
29 Ekim 2022	Republic Day
10 Kasım 2022	Ataturk Remembrance Day Ceremony
14-20 Kasım 2022	Winter Break
20 Ocak 2023	End of the 1st Semester & Report Card Day
6 Şubat 2023	Beginning of the 2nd Semester
17-20 Nisan 2023	Spring Break
21-23 Nisan 2023	Ramadan Feast
23 Nisan 2023	National Sovereignty and Children's Day
1 Mayıs 2023	Labour Day
19 Mayıs 2023	Youth and Sports Day
16 Haziran 2023	End of the 2020-2021 Academic Year

STAFF MEMBERS

Administrative Staff

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NOTE: Information about Parent-Teacher Conferences will be shared with you in September.

CURRICULUM APPLICATIONS AND PROGRAMMES

The teaching and assessment process is conducted within the framework of the Ministry of Education (MEB) requirements and goals. The MEB curriculum is enriched with the programmes below:

- Learning is conducted bilingually, through English and Turkish. Both languages are used effectively during small group classroom activities. Students are provided with opportunities to use both languages during all classroom and extracurricular activities.
- Isikkent is the first PYP school accredited by the IB (International Baccalaureate) in the Aegean Region. Therefore, all of our practices are aligned with the expectations of the International Baccalaureate Organisation. At Isikkent, the primary school curriculum and outcomes designated by the Ministry of Education are taught collaboratively through transdisciplinary connections and inquiry methods.
- English lessons are designed using the framework of the Cambridge Primary Curriculum, which helps students to develop English, Mathematics and Science skills. It is important for our school to include a second language in learning as well as a mother tongue. Mother tongue support is provided for students during Math and Science lessons to avoid terminological confusion and support the learning process.

EXTRACURRICULAR ACTIVITIES

IMPORTANT DAYS

During weekly ceremonies, the important days in that week are celebrated through various activities with the aim of raising student awareness. Also, the importance of such days is emphasized while sharing homeroom announcements before the first period.

All official ceremonies are held on the same date as the important days and attendance to those ceremonies is compulsory.

PROGRAMMES FOR HOLISTIC DEVELOPMENT

In the previous years, school activities conducted within the framework of “Programmes for Holistic Development” were included in the weekly course hours to enable the participation of all students. These programmes do not only include academic activities but also scientific, social, cultural, artistic, sports and personal development activities, which will help students build confidence, develop a sense of responsibility and acquire new interests and skills. Through these programmes for holistic development, our students will be able to develop and demonstrate their skills and competencies while participating in long-term activities individually or in groups.

Programmes for Holistic Development are planned on Mondays, Tuesdays and Wednesdays to serve various interests each day. It is compulsory for students to choose a programme for each day via **Forms** to support holistic development. Detailed information about these programmes will be shared with you via email and our Admissions Office will provide you with necessary support related to content and technical requirements. On Thursdays, under the leadership of our high school students, studies on Sürdürülebilirlik/ Sustainability will be carried out and activities will be held to increase the awareness of our students on the subject.

Programmes for Holistic Development aim to make students learn and have fun at the same time, take up a hobby and/or improve their hobbies, leadership skills, communication skills, organization skills as well as their sense of responsibility. Please look at the **Handbook on Programmes for Holistic Development**, which will be shared with you later, to get detailed information about our programmes.

If we switch back to distance education, these programmes will be held online if possible. Students who choose certain programmes, which might not be held during distance education due to synchronization problems, will be registered to different programmes.

ACADEMIC EXCURSIONS

In order to increase students’ knowledge, reinforce their experiences and enhance their social development; one-day excursions or short-term trips are planned within the academic year. During these trips, the students are expected to research into their academic programme and perform certain analysis.

- No extra payment is required for one-day excursions; however short-term trips are conducted with the financial support of the students who want to participate in the trip.
- The trip organizer and the school administration cooperate with the Finance Department to determine the trip fee by receiving tenders from the firms which are appropriate to the criteria and expectations of the school. Therefore, the trip cost depends on the conditions determined with the tourism firm.
- Information about the trip (academic content, details and trip fee) is sent to the parents in writing/via e-mail one week prior to the trip date.

All school rules and expectations are in effect during all school excursions/trips.

ASSESSMENT AND EVALUATION PRINCIPLES

Assessment and evaluation process is designed to improve learning at Isikkent Primary School, and it is a natural part of our daily activities. Reflection is an essential part of the assessment and evaluation process, which indicates student's understanding over time. Assessment and evaluation process provides students and teachers with feedback to revise performance and improve learning and teaching.

Isikkent Primary School plans, conducts and finalizes its assessment and evaluation activities in accordance with the principles specified by the Ministry of Education.

In accordance with the Ministry of Education Regulations on Preschool Education and Primary Schools, which was published in the Official Gazette on 26 July 2014 with the number of 29072 by the Turkish Board of Education and Discipline:

- The success rates of Grade 1, 2 and 3 students are determined according to the evaluation and assessment principles and student participation in class activities carried by the teachers; and recorded on the reports as “excellent”, “good” and “should be improved”.
- Grade 4 students are graded by their participation in class activities and test results. Semester grade, end-of-year grade and end-of-year success grade are calculated out of 100 points in Grade 4. According to this grading system, all grades between 0 and 44.99 points are considered failing grades while 45.00 and more points are considered passing grades. (Please visit the website of the Ministry of Education General Directorate of Primary Schools to get detailed information about the assessment and evaluation principles.)

