



PRIMARY SCHOOL

PARENT HANDBOOK

2018-2019

**The first section is for PS & The second section is for SS which starts on page 42.*

TABLE OF CONTENTS

Adult Expectations, Parent Code of Conduct, Parent Expectations	4
Guiding Statements	5
IB Learner Profile	6-7
Educational Program Overview	8
Assessment of Learning	9
External Assessment	9
Other Assessment Methods	9
Reporting Student Progress	9
Homework	10
Academic Documentation	12
Daily Schedule	13
Calendar	14-15
Communication Between Home and School	16-17
Expectations of Students	18-19
Arrival and Dismissal Information	
Attendance	
Excused and Unexcused Absences	
Leaving During the School Day	
Tardiness	
Code of Conduct	20-21
Library	22-23
Technology at MEF IS	24-25
Responsible Use of Technology	26-27
Academic Honesty	28
Discipline	29
Extracurricular Activities	30
Health Services	31
Student Support	32-33
Learning Support	
Counselling Support	
School Service Bus	34-35
Miscellaneous	36
Lost and Found	36
Driving on the Campus	36
Food and Catering	37
Safety	37
How to get involved at MEF IS	38
Contacts	39-41

Dear Parents and Caregivers,

Welcome to the 2018-2019 academic year here at MEF IS. We are excited to welcome our new and returning students and families to our community.

Here at MEF International School Istanbul (MEF IS), our policies, procedures and day to day practices reflect the mission of our school. In short, our mission is at the heart of everything we do.

The mission of MEF International Schools is to inspire, nurture and challenge our students to realise their unique potential. We seek to be an open-minded community striving for creativity, innovation and excellence. We therefore promote and cultivate global mindedness and empathy, learning from the perspective of others and striving for continuous improvement. We strive to provide learning experiences that inspire and challenge our students and develop critical, analytical and creative thinking. Our teaching supports individuals' needs, inviting student involvement and voice and fostering curiosity, exploration and experimentation. Technology is integrated to enhance student learning, creativity, collaboration and creating.

To make our missions come alive in a world full of change, where knowledge still equals power but is available at a few swipes of a screen, schools are charged with the important job of going beyond the teaching of content in subject areas. Here at MEF IS, we endeavor to create globally minded students who are curious and inquisitive about the world around them while being critical about the information they receive. We promote intercultural understanding and celebrate the differences that exist between us, identifying them as strengths to learn from and develop ourselves. As a result, our students are caring, open-minded and respectful.

This handbook provides information to ensure every child and family entering MEF IS has a supportive beginning. It also serves as a reference tool throughout the school year for students, parents and community members. We hope that you will find this handbook useful to clarify the procedures of the school. Please let us know if there is additional information you would hope to read in the parent handbook. Thank you for your partnership in ensuring the very best educational experience for your child/ren.

Sincerely,

Figen Sonmez
Head of School

Linda Allen
Primary School Principal

Adult Expectations

At MEF IS we believe that one of the greatest teaching tools we have as adults is the example we provide through our own behavior and actions. We also believe that each member of the community plays a role in ensuring that the school's culture is safe, inclusive, and supportive of learning. As such, we hold all members of our community to standards of positive behavior and have established the Parent Code of Conduct and Parent Expectations.

Parent Code of Conduct

As a parent member and stakeholder of the MEF IS community, I agree to:

- Be an advocate for the MEF IS larger community.
- Read and promote the MEF IS mission.
- Model the MEF IS mission to my children in my day-to-day behaviors.
- Model respect for all MEF IS staff and MEF IS parents in my communication and interactions with them.
- Seek to resolve issues/concerns in a positive way and follow the appropriate lines of communication.
- Not to put other parents, staff, or students in a social situation where they are forced with making choices that may not be aligned with their religious or moral values outside of school.
- Meet my financial obligations in a timely manner.
- Understand that MEF IS is an apolitical, inclusive learning institution that presents a range of political economic, religious, and social ideas without promoting any one.
- Adhere to the policies and guidelines outlined by MEF IS.
- Actively supervise my child at all MEF IS events.

Parent Expectations

- Find ways to actively contribute to a positive atmosphere at school.
- Be an active partner in my child's education by attending school events, parent conferences, and other school activities.
- Follow the rules and laws of the host country.
- Commit to reading information that comes from the school through the school newsletter, class websites and emails, direct email and SMS messages.
- Assume MEF IS has the best interest for your child and the greater community.



GUIDING STATEMENTS

MOTTO

Building Bridges between Countries and Cultures

MISSION (our purpose)

We inspire, nurture and challenge our students to realise their unique potential.

VISION (our aspiration)

To be an open-minded community striving for creativity, innovation and excellence.

LEARNING DEFINITION

Learning is the ongoing process of constructing new understandings of the world through experiences and interactions. It consists of making connections, reflecting, and expanding on current knowledge through motivation, curiosity, exploration, experimentation, and natural consequences resulting in change in the way we think and perform.

DEFINITION FOR INTERNATIONALISM / INTERCULTURALISM

A dynamic discourse that fosters: knowledge and respect; the search for commonalities and a celebration of differences; international mindedness and a peaceful, ethical and progressive society.

GUIDING PRINCIPLES

The MEF International School Community;

- promotes and cultivates global mindedness, developing an appreciation for individuals, groups, cultures and societies
- is empathetic, striving to understand and learn from the perspective of others
- uses reflective practice, striving for continuous improvement

Where learning...

- involves making connections, and extending student understandings that result in action and change
- is experiential, fun, authentic, and collaborative
- engages students in critical, analytical and creative thinking

Where teaching...

- depends on the positive relationship between teachers and learners
- supports individual learners, providing challenge and rigour
- allows for student voice, choice and ownership
- fosters curiosity, exploration and experimentation
- integrates technology to enhance student learning
- is innovative and creative, informed by research concerning educational practice



INTERNATIONAL BACCALAUREATE (IB) LEARNER PROFILE

Central to the International Baccalaureate Organization's philosophy is the IB Learner Profile. It is expected that all members in the MEF IS community strive to exhibit these traits. These traits foster well rounded individuals who are proactive in creating a more harmonious global community and have correlations with academic success.

To acquire each of these traits, it is paramount for IB students to take RESPONSIBILITY not only for their own learning in the class but for their actions outside of the classroom. IB students must understand that all actions have consequences and they must learn to pursue proactively a lifestyle that ensures both positive results in the classroom and in the local, national, and global village in which they share. The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners our MEF IS community members strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

***Please note that much of the information explained above pertaining to the IB Learners Profile is taken from www.ibo.org



EDUCATIONAL PROGRAM OVERVIEW

MEF International School Istanbul Primary school is authorised to offer the International Baccalaureate Primary Years Programme (IB PYP). The IB provides an international curriculum framework, which meets the needs of diverse student populations. Learning at MEF IS, as an IB school, is centred on the student, reflecting their background and interests and encouraging their development as future world citizens and lifelong learners.

What do students learn?

The IB has identified key knowledge, understandings, skills and attitudes that students should develop. These include mathematics, language, science, social studies, the arts, and physical, personal and social education. You will find details about each of these, related to your child's grade, in the Grade curriculum guide. Students are also expected to put their learning into action, using what they have learnt in their everyday lives and the world around them.

How do students learn?

Students learn both within the individual subject areas and through transdisciplinary units of inquiry. Students learn through guided inquiry, supplemented by more traditional teaching methods where necessary. Guided by their teachers, students are expected to be active as learners and take responsibility as learners. You can find out more about the learning activities taking place in the classroom by looking at the class website.

How do we know what students have learnt?

Careful assessments are carried out:

- before the students start a unit of learning, to find out what they already know
- while a unit of learning is taking place, to find out how they are making progress
- at the end of a unit of learning, to find out what they have learnt.

Clear expectations are set and explained to the students. Students are assessed using these expectations rather than their ranking or position in the class. These assessments may take many forms, making sure all students have the opportunity to show what they know, understand and can do. Teachers use the information from assessments to plan the next learning experiences. The class teacher will regularly share the results of assessments with you and you are welcome to contact the class teacher with any questions you may have.



ASSESSMENT OF LEARNING

Students at MEF IS are formally assessed by the class teacher throughout the various units of learning to help inform teachers about what their students already know and what they need to learn, and so that students can take responsibility for their own learning at an age appropriate level (we call this formative assessment). These are in Reading, Spelling, Math pre and post tests, Unit of Inquiry knowledge, skills and understandings, written language pieces, and specialist tasks.

External Assessment

Students will participate in external tests during the course of the academic year. MEF IS will use the International Schools Assessment in Grades 3, 4 and 5. The results of the testing will be shared with parents but also will act as a tool to analyse the curriculum and improve teaching and learning. These assessments are in Mathematics, Reading and Writing.

Other Assessment Methods

Diverse and dynamic assessment is essential to understanding and supporting a student's learning. In addition to the above methods, MEF IS Primary teachers also employ a variety of informal assessment tools. For example, teachers regularly assess how students respond to questions and prompts about their understanding and tailor their teaching accordingly. Teachers also employ check-ins when students are working independently or in groups. The variety of tools used allows for more authentic assessment of student progress.

Reporting Student Progress

Regular and informative reporting is essential to student progress. At MEF IS, we use multiple feedback mechanisms to ensure students and families receive timely and substantive information about student progress.