The following assessment methods are frequently used in the Primary School:

- **Pre-assessment:** Students' prior knowledge and experience is assessed before embarking on new learning experiences in an appropriate way.
- **Formative Assessment:** Formative Assessment is important in evaluating what kind of difficulties are faced and how learning is developed in the classroom and individually, as well as determining whether the applied teaching technique is effective or not. This assessment method allows teachers to define certain characteristics of specific learners as well as inquire their own teaching skills. Formative assessments are important because they provide feedback and are a basis for new courses of action.
- **Summative Assessment:** Summative assessment happens at the end of a teaching and learning process or experience and is planned in advance. The assessment is designed so that students can demonstrate their learning in authentic contexts and apply it in new ways.

- **Approaches/Attitudes:** There are attitudes defined in line with each unit. These attitudes are related to the subjects and introduced to students through activities, applications and instructional methods. The reflection process and teacher observations are recorded. The data is recorded to follow the development of the targeted attitudes and can be spontaneous or planned.

Assessment & Evaluation Strategies and Documentation

- **Observations:** All students are observed regularly. Teachers take notes about the class, groups and individuals to follow the similarities and differences of the attitudes of group members and how they work. Observations are important as they define school practices and decisions; therefore, they should be followed up closely.
- **Rubrics:** Modern teaching methods are different from traditional assessment methods. Therefore, how inquiring and reflecting students understand these skills and on what level they apply them should be examined. Rubrics with points, scales and definitions are designed appropriately according to the student's level.
- **Student Portfolios:** Portfolios contain student work and products, and they prove the development of students throughout the year. They can be examined visually and by means of content. The students decide what to put in their portfolios. Work in the student portfolios should be annotated with a student reflection indicating what the work shows, the reason for inclusion, and the date it was completed. The student portfolio is used for parent conferences and student led conferences. In student led conferences where parents and students meet, students learn to give information about their work, to reflect and to see the relationship between effort and success. Student portfolios are kept in the class and sent home at the end of the academic year.
- **PYP Progress Report:** At the end of each unit, parents follow the students' progress through a PYP report. This report is prepared to define the weaknesses and strengths of students, their development throughout the theme, and to raise awareness among parents.

BEHAVIOUR MANAGEMENT

Isikkent administrators and teachers attach as much importance to the character and identity development of students as to their knowledge and skills. School administration works collaboratively with teachers, guidance counsellors and parents to raise students who:

- Are committed to Ataturk's principles and reforms,
- Are committed to Ataturk's nationalism,
- Internalize, protect and improve the national, moral, sentimental and cultural values of the Turkish nation,
- Love and dignify their families, country and nation while being respectful to the human rights,
- Know their duties and responsibilities towards our democratic, secular, social and constitutional state and act accordingly,
- Are physically, mentally, morally, spiritually and sentimentally balanced and healthy,
- Have developed unique personalities, free thoughts and boarder perceptions; and who can think scientifically,
- Feel responsible towards the society,
- Are constructive, creative and productive.

A student who studies at Isikkent School recognizes that the school has a code of conduct and that they are expected to take responsibility for their own behavior at all times.

Values underpinning our code of conduct:

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

When inappropriate or unacceptable behavior does occur, students must know that they will face the consequences of their actions. If the behavior is repeated, the procedures to improve the behavior will be followed and the parents will be informed about this process.

Consequences of the unacceptable behavior are determined according to the psychological, academic and social status of the student/students as well as the degree of the behavior.

At Isikkent Primary School, we expect our students to:

- Be respectful to everyone,
- Display and model good manners,
- Help develop and follow classroom agreements,
- Be helpful and caring to others,
- Be independent and self-reliant,
- Communicate properly with the adults at school,
- Behave in an exemplary manner,
- Avoid physical and verbal abuse, threats and teasing,
- Demonstrate self-control inside and outside of the classroom.

If a student does not meet the abovementioned expectations:

- Teachers evaluate and understand the reasons of the poor behaviour.
- Then, the student is directed to the Guidance department for behavioural assessment.
- Parents are contacted if they have to be informed, or if support is needed.
- If the poor behaviour continues, the student is taken to another learning environment where he/she can work with a teacher under supervision. This protects the students from harming the learning environment and helps them to work on their behaviour.
- This practice is continued until the student learns how to behave properly in the learning environment.
- Sometimes, when the student misbehaves uncontrollably, he/she might cause further problems that might harm himself/herself and the environment (e.g. anger management issues, disobeying, obstention etc). In such cases, parents are asked to take their children home to cool off during the rest of the day.

Teaching and learning are conducted with a team approach that consists of school, student and parent. Therefore, we expect our parents to:

- Apply consistent policies at home to help children adopt proper behaviour.
- Communicate regularly with the school and guidance department.
- Avoid intervening in the incidents taking place at school or on school bus – this is for the representatives such as drivers and assistants designated by the parents as well.
- Avoid treating students negatively and taking sides when sanctions are imposed.
- Bring an expert report that includes the diagnosis and suggestions to handle that specific matter if the student has special needs (e.g. being on a specific medication, being diagnosed with hyperactivity, attention deficit disorder etc.).