Parent teacher meetings: these can be requested by either party whenever the need arises

Semester reports: biannually at the end of Semesters 1 & 2

End of Unit Reporting: at the end of each unit of inquiry assessment rubrics will be sent home

Parent teacher conferences: held three times per year in a variety of different formats (on Saturday)

Portfolios: these are a collection of work done by the student representing a snapshot of the learning for that student and are shared with parents at conferences, then sent home at the end of the school year.



HOMEWORK

Homework is an integral part of the learning process at MEF IS. Homework allows students to practice newly acquired skills and to develop their study habits. Students who miss school for an unplanned absence (e.g., illness, emergency) should check in with their teacher upon returning to find out what work they missed. Questions about homework should be addressed directly to the teacher who gave the assignment.

What? Homework may consist of language, math and current unit of inquiry work. Both students and teachers can be involved in the correction and marking of homework. Teachers will keep a record of what homework students have and have not done. Teachers will first speak to the student if they are forgetting or not doing homework. Then teachers will communicate with parents via email or the communication book if they feel there is an ongoing issue with a student forgetting or failing to complete homework.

When? Teachers will assign homework each day from Monday to Thursday. No homework will be given on a Friday or over a holiday; however, students who are working on longer term assignments may decide to use these days to complete those assignments.

How? Homework will be explained on the class website once a week. The teacher or student may also use the homework communication book. Specialist teachers may assign homework for students only in grades 2 to 5, and the class teacher must be informed.

How much? Homework duration times given are approximate as all students work at different speeds and will find tasks to be of varying difficulty.

Grade 4 and 5: Homework should last approximately 40 minutes to an hour each day; however, the students in Grade 5 may need to work longer during the Exhibition process or during summative tasks. Both students and teachers may be involved in the assessment of homework. In addition to any other homework, students are expected to read independently for 20 minutes each night.

Grade 2 and 3: Homework should last on average 30 to 40 minutes each evening. In addition, students will be encouraged to read each day or be read to for at least 15 minutes. Homework may consist of a balance of language, math and current unit of inquiry work.

Kindergarten and Grade 1: Homework should last on average between 10 and 20 minutes each day. Kindergarten and Grade 1 students will not receive specialist homework. Homework will usually be assigned to reinforce learning in class and will not normally involve new learning. In addition, students will be encouraged to read each day or be read to for at least 15 minutes.

Preschool and Pre-Kindergarten: Preschool and Pre-Kindergarten classes are not given homework. The class teacher will keep parents informed about the learning happening in class and make suggestions about how this can be supported at home. Parents will be encouraged to read every night to their children. This reading can also be in the child's mother tongue.



ACADEMIC DOCUMENTATION

At the end of each term (i.e., Semester 1, Semester 2), MEF IS students receive progress reports detailing their accomplishments during the given term. The Principal's office also provides upon request student verification and leaving letters.

Parents requesting academic documentation should be aware of the following guidelines:

1. Requests for documentation should be made directly to the Primary School Principal
2. Original progress reports can only be issued once (these are provided to students at the end of each term); copies can be provided upon request
3. Staff cannot process requests for report cards for Semester 2 before the last day of school, when all Semester 2 report cards are distributed.
4. All requests will be processed as rapidly as possible but please allow up to 5 business days for documentation requests
5. All official academic records require an officially authorized administrator's signature and therefore requests made during the holidays might be delayed; it is best, wherever possible, to make requests during the term to avoid delays
6. Upon request, MEF IS will provide 5 official copies of academic records; additional official copies may be requested at a surcharge of 10 TL per copy.



**ISTANBUL - DAILY SCHEDULE
2018-2019**

Purpose	Begins	Ends	Duration
Registration	08:20	08:25	00:05
Passing Break	08:25	08:30	00:05
Period 1	08:30	09:10	00:40
Passing Break	09:10	09:15	00:05
Period 2	09:15	09:55	00:40
Passing Break	09:55	10:00	00:05
Period 3	10:00	10:40	00:40
Recess/Snack	10:40	11:05	00:25
Period 4	11:05	11:45	00:40
Passing Break	11:45	11:50	00:05
Period 5	11:50	12:30	00:40
Lunch	12:30	13:10	00:40
Period 6	13:10	13:50	00:40
Passing Break	13:50	13:55	00:05
Period 7	13:55	14:35	00:40
Passing Break	14:35	14:40	00:05

Period 8	14:40	15:15	00:35
Afternoon snack	15:15	15:25	00:10
Dismissal	15:25		
Buses Depart	15:35		

The Primary School's Club Period is Tuesday Period 6.

The monthly Primary School Assembly Period is Friday Period 1.

MEF IS EVENTS CALENDAR

MEF IS 2018–2019 Whole School Events Calendar			
Semester One		Semester Two	
August	<ul style="list-style-type: none"> 1 Administration begins 9–10 New teachers begin Orientation 13 Returning teachers begin 30 Victory Day (school closed) 20–24 Eid Mubarak Eve (school closed) 30 Victory Day (school closed) 31 MEF IS holiday (school closed) 	February	<ul style="list-style-type: none"> 1 Reading Week (cont'd) 1 Report Cards sent home 9 Parent-Teacher Conference 2 / IB Class Selection Orientation 11–15 ISA Testing: Grades 3-5 (dates tentative) 13–14 IB2 TOK Presentations 15 Teacher Professional Development Day (school closed) 20 IB Presentation to Grade 10 22 Written Assignments/Tasks for Languages A, B, & Ab initio
September	<ul style="list-style-type: none"> 3 Family Orientation day 4 First Day of school 13 PTA Meet the Teachers 13–15 Grade 9-10 Bolu Trip 15–17 Grade 9/10 Bolu Trip 19 PTA General Meeting 20–22 Grade 11 Leadership Camp (Sakintepe) 26 Skills Day 27–28 Teacher Professional Development (school closed) 	March	<ul style="list-style-type: none"> 1 IB2 TOK Essay Final Submission 7–8, 11–12 Exam Week 3 14 Girls' Empowerment Night 14 Pi Day 15 Performance 2 Grades due 15 IB2 submission deadline: Internal Assessments in Groups 1–5 18–22 Spring Break 27 Exam 3 grades input into RenWeb, IB Progress Reports 27–29 IGCSE Orals 28 HS Art Exhibition, Drama Performance 29 Secondary Dance 30 Parent-Teacher Conference 3

<p><u>October</u></p>	<p>2 ACE Community Workshop 5 Sports Day 13 Whole School Parent Teacher Conferences University and IB presentations plus IGCSE, Field Trip Information Session 18–19, 22–23 Exam Week 1 23 Mole Day 24 UN Day 29 Republic Day 29- 31 Fall Break (school closed)</p>	<p><u>April</u></p>	<p>1–5 IGCSE / IB2 Mock Exams (counted as Exam Grade 4 as well) 2-5 Grade 4 Space Camp 11 Secondary Music Concert 12 IB2 Visual Arts Internal assessment submission 12 IB2 official predicted grades 15–18 Group 4 Project 18 IB2 Visual Arts External Assessment Submission 19–22 Holiday Break 22 Earth Day 23 Children's Day 23–30 Senior Study Leave 25 Primary Spring Concert with art exhibition (Grades 1-5) 29–June 5 IGCSE Exams * Checkpoint Exams (schedule yet to be released)</p>
<p><u>November</u></p>	<p>1–2 Fall Break cont. 9 Exam 1 and Performance 2 grades input into RenWeb 16 IB Progress Reports 29 Primary Winter Concert (Grades 1-5)</p>	<p><u>May</u></p>	<p>1–June 12 IGCSE Exams (cont'd) 1 Labor Day 6–24 IB Exams 8– 9 6th Grade Taster Day 6th Grade Transition Night 5th - 6th Grade Bowling 11 PS Student-led conferences 14 IGCSE and IB1 Entrance Exams (incoming Turkish and NS students) 16–17 IGCSE Entrance Exams (NS students) 18 Extended Essays 19 Youth and Sports Day 24 Pre-school-Kindergarten Music Concert 28– 31 Exam Week 4 (plus IS IB Entrance on 28-31)</p>
<p><u>December</u></p>	<p>1–7 Accreditation Visit 2 Accreditation Reception 6 All Star Event (15:15) 7 Extended Essay Final Deadline 10–12 Secondary Winter Concert Rehearsals 12 IGCSE Presentation for NS Families 18:00 13 Secondary Winter Concert 19:00 (18:00 art exhibition) 14 ECC Winter Concert 21 Early Closure Talent Show/Senior Auction 22–Jan 6 Winter Break</p>	<p><u>June</u></p>	<p>1–June 12 IGCSE Exams (cont'd) 3–7 Ramadan (school closed) 13 Kindergarten Graduation 14 Grade 5 Commencement 14 Secondary Commencement/Graduation (19:00) 15 Fun Day (tentative) 17 Exam 4 grades input into RenWeb 21 Last Day for Students (early closure, last assembly/sports awards, yearbook, report card) 22 Last Day for Teachers 28 Last Day for Administration *Primary Swim Gala (to be confirmed)</p>
<p><u>January</u></p>	<p>1–6 Winter Break (cont'd) 7 School resumes 10–11, 14–15 Exam Week 2 21 Semester 2 begins 25 Exam 2 and Performance 2 grades input into RenWeb 28–31 Reading Week</p>		