Some expectations from the students and the consequences of not meeting them:

1. Walking – not running – in the hallways and all indoor areas except sports facilities

Consequences

1st time: Student goes back, walks again and understands why running is a problem.

2nd time: Student stands aside, thinks about his/her behaviour for a minute (time for reflection) and understands why running is a problem.

3rd time: Students stands aside, thinks about his/her behaviour for three minutes (time for reflection) and understands why running is a problem.

2. Treating all people respectfully

To be respectful to teachers, support staff, other students and visitors.

Consequences

1st time: Student apologizes and explains how he/she will avoid further impoliteness.

2nd time: Student prepares a card to apologize to the other party.

Parents of the involved parties are informed about the incident by the school. *

3rd time: : A 3-way meeting is called and an action plan will be formed. *

3. Acting safely without hurting anyone

Following behaviour is not accepted by our school under any circumstances and considered as a serious breach in the code of conduct:

Physical: hitting, kicking, biting, pinching, pushing and taking/damaging the property of others

Verbal: name calling, insulting remarks

Indirect: spreading unpleasant stories or untruths, excluding anyone from social groups

Consequences

1st time: Student apologizes and explains how he/she will avoid further impoliteness. *

Student is reminded about the code of conduct as well as the possible consequences that he/she can face next time.

Parents of the involved parties are informed about the incident by the school.

All students involved in the incident complete a reflection form, which will be kept by their homeroom teachers. *

2nd time: Student prepares a card to apologize to the other party.

Steps taken on the 1st time are repeated. *

School principal, vice principal and counsellors are informed about the incident.

All parties are informed about the possible consequences that they can face next time. *

3rd time: A 3-way meeting is called. *

Steps to be taken next are explained.

4th time: Parents are invited to the school and the student will be taken home for the rest of the day. (This will only be used in the most severe situations).

According to the severity of the situation, certain steps might be missed.

4. Keeping all indoor and outdoor areas clean without damaging school materials as well as the materials of others

Consequences

1st time: Student is asked to make up for non-compliance (e.g. tidying up, mending the broken material or purchasing a new one).

2nd time: Student acts as a classroom supervisor for one day.

3rd time: Student is asked to replace the damaged item(s) or help with the clean up duties.

4th time: Parents are invited to the school and the student will be taken home for the rest of the day.

Intentional damage to the school or school property will be immediately reported to the school administration as well as the parents. A reflection report will be written and filed and a 3 way meeting will be held depending on the severity of the incident. *

5. Following the rules and agreements

At the beginning of the academic year, each classroom prepares essential agreements and refers to those agreements frequently to guide daily behaviour. School rules are followed and maintained by all students.

Consequences

1st time: Student apologizes for breaking the rules.

2nd time: Student makes up for his/her behaviour.

Parents of the involved parties are informed about the incident by the school.

All students involved in the incident complete a reflection form, which will be kept by their homeroom teachers. *

Students complete a reflection form.

3rd time: Student sits by himself/herself, thinks about what he/she has done and comes up with a solution to fix his/her behaviour.

Steps taken on the 2nd time are repeated. *

According to the severity of the situation, certain steps might be missed and a 3 way meeting might be called. (e.g. cheating in a test). .

6. Behave safely and politely on the school bus

- Students are responsible for representing themselves and the school in the best way inside and outside of school.
- Students follow the requests of the school bus personnel as well as the traffic rules.
- Students do not disturb anyone during their travel.
- Students are not allowed to share food, drinks or medication according to the school's health policy.

Consequences

1st time: Student apologizes for breaking the rules.

Student makes up for his/her behaviour.

Parents of the involved parties are informed about the incident by the school.

2nd time: Student sits by himself/herself, thinks about what he/she has done and comes up with a solution to fix his/her behaviour.

A 3-way meeting is called. *

3rd time: Student is not allowed to take the school bus for 3 days or more. *

At all stages of this process, reflections forms are written and filed.

"3-way meeting" = A meeting between student, parent and school staff.

ATTENDANCE – ABSENTEEISM

Parents of the students who are enrolled in primary education institutions to get compulsory education must ensure that those students are attending the school. In accordance with the relevant provisions of the Primary Education and Educational Law numbered 222; the school administrators, national education directorates, provincial education inspectors, autonomous administrators and administrative chiefs must ensure that the students are attending the school.

Absenteeism:

- It is the parent's responsibility to call the school by 09.15 at the latest on the day of absence to report it.
- Students are not allowed to leave the school during the day (including lunchtime) without permission.
- Sick leave can only be granted on medical grounds.

Excused Absence – Doctor's Report: Students should bring in a doctor's report if they are absent for at least 3 consecutive days.

- Certificates obtained from government or private institutions are required to carry an official seal and doctor's signature.
- Doctor's report should be submitted to the school administration within one week before it expires.

Half-Day Absence: Students who attend the lesson after 9.15 am are regarded as half-day absent.

Official Leave: Students who attend an educational, cultural or sporting activity either in Turkey or abroad are granted an official leave for the duration of their absence.

Collecting Students from School During School Hours: Students should not be collected by their parents during school hours except for urgent doctor appointments and important social responsibilities (weddings, funerals etc).

- Doctor appointments should be arranged after school hours when possible. Parents should submit a letter of permission to the school administration one day in advance if the student needs to leave during school hours.
- A student seeking official permission will get a written permit from the Vice Principal in duplicated copies, one of which is to be left in the class roll and the other is to be presented to the security personnel at the gates.

- Flag ceremonies and assemblies held on Fridays are an important part of our academic program. Therefore, we strongly recommend that students not be collected on Fridays except for urgent appointments, in which case, a written request will be filed with the administration.
- We do not want students to be collected from school during assemblies. If they are permitted to leave upon parent request, they will be regarded as absent.

Compulsory Attendance: Unless otherwise specified, all students are obliged to attend the school on:

- The opening and closing days,
- The days of flag ceremonies that are held at the beginning and end of every week,
- The days of official ceremonies.

Exam Dates: Grade 4 students are expected to attend exams which are scheduled in advance.

- Excuses of the students who were not able to take the exams during the exam period should be communicated in writing to the school administration by their parents on the exam dates.
- Students with a valid excuse are granted a make-up exam on a date and time announced by the school.
- Students cannot come to school only to attend the exams.
- If a student comes to school on a day when there is a scheduled exam, the student must take the exam.
- The student can only be excused from sitting that exam with a doctor's report. must take the exam.

Being Excused from the PE Class:

- Students must attend swimming and PE classes if they are at school. If they do not feel good enough to attend these classes, they should stay at home. Students who come to school are expected to attend all lessons.
- Students who experience a health problem that prevents them from attending swimming and PE classes should submit their doctor's report to the Student Affairs Supervisor.

Being Excused from the PE Class with a Medical Report:

If a student wants to be excused from PE lessons for a period of time or the whole year, the student's parent has to apply to the school administration. The student is referred to a fully equipped hospital by the school doctor. The procedure is finalized if/when the student is granted an official hospital certificate. Students who are excused from PE and swimming lessons for a year spend these lesson hours in the library completing their assignments or reading books.

Field Trips and After-School Activities:

Field trips and after-school activities are a part of our academic program and are offered to support it. Participation in trips and after-school activities is compulsory and failure to attend then without a proper excuse will be treated as absence.

Visiting Infirmary: Students seeking to visit the school infirmary

(except in an emergency) has to:

- Get permission from their teacher,
- Return to class with the infirmary referral signed by the infirmary personnel on duty upon the completion of their treatment.

Being Late to Class:

- Her All students are obliged to attend lessons and events on time.
- Students should be present and ready in their classrooms before their lessons.
- Teachers take the attendance at the beginning of the lesson and tardy students are marked on the attendance sheet.
- Parents should inform the school in writing or through a call if a student is going to be late.
- Students who make a habit of being late are closely monitored by the administrators. If tardiness continues parents are informed about the situation.

GUIDANCE & COUNSELLING ACTIVITIES

Psychological Guidance and Counselling Office prioritizes students' personal development and aims to create positive experiences for students through close cooperation with parents and teachers. Our guidance counsellor has a yearly plan which is followed according to the academic calendar. Individualized and group work with students are under the responsibility of our guidance and counselling office. Our guidance counsellors are not authorized to diagnose and/or treat children. In such cases, our counsellors might provide parents with contacts of external professionals qualified to deal with these concerns.

FOR STUDENTS

Adaptation to School	<ul style="list-style-type: none"> • Orientation programme • Yearlong adaptation activities
Familiarization	<ul style="list-style-type: none"> • Age-appropriate rubrics and inventories to get to know the students
Psychological Consultation	<ul style="list-style-type: none"> • Counselling with students who need support in different areas • Individual support is given based on student applications as well as the feedback provided by teachers, parents, school administration, infirmary etc. • Confidentiality policy is followed during psychological consultation • If the information has to be shared with others after the session, it's done within the student's knowledge
Academic Tracking	<ul style="list-style-type: none"> • One-on-one meetings and activities about studying habits and academic success • Inventory on learning styles • Differentiated learning practices
Developing Positive Peer Relations & Coping with Bullying	<ul style="list-style-type: none"> • Friendship • Conflict resolution and conciliation • Safe school – dealing with bullying • Abovementioned issues are discussed through classroom activities, individual and group meetings and grade level meetings • Parents and teachers also participate in activities related to these issues
Safe Internet Use & Cyberbullying	<ul style="list-style-type: none"> • Information about safe internet use, cyber crimes and cyberbullying is shared with different grade levels in collaboration with the IT office when necessary • Ways to use the internet properly and securely are shared • Relevant issues are discussed by school divisions and administration based on specific needs • ICT curriculum covers these issues
Sexual Development Education	<ul style="list-style-type: none"> • Age and level appropriate information is shared with different levels and classrooms of the ELC, PS and MS • Parent seminar is organized
Student Behaviour	<ul style="list-style-type: none"> • Student behaviour is monitored
Collaboration with External Institutions	<ul style="list-style-type: none"> • Students who need further assistance are directed to external specialists in collaboration with their parents • Those specialists communicated by the school in order to support the student • Teachers and counsellors at school fill out the forms sent by those specialists when necessary • Students are supported in the school environment

FOR PARENTS

Individual Meetings	<ul style="list-style-type: none">• Each parent who needs support might get an appointment to meet our guidance counsellors individually• Parents are called in for an individual meeting when they need to be informed about various issues
Parent Seminars	<ul style="list-style-type: none">• Parent seminars are organised throughout the year according to the stages of student development - either school-wide or for specific grade levels• Topics to be discussed in parent seminars are determined based on the needs of the students and parents every year

Four Parent Training Sessions – two for each semester - are held every year by our Guidance Counsellors and PYP Coordinator.