Please note: The above dates are subject to change. Modifications and additions (including details for athletic events, field trips) will be shared via email, newsletters, and/or the MEF IS webiste (<http://www.mefschoools.com/aboutus/news/calendar.asp>)



COMMUNICATION BETWEEN HOME AND SCHOOL

Communication	Purpose	From School	From Parents
Emails	Information relating to individual students	Teachers aim to respond within 24 hours during a school week.	We welcome you contacting us.
Class Websites	Information about Class learning and events	Link shared by classroom teachers. Updated regularly.	Please check regularly, For your child's online safety and security, access requires a MEF IS account and password.
End of unit sharing sessions	Students share their learning from the current unit	At the end of units of inquiry, our students share their learning.	Parents welcome to attend
End of unit assessments for Mathematics, English language and UOI learning	Information about individual students' level of learning	Sent home at the end of every unit.	Please complete end of unit assessment reflection.
Parent teacher, Three way and Student led conferences	Information about individual student's learning	On 3 dates over the school year. See the school events calendar on the school website for dates.	Parents requested to attend
Concerts and Exhibitions	Showcasing learning	See the school events calendar on the school website for dates.	Parents welcome to attend
Curriculum information sessions	Information about Primary school Curriculum	To be arranged	Please send any requests for subjects to the PYP coordinator
School Website	Whole school information	http://www.mefis.k12.tr	
School Newsletter	Current whole school information	Sent by email every week	
School SMS	Emergency information, important reminders, school closures	When required	Please inform the school of your current mobile phone number

Facebook	Communicate special MEF IS moments to our community	Daily weekday posts regarding MEF IS activities	If you have a Facebook page please like us
Twitter	Provide reminders to our school community about events	Posts to remind of upcoming events through Twitter	If you have a Twitter account please follow us
Language Ambassadors	Parent support	Contact the PR Coordinator	Parent volunteers

Language Ambassadors

MEF IS maintains a list of volunteers from the community who provide a point of contact for parents with limited English. Language Ambassadors have volunteered to assist with the following:

- Acting as a point of contact for parents who speak the same language who wish to seek clarification or support for school related events or matters
- Translating *short* communications (written or oral) requested by the school administration or PTA
- Offering to be a point of support for new parents

The list of Language Ambassadors and languages supported will be shared with families in the autumn.



EXPECTATIONS OF STUDENTS

Arrival and Dismissal Information

School begins at 8.20am. Students are expected to be at school on time for registration and should have eaten breakfast at home before heading to school. Students are supervised before school in the ECC lower playground and should make their way there when they arrive at school. Students enter school at 8.10am after dismissal by the morning duty teacher.

School is dismissed at 15.25 (3.25pm). Last period concludes at 15.15 and students make their way to the Pickup areas or their bus group. Preschool and Pre-K students may be picked up from their ECC classrooms. Kindergarten to Grade 5 can be picked up from the lower ground floor. A snack is offered to students towards the end of the day before they head home.

Attendance

Punctuality and regular attendance are important for students as part of their learning. It is the responsibility of the school to keep accurate attendance records and to comply with related regulations. It is the responsibility of parents/caregivers to ensure their children attend school.

Parents of Primary School students should notify the school's Receptionist and Deputy Principal of any absences. If a parent fails to inform the school of their child's absence, then the receptionist will contact the parents for information.

All absences must be communicated by parents to the class teacher via a signed note indicating the reason for the absence, or by phone message to the school receptionist. If a student is ill for more than two days, then the child should bring a medical report upon returning to school.

Excused absences are only for illness, injury, death in the immediate family, attendance at a funeral if deemed necessary by the student's family, religious holidays, legal matters, and other emergencies or unusual circumstances as approved by the school's administration upon the receipt of a family's signed written request.

Unexcused absences include illness without a medical note (for absences longer than 2 days), family reasons, trips during the school semester, etc. Ministry of Education guidelines state that a student may have up to **10 unexcused** and **20 excused** absences in a year.

Leaving During the School Day

Students are expected to stay at MEF IS for the duration of their school day. If a parent/guardian collects their children during regular school hours or gives permission for their child to leave the campus, they must provide a signed note, including the reason for early dismissal. Students in the primary school must be picked up by an adult if leaving early. ***Permission to leave early from school must be received before 13:00 so that arrangements for permission and the service bus company (if the service is used) can be arranged.***

A scanned note on e-mail or by fax is acceptable. Phone calls are not accepted. Students need to collect a signed note from a school administrator of the appropriate school giving them permission to leave the school grounds to show at the security gate. Signed notes which do not state reasons or are inappropriate will not be approved by the school's administration and students with such notes will be unable to receive permission to exit the premises. Acceptable reasons for early departure include illness, an urgent appointment, or an emergency.

Punctuality

Tardiness is when a student does not arrive on time to school. Tardiness impacts a student's learning as s/he misses instruction and disrupts the learning of classmates. Therefore MEF IS expects students to arrive on time for their registration period and subsequently to get to class in a timely manner for each lesson. Students who are late to school in the first period will be marked late. Students who arrive late during periods 2 - 4 will be counted as having a half day of absence and those arriving late during 5th period or afterwards will be given a full day of absence.



CODE OF CONDUCT

1. Expectations for Attendance and Punctuality

- Arrive to school on time and maintain good attendance.
- Arrive to each class promptly with appropriate learning materials.

2. Expectations for Student Learning

- Listen carefully and follow instructions.
- Stay on task and work respectfully around others.
- Seek help when you need it.
- Try your best with all school tasks.
- Respect the school and personal property.

3. Expectations for Dealing with Others

- Model the IB Learner Profile.
- Be kind, polite and caring to others.
- Use appropriate and respectful language.
- Be a good speaker and listener.
- Be responsible for your belongings.
- Respect the rights, thoughts and feelings of others.
- Respect the personal space of others

4. Expectations for School Clothing

- Inappropriate clothing can be a health and safety issue.
- Clothing should respect the attitudes and expectations of the host culture.
- A change of clothes is expected for Physical Education classes.
- Students are encouraged to wear hats and use sunscreen when outdoors.
- Dress according to the climate and time of the year.
- Students will be sent outside to play during recess unless it is raining hard, and should therefore have appropriate clothing for whatever the weather eg. warm coats, hats, raincoats, or sunhats and sunscreen etc

Please note: At the beginning of the year, students and parents sign a student dress code.

5. Expectations for Activities and Break Times

- Interact in a friendly, positive and inclusive manner.
- Be responsible.
- Be safe.
- Keep the school clean and litter free.

6. Expectations for Electronic Devices

- Cell phones are not to be sent to school with Primary School students. If children need to phone their parents then they may ask to use the phone in the PS Assistant's office.
- Grade 4 and 5 students with iPads will have their devices locked in the teacher's cupboard when they are not being used in class. School breaks are to be iPad free.
- Limit use of electronic devices for academic purposes while at school.



LIBRARY

The library staff invites MEF IS community to visit the library for their academic and recreational reading and research needs. The MEF IS library provides extensive curriculum support through its ever-expanding collections, both on premises and online. Please refer to the library page of the school website for more detailed information.

Primary students are encouraged to browse the new Primary Library for fiction selections and the Whole School Library for non-fiction titles. Library classes for MEF IS primary school students will be held in both libraries depending on the type of lesson.

The up-to-date online library resources are also offered to assist students and parents with study and research skills as well as to encourage a love of reading and enjoyment of books. The Follett Destiny Library Catalog (<https://mefis.follettdestiny.com>) can be accessed at any time, from any internet accessible location. Contact MEF IS library staff to activate your personal login details.

Circulation Limits (borrowing is for 2 weeks with a maximum of 3 renewals):

PS to Grade 1 - 2 books

Grade 2 and 3 - 3 books

Grade 4 and 5 - 4 books

Parents as Library Patrons:

Parents are invited to register as library patrons and may check out 10 books at a time. Circulation rules for students also apply to parents.

To encourage variety in reading selections and to share popular books the following borrowing rules apply:

- if more than one book is checked out, they must be written by different authors
- only one book in a series can be checked out for each loan period
- variety in selection is encouraged e.g. 1 fiction, 1 nonfiction
- if a Graphic Media book is checked out, the student must also have a fiction chapter book on loan

Although late fees are not charged, students who have lost a library book will need to pay for the book to be replaced including the actual cost and shipping fees.

Hours of operation:

The MEF IS Library hours have been extended to accommodate families before and after school. We encourage parents to come by and visit. Please do not hesitate to contact us if help is needed.

Monday to Wednesday: 08:00 - 17:00

Thursday Friday: 08:00 - 15:45.

Library Staff:

Teacher Librarian – Ms. Goldie Abaee abaee@mefis.k12.tr

Ph: 0212 287 6900 Whole School Library - Ext 1356 / Primary School Library - Ext 1362

Volunteering:

Parents are encouraged to volunteer in the library with circulation and cataloguing projects and during special events, such as MEF IS Reading Week.



TECHNOLOGY AT MEF IS

Here at MEF IS we seek to keep up to date with the latest advances in technology use in the classroom, and to teach our students how to use the various technologies available to them wisely and productively. As part of this strategy we are using iPads with students to enable the growth of blended learning in the classroom. Our ECC students up to Grade 3 use a bank of iPads provided by the school, and our Grade 4 and 5 students bring their own so we have a one-to-one ratio.