ISIKKENT SCHOOLS CHILD PROTECTION POLICY

Schools are not only responsible for children's academic progress, but also for their emotional and social development. Therefore, all kinds of preventive, supportive, and solution-oriented measures are highly significant.

As an educational institution, we have to be much more sensitive about these kinds of issues because we work with children on our campus. One of our primary responsibilities is protecting them from any kind of danger while raising them as individuals and providing them with academic education.

The aim of preparing this **Child Protection Policy** is to contribute to the emotional, physical, and social health and development of children; to help children deal with harmful issues; to collaborate with respective institutions, and to provide information about how child protection cases will be managed while ensuring that all stakeholders of IEK are aware of and responsible for these issues. Our school guarantees the safety and well-being of the students through the implementation of this extensive Child Protection Policy.

AMAÇ:

Isikkent School provides an innovative and inquiry-based education by integrating the national curriculum with international programs and attaches importance to ensuring the physical and emotional health of the students on campus. Therefore, it is essential for the school to protect children against any kind of bullying, physical abuse, exploitation, sexual abuse, and/or neglect by taking the necessary precautions.

Child Protection Policy covers:

- a. *Preserving the rights of all IEK students,*
- b. *Protecting students against any kind of risk,*
- c. *Implementing practices for the benefit of students,*
- d. *Collaborating for the safety of students,*
- e. *Reporting to relevant institutions in case of safety concerns and following the process.*

All practices, definitions, principles, and procedures included in the policy are based on the UN **Convention on the Rights of the Child**, which was accepted in 1989 to explain the global standards on child care, treatment, survival, development, protection, and attendance.

Isikkent Child Protection Policy:

- **Protects students from the damages of abuse and neglect,**
- **Ensures that the necessary steps are taken against existing and suspected incidents of abuse or neglect that might harm student health or well-being and provides students with the necessary support,**
- **Does not investigate the cases of abuse or neglect, instead, it is used as a tool to take the necessary precautions and applies to all stakeholders.**

PRINCIPLES :

All individuals and divisions working at IEK:

- Accept the articles of the UN Convention of the Rights of the Child, which was adopted in 1989, and respect the children's rights.
- Consider the best interest of the child.
- Ensure that the students feel valued and safe by listening to them when they need to express themselves and providing them with a secure environment.
- Accept the responsibility of protecting children against any kind of damage.
- Make an honest and transparent effort to inform all community members including the children about the **Child Protection Policy**.
- Find it important to receive training on child protection.
- Provide support when necessary and collaborate with others when action is required.
- Act by the **confidentiality** policy to protect sensitive personal data, share information only with legal authorities, and access/share data through proper channels.
- Acknowledge and undertake their duties and responsibilities to children, who are at risk or known/suspected to be abused.
- Share information based on the content, urgency, and/or risks, and request support from respective institutions.
- Follow and review the **Child Protection Policy** regularly.
- Work to improve the functionality and spread of the policy among the school community.

DEFINITION OF NEGLECT AND ABUSE :

Abuse: The World Health Organization (WHO) defines **child abuse** as "all forms of negative behaviour displayed intentionally or unintentionally by an adult, society or country that harm the child's physical and mental health and development". In other words, "**child abuse** is a form of abuse where children between 0-18 are damaged by someone emotionally or physically or face any kind of maltreatment that is not accidental but preventable".

Neglect: Briefly, neglect is a form of abuse, where people responsible for taking care of a child do not fulfill this obligation and neglect his/her psychological, emotional, educational, medical, physical, nutritional, and supervisory needs.

ISIKKENT CHILD PROTECTION POLICY WAS STRUCTURED TO REALIZE THE STEPS BELOW:

- Raising awareness about the protection of the child within the school, consideration of his/her best interest, and the effects of child abuse and neglect on the child as well as the school,
- Creating policies and procedures about child protection and well-being,
- Establishing a system to implement these policies and procedures by identifying responsible individuals/institutions and forming a “Child Protection Team”,
- Informing and training the entire school community as well as the respective stakeholders about these policies and procedures,
- Ensuring that the policy is utilized through regular observations, feedback, and updates.

ROLES AND RESPONSIBILITIES:

All adults who work with or for the benefit of the children including the parents are responsible for protecting the children. These adults have certain obligations specified in the Child Protection Policy. The school administration is responsible for the effective implementation of the policy as well as the integration of the policy into school life. The Child Protection Team, on the other hand, is responsible for following the school practices specified in the policy, supporting the school divisions when necessary, and ensuring that all cases related to child abuse and neglect are handled appropriately through timely use of the relevant procedures. The Child Protection Team is also responsible for raising awareness about the Child Protection Policy among the community members and training them accordingly.

CONFIDENTIALITY:

The confidentiality of information about the children is a highly sensitive issue and the confidentiality rules are followed strictly unless a child needs to be protected due to abuse or neglect that might harm the child or others. Those who observe or know about such an incident are responsible for sharing it with the relevant departments. The people involved are informed about the process if it is compulsory to protect the child and more information cannot be requested from the school.