We are using iPads to: communicate, collaborate and create; to showcase and demonstrate learning; and to access and use information responsibly. The focus is to use iPads for learning. Therefore we have some clear expectations from our students for their appropriate use of these devices.

EXPECTATIONS FOR STUDENT iPad USE

Here are the rules that are shared with each student using an iPad at school:

1. Always follow teacher instructions regarding the use of the iPads. This could be your classroom teacher, or even another teacher in the corridor.
2. Stick with the class. Be in the right place at the right time on your iPad. Follow the learning in the classroom and what is being asked of you.
3. Keep the iPad on mute. Unless your teacher gives you permission, keep your iPad on mute. You may bring earbud headphones if you wish.
4. Keep your iPad safe. Use a case to protect your iPad. When you are not using your iPad the teacher will keep it locked up in the cupboard in the classroom. Carry your iPad with both hands. Do not use your iPad when walking between classrooms! Don't put your iPad in your school bag where it could get crushed. Keep your iPad away from liquids.
5. You need to come to school with your iPad fully charged.
6. Take photo / video footage with the permission of the people involved.
7. You will not be using your iPad for every class, every day. Take out your iPad when asked to do so by your teacher.
8. Be aware of Academic honesty - ensure this is your own work. Do not copy and paste. Even when you say something in your own words, quote the source!

9. Be responsible and use the iPad for learning. You are not permitted to use your iPad during breakfast, lunch or break times.

Updating Apps

You may be aware that from time to time your device will send you update requests for the apps on your device. Students are asked not update the apps on their device without checking with their teacher first. Students are also not to make any in app purchases without the permission of their parents. This means while they are in a particular app, it may ask the user if they want to buy a character, or other add on feature. The student is reminded not to purchase anything without permission.

Google School

MEF IS is a Google School, this means that we use GMail and Google Apps for Education within the school community. Our students are given google user ID's for use within the school domain. For students from Preschool to Grade 3, the user ID's and passwords will be shared with parents. Students are expected to log on the system with their parent's supervision at home for extended study. A parental consent form is requested for each student from grades 4 through 8. Students can only send and receive email within the community of MEF IS between these grades and are not allowed to send or receive any mails outside the school community, that is, with any mail without the mefis.k12.tr extension. There are no restrictions for high school students. When a student leaves the school, their MEF IS accounts, including Google Apps, are disabled upon termination of their relationship with the school.



RESPONSIBLE USE OF TECHNOLOGY

Use of technology, network, internet and all electronic resources are provided to support the educational objectives of MEF International School. Use of these technologies is a privilege tied to responsibilities. Therefore each member of the school community must honor the following guidelines in using technology in a responsible and ethical manner. MEF International School retains the right to change and update the terms and conditions at any time based on the requirements.

1. Purpose

I will only use the school's network and internet services for educational and academic purposes.

2. Guidelines

I will follow the specific instructions from school staff when using the computers and computer services

3. Communication

- a. I will use school-appropriate language when submitting homework, participating in online forums and working in teams with classmates.
- b. I will think before posting anything online or sending messages to someone else and will be thoughtful and mindful about the language I use.
- c. I will not use any language that is offensive to anyone and think about how my words will be interpreted by others before posting anything online.

4. Honesty & Safety

- a. I will represent myself honestly.
- b. I will not access the network using an account other than my own.
- c. I will seek help if I feel unsafe, bullied or witness unkind behavior.
- d. I will only communicate with people I know.
- e. I will follow safety guidelines posted to sites to which I subscribe or I am a member.
- f. I will not share my personal details (name, surname, address, phone number) on public websites.

5. Learning

- a. I will have a positive attitude and will be willing to explore different technologies.
- b. I understand that everything online is not true and I will search and check the validity of information presented online.
- c. I agree to document and properly cite all information taken from online sources including but not limited to images, videos and music.

6. Respect for Self and Others

- a. I will not upload or publish personal information, private communications or photos of other people without permission.
- b. I will respond thoughtfully to the opinions, ideas and values of others.
- c. I will not send or share mean, harmful or inappropriate emails or texts.

7. Respect for school and personal property

- a. I will take care of all equipment on campus.
- b. I will report misuse and/or inappropriate content to my teachers and adults.
- c. I will use the computers on campus for school related purposes only.
- d. I understand that I will be completely responsible for following the guidelines in using school owned devices and will be responsible for any damages caused by negligence or misuse.

Please note: At the beginning of the year, students and parents sign a responsible use contract.



ACADEMIC HONESTY

Academic honesty underpins all of the school's educational efforts as students can only demonstrate their mastery of a subject and teachers can only assess their mastery when students present their own work.

Academic honesty is defined as: The use of one's own thoughts and materials in the demonstration of knowledge (e.g., homework, projects, essays, examinations, etc.). The proper citation of any utilized sources (print, digital, etc.).

Adapted from The IB Diploma Programme publication "Academic Honesty" (2007)

Primary students learn how to distinguish between their own and others' work and cite their sources. They understand the principles behind academic honesty, misconduct and possible consequences.

Grade 5 students cite their sources in text using author name, and create a works cited page including author and source location. They are expected to demonstrate that they understand the principles behind academic honesty, misconduct and the consequences.

Teachers are expected to model, instruct and monitor academic honesty and academic misconduct in accordance with the grade level procedures of the students they are working with. Parents are expected to support their students and the school in carrying out the academic honesty procedure.



DISCIPLINE

At MEF IS we have high expectations for our students' behaviour. Teachers expect from and model to students the IB Learner Profile attributes, and are explicit in their expectations for behaviour throughout the school. Classes spend the beginning of the year forming agreements for class codes of conduct, and in discussing the school expectations for behaviour in shared spaces. These basically follow the code of conduct listed above and include movement around the school being quiet and orderly and voice levels being appropriate for the place.

Children are expected to follow the agreed code of conduct. Failure to do so will be followed up with consequences. Most minor student behaviour will be dealt with by the class teacher or the duty teacher at the time. For more serious or repeated misbehaviour students may be asked to fill in a reflection sheet after their discussion with the class teacher, and bring it home to be read and signed by one of the student's parents.

Communication between the school and parent is welcome and recommended at any stage. For serious breaches of the code of conduct students may need to see the deputy principal for discipline and restorative conversations. The final level of intervention involves the school principal and some form of family meeting. The school counselor may be involved in student support and discipline at any level.



EXTRACURRICULAR ACTIVITIES

Clubs

MEF IS Primary School Teachers facilitate a variety of different Tuesday afternoon clubs. We value the importance of developing the whole child through varied activities including sports, arts and crafts, drama, and/or community service clubs. The clubs change each semester and run for 40 minutes.

Field Trips

Field trips are an integral part of the personal development of each student and the school's curriculum, therefore all students are expected to participate. Field trips provide opportunities for cultural enrichment, social interaction and the extension of learning skills and will be used wherever possible to work towards these educational goals.

After School Activities

After school activities are offered for Primary students as a means of developing the whole child. The aim is to provide varied offerings to attend to various interests and abilities. These activities are led by our own teachers or outside organizations or agencies and are filled based on demand and may differ between semesters. After school activities are optional, fee-based, and parents are required to pick up students afterwards. For questions regarding the After School Activities Program, please contact Jason de Roma at deromaj@mefis.k12.tr.

Athletics

MEF International School offers a variety of extracurricular athletic activities designed to stimulate and develop the interests of every participant. The emphasis for athletics is on maximum participation, where effort and enthusiasm are rewarded alongside physical talent. Students are encouraged to develop a lifelong enjoyment of team and individual sports and to build an understanding of how sports play a critical role in the bigger picture of living a healthy and balanced lifestyle, involving physical, social and emotional aspects. As part of the MEFIS athletic program, students also compete against other international schools off-campus in various sporting events.



HEALTH SERVICES

Medical Records

On-campus medical services are available to students during school hours. To facilitate the school's provision of health services, families are required to provide detailed medical records about their child/ren, including special medical conditions, medications or treatments required at the time of admission and at any time where there is a change to their child's health status. Information regarding a child's medical record will be shared only with relevant professional staff, and then used solely for supervision, monitoring and safety purposes.

Student Illness

Students who are ill should remain at home until well to aid their recovery and to prevent the spread of illness. If the doctor determines that a child is ill during the school day and recommends that s/he needs to go home, then the family will need to arrange for the child to return home.

In the case of more serious illness or injury, if the doctor decides that more immediate and involved treatment is needed, he or she will use professional discretion to provide whatever care and treatment is required. Families will also be notified immediately of such conditions and outcomes.

In the case of an emergency, an ambulance or school vehicle will immediately transport the sick or injured student to the nearest hospital. The family will be notified as soon as possible.

In serious but less urgent cases, if a student needs to be taken to the hospital, the Deputy Principal or Principal will contact the child's parent to request permission for the student to be transferred to the hospital or determine if the parent wishes to transport the child themselves. If the parent cannot be reached, the school will take the student to the nearest hospital.



STUDENT SUPPORT

At MEF IS teaching is tailored to meet all learning styles, interests, and needs. In accordance with this practice, we aim to deliver a variety of academic resources in order to support the varying levels of our students.