When you observe or know about an incident where your child is abused or neglected, it is essential to directly communicate with the school.

You can access the full version of our Child Protection Policy and the details about the process on our website.

COMMUNICATION WITH PARENTS

General Contact Information:

School Address: Işıkkent Eğitim Kampüsü

6240 / 5 Sokak No: 3 35070 Karacaoğlan Mahallesi Yeşilova-İZMİR

Phone: 462 71 00 **Fax:** 462 71 02

Web: www.isikkent.k12.tr **Email:** primaryschool@isikkent.k12.tr

You can use the extensions below after calling the school. However, personal phone numbers of the school personnel are not distributed to neither parents nor students. Thank you in advance for your understanding.

In-School Communication:

İdare

Administration	Yalçın Kurt	
PS Student Affairs Supervisor	Elif Özbağcıvan	302
PS Vice Principal	Güneş Uçar	303
Guidance Counsellor	Yıldız Alptekin	304
Special Needs Counsellor	Melek Sarıkaya	305
Nurse		152
Librarian	Tansu Özbakan	171
Sales Representative	Hülya Tülümen	137
School Bus Coordinator	Bus Company Representative	134

Other Means of Communication:

We share information with our parents through various means:

Communication Notebook

At Isikkent, we encourage open and frequent communication. We have communication notebooks, which might be used by parents as often as required. Also, yearly planners distributed to students free of charge at the beginning of every school year are generally used by our teachers when they would like to share a message or information with parents. If a student loses his/her planner, a new one can be purchased from the MarCom Office.

Email

Weekly bulletin is sent to parents at the end of every week to provide information about our academic content, school activities and important notes. With our weekly bulletins, we aim to keep parents posted about the scope of the unit as well as the type and content of school activities.

Appointments

All teachers have weekly meeting hours. Parents who would like to meet a department or a teacher might call our student affairs supervisor or submit their requests through communication notebooks. Our expectations regarding appointments and parent meetings are specified below:

- Parents are kindly requested **not to ask for a meeting with a teacher or administrator if they do not have an appointment** due to their busy schedule with students.
- All meetings must be scheduled in advance through our student affairs supervisor.
- Parent meetings are generally scheduled for **twenty minutes**. If issues remain unresolved after twenty minutes, additional meetings might be planned to take further action.
- Parents are not allowed to make **audio/video recordings** during any meeting. However, our teachers take minutes during parent meetings and have them signed by the parents so that they can read those minutes whenever they want.
- Parents are kindly requested not to discuss issues **in the hallways**, where our teachers take care of their students, in order to allow for necessary time and due to confidentiality reasons.

COMMUNICATION POLICY

- All announcements will be communicated by our student affairs supervisor via email, text message or a phone call. A weekly bulletin will be sent to parents every Friday. Calendar notes, news, announcements, reminders and news from the Health Office are shared with parents through weekly bulletins.
- Parents are invited to school twice for “Parent-Teacher Meetings” and “Student-Led Conferences” each semester. Parent-teacher meetings are held with homeroom teachers. During student-led conferences, our students share their work and projects with their parents.

EMERGENCY

- In the event of any emergency (e.g. natural disaster, fire or explosion) that might arise during school hours, parents are expected to try to reach the school if they are nearby. If not, they should be sure that their children are safe with us. In the event of an emergency, all parents will be contacted as soon as possible through our website or text messages and the children will be taken home when it is safe to do so.

SOCIAL MEDIA

- Parents are expected to avoid sharing information, news or opinions about the school via social media. Parents should not make offensive remarks about the school, teachers or students under any circumstances. We kindly ask for our parents’ empathy and sensibility regarding this matter. If you have any questions or problems, please directly contact the school administration to reach a solution.
- Parents should not share photos and/or videos of any classroom/school activity on their personal social media accounts due to legal reasons. Also, it is not approved for staff members to share posts about students/lessons/school activities and communicate with parents and/or students via their personal social media accounts.

SUPPORT SERVICES



TRANSPORTATION

Transportation services are provided by the contracted company. School rules are followed on the school bus. Students registered on the bus must:

- Be at the designated spot at least 5 minutes before the announced time not to make the school bus wait.
- Avoid distracting the driver with their words and behaviour.
- Sit in their seats without opening the door and leaning out of the window.
- Avoid swearing and using slang words.
- Follow common etiquette rules.
- Protect the rights of younger children and support their safety on the bus.
- Take the bus they are registered to and avoid using other buses without getting permission from the school administration. Those who want to use another bus must have their parent applications approved by the school administration.

+ HEALTH

Our infirmary aims to:

- Protect physical and mental health of our students,
- Make observations and take necessary precautions to ensure that our school has an ideal environment in terms of health,
- Offer services to provide guidance for school staff and raise awareness among them.

We expect our parents to:

- Avoid sending their children to school when they are sick,
- Inform the school administration immediately when their children are diagnosed with a contagious disease,
- Inform the school infirmary for any medication that the student takes,
- Make sure that the medicines have not expired,
- Avoid interfering when your child is prescribed medication by the school infirmary,
- Prevent children from carrying strong medicines in their bags,
- Help infirmary when they update the health forms,
- Inform the infirmary staff about any changes regarding the health of their children.

A doctor, a nurse and an emergency paramedic work at our school infirmary, which is open between 8.30am and 5pm. Our doctor is available between 12.00 and 13.00 every morning, whereas our nurse and paramedic work full-time to give medical attention to those in need within the knowledge and approval of our school doctor.

NUTRITION

Our school provides students with lunch and snacks to help them acquire healthy eating habits and follow a proper diet. Monthly menu is shared with our parents.

SECURITY

Students, teachers, parents and visitors are allowed to enter/exit the school between 08.30am and 5pm. School visits are monitored by our security staff. All parents are provided with a visitor card by the school administration and asked to carry those cards with them while on campus.

Students can only exit the school with a written permission from the school administration. Students cannot have any visitors at school during school hours except their parents.



FREQUENTLY ASKED QUESTIONS

1. How are primary school classrooms formed?

Our quota for each classroom is 24 students. Class lists are created by our teachers and guidance counsellors according to our knowledge of the children and with the aim of having heterogenous groups. Parents are not allowed to make specific requests about their children's teachers or classmates.

2. Why are PS classrooms mixed every year?

PS classrooms are mixed every year, so that our students can experience different learning environments and work with different teachers. It is the school's decision to place students into appropriate classrooms. This policy enables us to provide our students with a balanced range of social and academic experience.

3. Can students invite their friends or family members to school?

It is not allowed to invite guest students to our school or lessons over the course of the academic year.

4. How is the homework policy at primary school?

Homework is designed to help students establish connections with their previous knowledge and get prepared for future learning experiences at Isikkent Primary School. Different types of homework assignments might be given based on student needs.

Homework is given in 3 types:

- o Weekly research assignments,
- o Daily homework for revision,
- o Daily reading assignments.

Each student has different learning needs. Therefore, types and deadlines of homework assignments are determined in accordance with the student needs and grade levels. Parents should understand that homework is the responsibility of the student and should be done independently.

If a student gets academic support from a private tutor, the tutor must communicate regularly with IEK teachers in order to maximize the benefit.

5. Which books will be used at primary school?

Turkish course books required by MEB are distributed to our students free of charge. Other books are distributed by our teachers on the first week of school after the required payment procedures are followed by our parents. In accordance with the curriculum requirements, the school might ask students to purchase extra books throughout the year.

6. How do students benefit from the school library?

IEK library has a wide range of books on various subjects. All IEK students can benefit from the library. The materials included in our school library collection were chosen according to different age groups to foster creativity and critical thinking skills in students.

Students are allowed to borrow books and other resources from the library, but they are expected to return those resources at the end of each semester. Parents will need to pay for unreturned and/or damaged books including shipment costs.

7. What does “assembly” mean?

Assembly is a part of the student’s learning process, which enable students to share what they have learned throughout the PYP units with their friends via presentations, shows and activities.

8. Do students participate in community and service activities at primary school?

IEK community and service projects are initiated by the students as well as other members of the school community. It is compulsory for students to attend community and service activities.

9. How frequently do PS students go on school trips?

As part of their units and in accordance with the themes they cover, PS students go on field trips within Izmir. Prior to any trip, parents are informed about the details and sent an approval form

10. In case of a divorce, who is considered as the parent of the child?

In the case of divorced parents, the person who has the official custody of the child is considered as the parent. Therefore, it is required that the custody declaration, with all restrictions noted, should be submitted to the school administration.

11. What do PS students wear at school?

- PS students can come to school in age-appropriate and casual clothes that allow them to be comfortable in their learning environment.
- It is not allowed to wear jewelry (necklace, earring, ring, bracelet), make-up and nail polish.
- Hair should be short and tied.
- Students need to bring a spare pair of shoes to be used as “classroom shoes”.
- Students are expected to wear season-appropriate, closed toe shoes. It is not allowed to wear flip flops, football shoes/ jerseys, sandals, heels or platforms.
- We want children to spend their break times outside in all types of weather, so during winter or on rainy days, children should wear raincoats with a hood. They should also wear waterproof boots to play in the garden on rainy days.
- Umbrellas are not allowed at school for safety reasons.
- Students must have extra set of clothes in their boxes at school.**
- All clothing items, shoes, boots, coats and school bags should be labelled with the name of your children. Students are responsible for their own belongings.

12. What kind of clothes and equipment are used in PE and swimming lessons?

PS students use special equipment for PE and swimming classes.

o For PE:

IEK sports bag, dark blue IEK shorts and white IEK t-shirt, sneakers, sports socks, IEK trainers and sweatshirt for cold weather and spare underwear.

o For swimming:

IEK swim bag, bathrobe, swim cap, swimsuit (full for girls and slip or tights for boys), slippers, fin, goggles (optional), spare underwear and plastic bag for wet swimsuit.

All sports items, towels, fins, swim caps and bags should be labelled with the name of your children.

I-Store offers specially designed school bags and swim bags that have our school logo on them. Parents might purchase all PE and swimming equipment, school bags and swim caps from the I-Store .

13. What can I purchase from the I-STORE?

School bags, swim bags, swimming equipment with IEK logo (bathrobes, towels, swim caps, fins) for all grade levels can be purchased from the I-Store. **Parents might also shop online.**

14. How can we find the items that students lost at school?

Please check the lost & found boxes in the hallways and sports hall for lost clothes and water bottles. Items which are not collected from the boxes will be donated to a charity organization at the end of the school year.