The Student Support Department consists of three support foci: Learning Support (LS), English Language Learner support (ELL), and Counseling. The support staff from these areas work with teachers and students to provide the most effective learning environment for all students.

Learning Support

The Learning Support program at MEF IS aims to support students in acquiring the necessary skills to reach their full potential. This support is offered by certified learning support teachers.

The program is designed for students who have been diagnosed with a specific learning disability or other difficulty supported by a psycho-educational assessment. At MEF IS we support students by providing:

- Additional direct instruction with subject matter content either working in-class or in a withdrawal situation
- Instruction in study and organizational skills
- Instruction in self-regulatory and self-advocacy skills
- Accommodations based on student characteristics. Accommodations are in for aspects such as presentation, response, setting, timing and/or scheduling in regards to instruction
- Consultation with student, teacher, parent, counselor, administrator

A continuum of learning services is provided to include itinerant services, inclusion and/or resource class time. The learning support team works closely with classroom teachers, and is skilled in differentiation to meet the students learning needs.

Counselling Support

MEF IS Primary School has a trained **Counsellor** who provides general pastoral and guidance support.

The **Counsellor** is a professional educator with a pastoral orientation who understands and responds to the various challenges presented to our diverse student population. The counsellor's

role is to work with our students both in the classroom delivering Personal and Social Education (PSE) classes, and also with the Student Council to develop their leadership and community service skills and capabilities. The counsellor also works with individual children who may need personal or social support, and is a member of the school Learning Support Team.



SCHOOL SERVICE BUS

MEF IS provides access to a school service bus for the convenience of families. Busing is optional, fee-based, and provided by an external company. In line with MEF International School's behavioral expectations, the school asks students to abide by the following guidelines:

1. Be on time for both morning and afternoon designated pick-up locations.
2. Remain seated at all the times on the bus, whether it is moving or not. Always sit facing forward.
3. Wear a seatbelt while on the bus.
4. Sit in the seat allocated by the hostess or duty teacher.
5. Get off the bus only at your own address, unless approved previously. Please inform a deputy principal if you are changing routes before 12:00 o'clock. These changes must be a written request with a parent's signature and date.
6. Accept that heat, air conditioning, windows and music are regulated by the driver or hostess only.
7. Listen to the instructions and follow the directions of the driver and hostess at all times. Be respectful to the driver, the hostess, and fellow passengers.
8. Not eat food or chew gum (in emergency situations food will be provided by the hostess).
9. Ask for water if needed.
10. Put rubbish into the bins provided.
11. Respect other passengers. Do not disturb others by being loud. Avoid using slang or swearing.

12. Respect members of the public. Do not yell out of the windows or make gestures at people outside of the bus. For this reason and for your safety do not stick your heads, arms, legs out of the window
13. Always be ready and on time for your bus. The bus will not wait for late students. The bus will leave at the scheduled time. Students who miss the buses will have to arrange their own transportation.
14. Respect the belongings, rights and property of other passengers and the bus.
15. Students registered for the bus service who wish to use another bus to travel to or from school must contact the Bus Management at least the day before the desired change. Confirmation if space is available will be granted at the discretion of the Bus Management.

Students and parents/guardians sign an agreement with the school at the beginning of each year acknowledging understanding of the above items. Students who do not follow the behavior expectations will be subject to disciplinary action and, for very serious breaches, may be excluded from the bus service without a refund.



MISCELLANEOUS ITEMS

LOST AND FOUND

We ask that all items coming to school are labeled clearly with the student's name to enable ease of return if they are left somewhere or misplaced. The Lost and Found cupboard can be found at the left rear of the Ground Floor space.

DRIVING ON CAMPUS

Families that wish to drive on campus need to have a MEF IS sticker on their vehicle(s); the sticker is available for pick up from the receptionist. You may not be permitted onto the campus with your car if you do not have this sticker on your vehicle.

For our families who drive their child/ren to school we encourage our families "drop and go" or "pick - up and go" during the start and end of the school day because there can be significant congestion on campus at those times. Our aim is to keep traffic flowing as much as possible to avoid congestion.

Please note that vehicle entrance through gates into the campus area is forbidden from 10:40 - 11:05 and 11:55 - 13:10. This precaution was put in place to increase security measures on campus.

In the morning and the afternoon the campus will flow in one direction only - that is cars will be able to enter from the bottom entrance, and leave through the top entrance. Service buses will leave the campus from both the top and bottom entrance in the mornings and afternoons. During the course of the school day, traffic will flow in both directions.

Because there are over 2000 people on the campus during the course of the school day, traffic and congestion are obvious challenges - we ask all those who drive on the campus to be extra patient with and considerate of others. Please do park with consideration to others, in other words park within the lines provided, and in a way that does not block the flow of traffic or movement of others. Please do pay attention and follow the directions given by officials of the school or security personnel who direct the traffic on the campus.

FOOD AND CATERING

MEF IS provides food for students throughout the school day. Students may have morning snack, lunch, and an afternoon snack while at school. Parents may choose to provide a healthy snack from home for their children to eat at morning interval time. Examples of appropriate snacks are fresh fruit or vegetables cut up for ease of eating, muesli bar, dried fruit or nuts (not peanuts please due to nut allergies with some of our students), sushi, muffin or baked goods, cheese and crackers. Please do not send chippies or candy or other processed food.

SAFETY

The school seeks to provide an environment which protects the health and safety of all faculty members, students, families and visitors to the campus. Faculty, students, families and visitors are similarly afforded a safe learning environment on educational excursions and during special events. In line with this objective, MEF IS regularly reviews and practices its safety protocols in a number of drills throughout the academic year. These include fire drill, earthquake drill and campus lockdown drill. MEF IS has collaborated with local authorities, non-governmental agencies, and consular services in developing its emergency procedures. MEF IS will continue to review and seek input from authorities on its emergency procedures in line with best practices.



HOW TO GET INVOLVED AT MEF IS

Parent Teacher Association

MEF IS has an active Parent Teacher Association (PTA) that exists to foster positive relationships in the community, to discuss teaching and learning and to fundraise in support of charities, nonprofits, and approved schools. The association consists of a General Committee comprised of administrators, teachers, and parents; an Executive Board of elected parent representatives; and an Auditing Committee made up of one parent and two teachers (one Primary, one Secondary). The PTA plays a very important role in the MEF IS community by organizing events and fundraisers throughout the year and by supporting the school in the broader Istanbul community.

MEF IS convenes a General Committee Meeting at the beginning of each school year to review the previous school year and to hold elections for a new General Committee, among other things. All parents and guardians are highly encouraged to attend this important initial meeting and to participate actively in the MEF IS PTA and its community events and initiatives.

Room Parents

Room Parents are members of the MEF IS community who volunteer their time to coordinate and share information among parents and guardians with children in the same grade levels and classes. These individuals play a vital role in building community and dialogue in the community. Individuals interested in volunteering as room parents should attend the General Committee Meeting of the PTA to connect with existing room parents and to learn more about the process and commitment. A list of room parents will be shared with the community at the beginning of the school year.



CONTACTS

Administration		
Name	Position	Email address
Figen Sonmez	Head of School	sonmezf@mefis.k12.tr
Linda Allen	Primary Principal	allenl@mefis.k12.tr
Christopher Jackson	Deputy Principal	jacksonc@mefis.k12.tr
Evelyn Galan	PYP Coordinator/DP	galane@mefis.k12.tr

Early Childhood Center		
Name	Position	Email address
Victoria Cerdas	Pre-School	cerdasv@mefis.k12.tr
Gokce Cimen	Pre-School Teaching Assistant	cimeng@mefis.k12.tr
Jianne Han	Pre-Kindergarten A	hanj@mefis.k12.tr
Meryem Yildiriz	Pre-KA Teaching Assistant	yildirizm@mefis.k12.tr
Janeen Turner	Pre-Kindergarten B	turnerj@mefis.k12.tr
Nursemin Topkara	Pre-KB Teaching Assistant	sonmezn@mefis.k12.tr
Karen Newman	Kindergarten A	newmank@mefis.k12.tr
Goksem Ceviz	Kindergarten A Teaching Assistant	cevizg@mefis.k12.tr
Tracey Kirkham	Kindergarten B	kirkhamt@mefis.k12.tr
Şeyda Yakaryıldırım	Kindergarten B Teaching Assistant	yakaryildirims@mefis.k12.tr