15. Are there any materials that students should not bring to school?

PS students are not allowed to bring the following materials to school:

- o Umbrella
- o Pencil case (except the one provided by the school)
- o Wheeled bag
- o Pets
- o Toys
- o Mobile phone
- o Electronic devices (including mp3 players that can make records and have internet connection)
- o Money
- o Food and drinks (except for students who will stay for after-school programmes)
- o Chewing gum (forbidden at school)
- o Sharp items/objects

16. What kind of transportation services are provided for students?

Transportation services are provided by a subcontractor. Ages of our students are taken into consideration when creating the school bus lists. There is a bus supervisor on each bus. There is also a mobile phone on each bus so they can be contacted at all times.

Students are picked up from their houses in the morning and dropped off back at home when school day is over. As the bus will only wait for 2 (two) minutes, please make sure that your child is at the door a few minutes before the bus arrives. Otherwise, the bus will continue its route without collecting your child.

In the afternoon, children will be taken to the same location as they were picked up from by the bus supervisor. Adults who are supposed to meet the younger children at the door of their houses are expected to be there by the time the bus arrives.

School rules and agreements must be followed on the school bus as well. Bus supervisors will hand in a written report about the students who do not comply with these rules. These students will not be able to use the school bus for a certain period determined by the school. Rules to be followed by students on the school bus are as follows:

- I will get on the bus on time.
- I will take the seat indicated by the bus supervisor.
- I will fasten my seat belt as soon as I sit and remain in my seat with my belt fastened during my journey.
- I will not eat or drink on the bus.
- I will read a book or listen to music with my earphones.
- I will speak softly and respectfully with others.
- I will be kind to everyone and help younger children.
- I will act safely.
- I will take responsibility for my mistakes.
- I will report unsafe behaviour to the bus supervisor or my teacher.

If a child will be picked up from the school by a private driver, a written request along with the name and photo of the driver attached should be submitted to the school. We will not allow children to leave with a different person unless there is a written request by their parents.

Students who do not take the school bus will be brought to and picked up from the school through West Gate (ELC Entrance). Students will be taken into the campus by designated teachers as parents will not be able to enter the school under any circumstances. We kindly ask our parents not to insist on entering the school.

17. Should I send my child to school when he/she is sick or on medication?

Parents should not send sick children to school not only because they might infect others but also coming to school might prolong their illness or cause them to pick up new infections. If a child is on antibiotics, he/she must stay at home until his/her treatment is over. For health and safety purposes, medicine cannot be administered by a teacher or kept in school bag. Any medicine that is required for child's treatment needs to be submitted to the school nurse along with the necessary information. If the existing illness is contagious, relevant report and information should be sent to school.

It is compulsory for parents to sign the "Information and Approval Form", which was published on August 14, 2020 by the Ministry of Health in accordance with the circular regarding the "Precautions to Take at School", at the beginning of the academic year. (Appendix 1)

According to the regulations included in the same document; teachers, students or employees who show certain symptoms such as fever, cough, nasal discharge and respiratory problems, who have been diagnosed with COVID-19 or are a contact of someone diagnosed with COVID-19 will be directed to a medical institution with their masks on.

Parents of the students, who start showing symptoms at school, will be contacted immediately and those students will be observed in the isolation room until their parents arrive at school. Those who had a close contact with sick students will be sent home and reported to the local health authorities/district health directorate. Room/area/classroom will be ventilated and disinfected when patients leave the school.

18. What does my child eat on a school day?

Parents must ensure their children have breakfast at home. Students are provided with lunch and two snacks at school. Snacks are served during morning and afternoon break times. Lunch is served in the cafeteria and students go there with their teachers. School nutritionist is responsible for creating menu for lunch and snacks. Monthly menus are sent to our parents via email. Any dietary conditions or allergies a child has should be communicated to school by the parents.

It is important for our students to have enough water intake throughout the day. Please remind your children to bring their water bottles (no plastic or glass) to school in line with our school-wide sustainability project. Names of children should be written on the water bottles. (Glass bottles are strictly forbidden for safety reasons.)

Parents should not send food to school except for unit-related activities. Bringing drinks, chocolate, cookies and cakes to school and sharing them with others are not allowed at IEK. Food sent to school will not be given to other students to avoid any allergies due to our food safety policy.

19. Can students use the school canteen?

PS students are not allowed to shop from the canteen.

20. Can we celebrate birthdays at school?

We do not celebrate birthdays at school or help with any birthday organizations outside of school

21. Can we give gifts to teachers or administrators on special days?

IEK staff including teachers, administrators, academic, administrative and support staff cannot accept any gifts from parents or students bearing material value under any circumstances. Teachers may only accept flowers and handmade gifts produced by children or their parents on special days. Parents are expected to understand the school's policy about gifts clearly and comply with it. In case of a breach of the policy, the gift will be returned to the owner.

SOME ABBREVIATIONS

MEB Ministry of National Education

PYP Primary Years Programme

IEK Isikkent School

BGP Programmes for Holistic Development

MIKS Mediha Icel Conference Hall



İSİKKENT
EĞİTİM KAMPÜSÜ

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