Primary School		
Name	Position	Email address
Sharlene Carki	Homeroom Teacher for 1A	carkis@mefis.k12.tr
Perrin Gürkan	Grade 1A Teaching Assistant	gurkanp@mefis.k12.tr
Katrina Jones	Homeroom Teacher for 1B	jonesk@mefis.k12.tr
Marzhan Abenova	Grade 1B Teaching Assistant	abenovam@mefis.k12.tr
Jessica Ream	Homeroom Teacher for 2A	reamj@mefis.k12.tr
Benjamin Logan	Homeroom Teacher for 2B	loganb@mefis.k12.tr
Jason de Roma	Homeroom Teacher for 3A	deromaj@mefis.k12.tr
Isla McLeod	Homeroom Teacher for 3B	mcleodi@mefis.k12.tr
Darren Richardson	Homeroom Teacher for 4A	richardsond@mefis.k12.tr
ChiChi Ndubisi	Homeroom Teacher for 4B	ndubisic@mefis.k12.tr
Craig Wheeldon	Homeroom Teacher for 5A	wheeldonc@mefis.k12.tr
Katie Klinger	Homeroom Teacher for 5B	klingerk@mefis.k12.tr
Heather Nord	Reading Specialist	nordh@mefis.k12.tr
Elif Cesar	English Language Support	cesare@mefis.k12.tr
Simon Johnson	English Language Support	johnsonsimon@mefis.k12.tr
Kate Birch	Learning Support	birchk@mefis.k12.tr
Pelin Uster	Counselor	usterp@mefis.k12.tr
Donna Scott	Visual Arts PreS-G4	scottd@mefis.k12.tr
Alisa Blundon	Visual Arts G5	blundona@mefis.k12.tr
Dennis Dapal	Music K- G5	dapald@mefis.k12.tr
Atakan Guneyligil	Physical Education PreS-G3	guneyligila@mefis.k12.tr
Simon Ibbotson	Physical Education G4-5	ibbotsons@mefis.k12.tr
Goldie Abaee	Librarian	abaee@mefis.k12.tr

Primary School (continued)		
Name	Position	Email address
Lale Kohen	French	kohenl@mefis.k12.tr
Valeria Ramirez	Spanish	ramirezv@mefis.k12.tr
Victor Simone	PE for PreS and PreK	simonev@mefis.k12.tr
Eda Yavuz	ICT K-G5	yavuze@mefis.k12.tr
Elif Ulas	Library Assistant	ulase@mefis.k12.tr
Demet Gulam	Host Country Studies	gulamd@mefis.k12.tr
Elif Bayar	Turkish Language Teacher	bayare@mefis.k12.tr

Support Staff		
Name	Position	Email address
Selin Medina	Primary Principal's Assistant	medinas@mefis.k12.tr
Aysegul Esmer	Admissions Officer	esmera@mefis.k12.tr
Cansu Arisoy	Admissions Officer	arisoyc@mefis.k12.tr
Merve Tozak	Receptionist (please inform absences)	reception@mefis.k12.tr



SECONDARY SCHOOL

PARENT HANDBOOK

2018 - 2019

TABLE OF CONTENTS

Guiding Statements	45
IB Learner Profile	46-47
Educational Program Overview	48
Assessment	49-52
Examinations	
Performance Grades	
Reporting	
RenWeb	
Grading Scale	
Grade Advancement	
Homework	53
Academic Documentation	54
Daily Schedule	55
Calendar	56-57
Attendance and Tardiness	58-59
Attendance	
Excused and Unexcused Absences	
Tardiness	
Missed Classwork and Homework	
Missed Internal and External Examinations	
Leaving During the School Day	
Code of Conduct	60-62
Academic Honesty	63-65
Technology at MEF IS	66-67
Acceptable Use of Technology	68-69
Communication	70-72
Extracurricular Activities	73
Health Services	74
Student Support	75-76
Learning Support	
Pastoral Care	
Overseas College Counselling	
School Bus	77-78
Library	79-80
Miscellaneous	81-82
Lost and Found	
Driving on the Campus	
Food and Catering	
Safety	
How to get involved at MEF IS	83
Contacts	84

Dear Parents and Caregivers,

Welcome to the 2018-2019 academic year here at MEF IS. We are excited to welcome our new and returning students and families to our community.

Here at MEF International School Istanbul (MEF IS), our policies, procedures and day-to-day practices reflect the mission of our school. In short, our mission is at the heart of everything we do.

The mission of MEF International Schools is to inspire, nurture and challenge our students to realise their unique potential. We are an open-minded community striving for creativity, innovation and excellence. We promote and cultivate global mindedness and empathy, learning from others' perspectives and striving for continuous improvement. We endeavor to provide learning experiences that inspire and challenge our students and to develop critical, analytical and creative thinking. Our teaching supports individuals' needs, inviting student involvement and voice and fostering curiosity, exploration and experimentation. Technology is integrated to enhance student learning, creativity, and collaboration.

To make our missions come alive in a world full of change, where knowledge still equals power but is available at a few swipes of a screen, schools are charged with the important job of going beyond the teaching of content in subject areas. Here at MEF IS, we endeavor to create globally minded students who are curious and inquisitive about the world around them while being critical about the information they receive. We promote intercultural understanding and celebrate the differences that exist between us, identifying them as strengths to learn from and develop ourselves. As a result, our students are caring, open-minded and respectful.

This handbook provides information to ensure every child and family entering MEF IS has a supportive beginning. It also serves as a reference tool throughout the school year for students, parents and community members. We hope that you will find this handbook useful to clarify the procedures of the school. Please let us know if there is additional information you would hope to read in the parent handbook. Thank you for your partnership in ensuring the very best educational experience for your child/ren.

Sincerely,

Figen Sonmez
Head of Schools

Malcolm Ringo
Secondary Principal



GUIDING STATEMENTS

MOTTO

Building Bridges between Countries and Cultures

MISSION

We inspire, nurture and challenge our students to realise their unique potential.

VISION

To be an open-minded community striving for creativity, innovation and excellence.

DEFINITION FOR INTERNATIONALISM / INTERCULTURALISM

A dynamic discourse that fosters: knowledge and respect; the search for commonalities and a celebration of differences; international mindedness and a peaceful, ethical and progressive society.

GUIDING PRINCIPLES

The MEF International School Community

- promotes and cultivates global mindedness, developing an appreciation for individuals, groups, cultures and societies
- is empathetic, striving to understand and learn from the perspective of others
- uses reflective practice, striving for continuous improvement

Where learning...

- involves making connections, and extending student understandings that result in action and change
- is experiential, fun, authentic, and collaborative
- engages students in critical, analytical and creative thinking

Where teaching...

- depends on the positive relationship between teachers and learners
- supports individual learners, providing challenge and rigour
- allows for student voice, choice and ownership
- fosters curiosity, exploration and experimentation
- integrates technology to enhance student learning
- is innovative and creative, informed by research concerning educational practice



INTERNATIONAL BACCALAUREATE (IB) LEARNER PROFILE

Central to the International Baccalaureate Organization's philosophy is the IB Learner Profile. It is expected that all members in the MEF IS community strive to exhibit these traits. These traits foster well rounded individuals who are proactive in creating a more harmonious global community and have correlations with academic success.

To acquire each of these traits, it is paramount for IB students to take RESPONSIBILITY not only for their own learning in the class but for their actions outside of the classroom. IB students must understand that all actions have consequences and they must learn to pursue proactively a lifestyle that ensures both positive results in the classroom and in the local, national, and global village in which they share. The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners our MEF IS community members strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

*Please note that much of the information explained above pertaining to the IB Learners Profile is taken from www.ibo.org



EDUCATIONAL PROGRAM OVERVIEW

Middle School: At MEF IS we aim to provide students in the Middle School with a rigorous, balanced academic program which becomes increasingly demanding to prepare for the challenges that lay ahead in high school. Attention is paid to the individual learning styles of our students and lessons are prepared in a variety of modalities while focusing on authentic learning opportunities and a focus on enjoyment and fun while learning. Our students develop their communication, collaboration, creativity, critical thinking skills to aid in academic achievement and overall well-being. MEF IS Istanbul follows the Cambridge Secondary 1 Checkpoint curriculum in Science, English, and Mathematics.

High School: Students entering into High School pursue a rigorous, well-balanced course of study with the additional purpose of preparing for tertiary education. The curricula offered in the high school include those from the University of Cambridge and the International Baccalaureate Organisation (IBO). The course selection allows students to develop a broad academic base to pursue professional paths to take in the future. Students experience field trips locally and abroad to provide practical and authentic experiences to further develop their understanding of the curriculum. Students are offered a variety of clubs, as well. MEF IS students follow the University of Cambridge International General Certificate of Secondary Education (IGCSE) curricular framework during grades 9 and 10 consisting of two year courses that culminate in external IGCSE examinations. This rigorous programme prepares students in grades 11 and 12 to continue their studies in one of two graduation tracks: the International Baccalaureate Diploma Programme (IBDP) or IB Certificate route (which includes IB coursework alongside IGCSE-based curricula). Both options involve advanced two-year courses and provide excellent preparation for university study.



ASSESSMENT OF LEARNING

Assessment is a continuous process with formal and informal components that identify the essential elements of students' understanding, knowledge, skills, attitudes and actions taken, as well as their development of the IB Learner Profile traits.

Assessment of student learning is based on the objectives and assessment criteria specific to each subject. Each semester your child's GPA will be calculated according to the following weightings:

Examinations	50%
Performance 1	25%
Performance 2	25%

Examinations

MEF IS has internal and external examinations. **Internal examinations** are internally designed by MEF IS staff to assess student progress in a given course of study. Secondary students take two internal exams per semester in their various courses (except for ICT, Music, and Art). Where appropriate, these exams draw on previous Cambridge and IB examinations to provide students with practice toward their culmination examinations.

Description of Internal Examinations:

Grades 6-8

-Standard 40-minute exams for exams 1-4

Grade 9 & IB1

- 80 minutes open note for exam 1

- Standard 80-minute exams for exams 2-4

Grade 10 & IB2

-Standard 80-minute exams for exams 1-4

Note: There are 2 exams per semester per course for a total of 4 per year.

These culminating assessments are considered **external examinations** because they are externally created by Cambridge and the IB; these exams provide an internationally recognized indicator of student achievement. MEF IS staff will provide students with information on internal and external examination dates. Here is the external examination timeline:

8th Grade Cambridge Checkpoints (April)

2nd Year IGCSEs (registration in January; April - June)
2nd Year IB courses (May)

Exam attendance: Students are expected to attend their examinations as instructed by staff. If a student misses an internal examination, then the family must inform the Deputy Principal in writing within seven days. The family should include a rationale for the absence and should attach any pertinent documentation (e.g. a doctor's report or other official signed and stamped paperwork). Valid reasons for missing an exam include an illness, emergency, visa appointment, a conflicting external exam, etc. The administration will review the request and then the Deputy Principal will notify the student and family of the outcome.

Please note the following two important provisions:

- 1. Students without a valid reason or without proper documentation for their absence will not be eligible to sit the exam(s) and will receive a zero for their exam grade(s).**
- 2. For clarification, a family vacation taken while school is in session is not a suitable reason for a student to miss an examination: any student who misses an examination because of a vacation will receive a zero on each missed exam.**

All students are expected to participate as advised in external examinations.

Performance Grades

Performance grade 1 consists of the averages of a variety of assignments as follows:

Homework/Test/Quiz	40% of 25%	= 10% of the final grade
Project/Essay/Lab	30% of 25%	= 8% of the final grade
UbD performance task	30% of 25%	= 7% of the final grade

A **UBD performance task** assesses a student's understanding of a given unit of work by using evidence of the student's ability to explain, interpret or apply their learning in a new and realistic situation. The goal is to provide an opportunity for students to demonstrate learning in an authentic way. For example, Geometry students might investigate the question, "How do you find the most 'central' place among a set of points?" The Performance Task presents a real life scenario: You own a business and need to find the most central locale for your headquarters serving three area offices. ("MEF IS & Authentic Education", Dr. Kim Brandon)

Performance grade 2 indicates how well students are prepared for learning. This is based on the IB Approaches to Learning (ATL)--- participation, communication, collaboration, organization and affective skills.

The point scale for the Performance Grade 2 is as follows:

- 4 – Meets expectations consistently
- 3 – Meets expectations sometimes
- 2 – Approaching expectations

- 1 – Below expectations
- 0 – Needing significant support

Please see the rubric criteria on the next page.

COMMUNICATION / PARTICIPATION	GRADE
Actively participates in discussions.	
Listens actively to others.	
Asks relevant questions in class.	
Completes activities and tasks given in class.	
Is reflective and willing to take into consideration the ideas of others.	
COLLABORATION	
Participates effectively in pair and group work activities	
ORGANISATION	
Brings and uses necessary equipment and supplies.	
Takes notes and keeps educational materials organized.	
AFFECTIVE	
Attends to lessons and remains on task.	
Contributes positively to the classroom atmosphere.	

Other Assessment Methods

Diverse and dynamic assessment is essential to understanding and supporting a student’s learning. In addition to the above methods, MEF IS teachers employ a variety of informal and formal assessment tools. For example, teachers regularly assess how students respond to questions and prompts about their understanding and tailor their teaching accordingly. Teachers also employ check-ins when students are working independently or in groups. The variety of tools used allows for more authentic assessment of student progress.

Reporting

Regular and informative reporting is essential to student progress. At MEF IS, we use multiple feedback mechanisms to ensure students and families receive timely and substantive information about student progress:

- RenWeb: ongoing
- Parent teacher meetings: ongoing
- Correspondence: ongoing
- Semester reports: biannually at the end of Semesters 1 & 2
- Parent teacher conferences: three times per year (on Saturday)

RenWeb

RenWeb’s ParentsWeb is a private and secure portal that allows students and parents/guardians to review up-to-date information on grades and attendance during the term. Students and families receive a login and user guide at the beginning of the year. Returning users can access the database

using the same credentials from year to year. Users login at www.renweb.com under “Logins” by clicking on the “ParentsWeb” Login.

Grading Scale

7	90 – 100	excellent
6	80 – 89	very good
5	69 – 79	good
4	60 – 68	satisfactory
3	49 – 59	unsatisfactory/failing
2	34 – 48	poor
1	0 – 33	very poor

A student’s grades in all subjects are combined by weighting them according to the number of periods per week to calculate the **GPA (Grade Point Average)**.

Grade Advancement

Grades 6 - 8:

In order to progress, students must make adequate academic progress and not exceed 30 absences. (Note: if a student exceeds 30 absences, then s/he risks losing enrollment at MEF IS; if re-enrolled, then the student may have to repeat the year).

Grades 9 - 12:

To pass the year, a student must:

Pass in all subjects *or* have an overall GPA of 60% or above (regardless of a fail in one or more subjects).

Not exceed 30 absences. (Note: if a student exceeds 30 absences, then s/he risks losing enrollment at MEF IS; if enrolled, then the student must repeat the year).



HOMEWORK

Homework is an integral part of the learning process at MEF IS. Homework allows students to practice newly acquired skills and to develop their study habits. Students who will miss a class due to a planned absence need to check in with the Deputy Principal and take a Student Absence Form to all of their teachers for guidance regarding homework and deadlines. Students who miss school for an unplanned absence (e.g., illness, emergency) should check in with all of their teachers upon returning to find out what work they missed. Questions about homework should be addressed directly to the teacher who gave the assignment. Many homework assignments will be stored on Google Classroom, so Classroom should be checked on a regular basis.

When? Teachers regularly assign homework when appropriate.

How? Homework will be assigned by the teacher. Students have the responsibility to record this.

How much? Homework will consist of a balance in all subject areas. Students in grades 6 - 10 may receive up to 30 minutes of homework per night from that day's subject teachers; students in IB1 and IB2 may receive up to 1 hour of homework per night from that day's subject teachers. Students might need to work longer during project work and examination weeks.

What? Both students and teachers can be involved in the correction and marking of homework. In addition to other homework, students should be encouraged to complete independent research in preparation for college applications, internal assessments, and external examinations.



ACADEMIC DOCUMENTATION

At the end of each term (i.e., Semester 1, Semester 2), MEF IS students receive progress reports detailing their accomplishments during the given term. Students also receive an annual transcript at the end of Semester 2 that outlines their grades in each course for both terms and their grade point averages for the year. The Principal's office also provides upon request additional copies of transcripts as well as student verification and leaving letters.

Parents requesting academic documentation should be aware of the following guidelines:

1. Requests for documentation should be made directly to the Secondary School Principal
2. Original progress reports can only be issued once (these are provided to students at the end of each term); copies can be provided upon request
3. Staff cannot process requests for the early distribution of report cards or transcripts for Semester 1 grades before the scheduled reporting date or for Semester 2 grades before the last day of school, when all Semester 2 report cards and annual transcripts are distributed.
4. All requests will be processed as rapidly as possible but please allow up to 5 business days for documentation requests
5. All official academic records require an officially authorized administrator's signature and therefore requests made during the holidays might be delayed; it is best, wherever possible, to make requests during the term to avoid delays
6. Upon request, MEF IS will provide 5 official copies of academic records; additional official copies may be requested at a surcharge of 10 TL per copy.



DAILY SCHEDULE

Registration:	8:20-8:25
Period 1:	8:30-9:10
Period 2:	9:15-9:55
Period 3:	10:00-10:40
Recess/Snack:	10:40-11:05
Period 4:	11:05-11:45
Period 5:	11:50-12:30
Lunch:	12:30-13:10
Period 6:	13:10-13:50
Period 7:	13:55-14:35
Period 8:	14:40-15:15
Snack:	15:15-15:25
Dismissal:	15:25
Buses Depart:	15:35

MEF IS EVENTS CALENDAR

MEF IS 2018–2019 Whole School Events Calendar			
Semester One		Semester Two	
<u>August</u>	1 Administration begins 9–10 New teachers begin Orientation 13 Returning teachers begin 30 Victory Day (school closed) 20–24 Eid Mubarak Eve (school closed) 30 Victory Day (school closed) 31 MEF IS holiday (school closed)	<u>February</u>	1 Reading Week (cont'd) 1 Report Cards sent home 9 Parent-Teacher Conference 2 / IB Class Selection Orientation 11–15 ISA Testing: Grades 3-5 (dates tentative) 13–14 IB2 TOK Presentations 15 Teacher Professional Development Day (school closed) 20 IB Presentation to Grade 10 22 Written Assignments/Tasks for Languages A, B, & Ab initio
<u>September</u>	3 Family Orientation day 4 First Day of school 13–15 Grade 9-10 Bolu Trip 15–17 Grade 9/10 Bolu Trip 19 PTA Meet the Teachers 20–22 Grade 11 Leadership Camp (Sakintepe) 25 PTA General Meeting 26 Skills Day 27–28 Teacher Professional Development (school closed)	<u>March</u>	1 IB2 TOK Essay Final Submission 7–8, 11–12 Exam Week 3 14 Girls' Empowerment Night 14 Pi Day 15 Performance 2 Grades due 15 IB2 submission deadline: Internal Assessments in Groups 1–5 18–22 Spring Break 27 Exam 3 grades input into RenWeb, IB Progress Reports 27–29 IGCSE Orals 28 HS Art Exhibition, Drama Performance 29 Secondary Dance 30 Parent-Teacher Conference 3
<u>October</u>	2 ACE Community Workshop 5 Sports Day 13 Whole School Parent Teacher Conferences University and IB presentations plus IGCSE, Field Trip Information Session 18–19, 22–23 Exam Week 1 23 Mole Day 24 UN Day 29 Republic Day 29–31 Fall Break (school closed)	<u>April</u>	1–5 IGCSE / IB2 Mock Exams (counted as Exam Grade 4 as well) 2–5 Grade 4 Space Camp 11 Secondary Music Concert 12 IB2 Visual Arts Internal assessment submission 12 IB2 official predicted grades 15–18 Group 4 Project 18 IB2 Visual Arts External Assessment Submission 19–22 Holiday Break

<u>November</u>	1-2 Fall Break cont. 9 Exam 1 and Performance 2 grades input into RenWeb 16 IB Progress Reports 29 Primary Winter Concert (Grades 1-5)		22 Earth Day 23 Children's Day 23-30 Senior Study Leave 25 Primary Spring Concert with art exhibition (Grades 1-5) 29-June 5 IGCSE Exams * Checkpoint Exams (schedule yet to be released)
<u>December</u>	1-7 Accreditation Visit 2 Accreditation Reception 6 All Star Event (15:15) 7 Extended Essay Final Deadline 12 IGCSE Presentation for NS Families 18:00 13 Secondary Winter Concert 19:00 (18:00 art exhibition) 14 ECC Winter Concert 21 Early Closure Talent Show/Senior Auction 22-Jan 6 Winter Break	<u>May</u>	1-June 12 IGCSE Exams (cont'd) 1 Labor Day 6-24 IB Exams 8- 9 6th Grade Taster Day 6th Grade Transition Night 5th - 6th Grade Bowling 11 Primary Student-led conferences 14 IGCSE and IB1 Entrance Exams (incoming Turkish students) 14 IB1 Entrance Exams (NS students) 16-17 IGCSE Entrance Exams (NS students) 18 Extended Essays 19 Youth and Sports Day 24 Pre-school-Kindergarten Music Concert 28- 31 Exam Week 4 (plus IS IB Entrance on 28-31)
<u>January</u>	1-6 Winter Break (cont'd) 7 School resumes 10-11, 14-15 Exam Week 2 21 Semester 2 begins 25 Exam 2 and Performance 2 grades input into RenWeb 28-31 Reading Week	<u>June</u>	1-June 12 IGCSE Exams (cont'd) 3-7 Ramadan (school closed) 13 Kindergarten Graduation 14 Grade 5 Commencement 14 Secondary Commencement/Graduation (19:00) 15 Fun Day (tentative) 17 Exam 4 grades input into RenWeb 21 Last Day for Students (early closure, last assembly/sports awards, yearbook, report card) 22 Last Day for Teachers 28 Last Day for Administration *Primary Swim Gala (to be confirmed)



ATTENDANCE AND TARDINESS

Attendance

Punctuality and regular attendance are important for students as part of their learning. It is the responsibility of the school to keep accurate attendance records and to comply with related regulations. It is the responsibility of parents/caregivers to ensure their children attend school.

Parents of Secondary School students should notify the school's Receptionist and Deputy Principal of any absences. If a parent fails to inform the school of their child's absence, then the receptionist will contact the parents for information.

All absences must be documented by parents via a signed note indicating the reason for the absence which can be emailed or brought in by the child to the Deputy Principal. If a student is ill for more than two days, then the child should bring a medical report upon returning to school.

Excused absences are only for illness, injury, death in the immediate family, attendance at a funeral if deemed necessary by the student's family, religious holidays, legal matters, and other emergencies or unusual circumstances as approved by the school's administration upon the receipt of a family's signed written request or documentation.

Unexcused absences include illness without a medical note (for absences longer than 2 days), family reasons, trips during the school semester, etc.

A student may have up to **10 unexcused** and **20 excused** absences in a year. Students who exceed 30 absences risk not being offered re-enrollment in the coming academic year and/or the refusal of entrance into external examinations. ***Moreover, students with more than 30 absences who are permitted to re-enroll may be required to repeat the academic year.***

Tardiness is when a student does not arrive on time to school or to a class during the day. Students who exceed **30 instances of tardiness** (at the beginning or during the school day) will have a letter placed in their permanent academic file. Furthermore, students who arrive late during periods 2 - 4 will be counted as having a half day of absence and those arriving late during 5th period or afterwards will be given a full day of absence.

Students who **leave early** and miss more than four periods will be counted absent for the entire day. Students who leave one to four periods early will be counted absent for half of the day.

Students who have a documented severe medical condition will be given individual consideration by the school administration.

Tardiness impacts a student's learning as s/he misses instruction and disrupts the learning of classmates. Therefore MEF IS expects students to arrive on time for their registration period and subsequently to get to class in a timely manner for each lesson. Regular and/or excessive tardiness will result in disciplinary action.

Missed Classwork and Homework

Students will be held responsible for the school work missed. Students should approach the teachers of classes missed and ask for the make-up work that needs to be completed. Students will receive extra time to make up the work if they were ill. Where possible, a student who knows he/she will be absent, should obtain a "Student Absence Form" from the Deputy Principal and approach his/her teacher/s and ask for the work to be completed for the period of time absent. Students should show the completed form to the Deputy Principal.

Missed Internal Examinations

Students who miss internal exams may be permitted to retake exams on the first school day following the excused absence provided that formal documentation is submitted and approved by the school administration (see "Excused absences" above). **Students whose absences are not excused will receive a zero for any missed examinations.**

Missed External Examinations

The dates and timings for external examinations are set by Cambridge and the IB and not by MEF IS. **Therefore, it is not possible for a student to make up an external examination, even if the absence is excused.**

Leaving During the School Day

Students are expected to stay at MEF IS for the duration of their school day. If a parent/guardian collects their children during regular school hours or gives permission for their child to leave the campus, they must provide a signed note, including the reason for early dismissal and an indication of how the student will leave the campus alone, or through parent pick-up. ***Permission to leave early from school must be received before 13:00 so that arrangements for permission and the service bus company (if the service is used) can be arranged.***

Students need to collect a signed note from the Deputy Principal of the appropriate school giving them permission to leave the school grounds to show at the security gate. Signed notes which do not state reasons or are inappropriate will not be approved by the school's administration and students with such notes will be unable to receive permission to exit the premises. Acceptable reasons for early departure include illness, an urgent appointment, or an emergency.



CODE OF CONDUCT

1. Expectations for Attendance and Punctuality

- Arrive to school on time and maintain good attendance.
- Arrive to each class promptly with appropriate learning materials.

2. Expectations for Student Learning

- Listen carefully and follow instructions.
- Stay on task and work respectfully around others.
- Seek help when you need it.
- Try your best with all school tasks.
- Respect the school and personal property.
- Cell phones must be kept on silent during lesson time or if in Middle School kept in lockers.

3. Expectations for Dealing with Others

- Model the IB Learner Profile.
- Be kind, polite and caring to others.
- Use appropriate and respectful language.
- Be a good speaker and listener.
- Be responsible for your belongings.
- Respect the rights, thoughts and feelings of others.
- Respect the personal space of others (avoid unnecessary public displays of affection or anger).

4. Expectations for School Clothing

- Inappropriate clothing can be a health and safety issue.
- Clothing projects an image of confidence, decency and respect.
- Clothing should respect the attitudes and expectations of the host culture.
- A change of clothes is expected for Physical Education classes.

- Dress according to the climate and time of the year.

Student Dress Code

All students are expected to come in attire that is appropriate with the season. Clothing should be clean and tidy and proper footwear should be worn at all times.

The following items are not suitable for school:

- Hats and hoods inside the building,
- Any outfit or accessory that conveys a political view,
- Any outfit with printed literature which may imply unacceptable, inappropriate, or double meanings,
- See-through blouses/shirts/shorts or skirts,
- Blouses/shirts that reveal full back, cleavage, and/or stomachs,
- Skirts/shorts that reveal legs more than 4 inches (10 cm) above the knee,
- Slippers/flip flops or open toed shoes without a strap in the back,
- Untended facial hair for males.

The School reserves the right to add, modify, or change this list at all times. When in doubt, please check with the school administration.

5. Expectations for Activities and Break Times

- Interact in a friendly, positive and inclusive manner.
- Be responsible.
- Be safe.
- Keep the school clean and litter free.

6. Expectations for Electronic Devices

- Keep electronic items locked safely in your locker when not in use.
- Limit use of electronic devices for academic purposes while at school.
- Middle School students should leave cell phones in their lockers throughout the school day.
- For Middle School students, iPads and other electronic devices may only be used at the direction of a teacher.

Please note: At the beginning of the year, students and parents sign a responsible use agreement with MEF IS.

7. General Expectations

- Students are not permitted to smoke on school property or bring tobacco products onto school property. Additionally, smoking by students outside the school gates or in the surrounding areas is not tolerated, as it is against the law.



ACADEMIC HONESTY

Academic honesty underpins all of the school's educational efforts as students can only demonstrate their mastery of a subject and teachers can only assess their mastery when students present their own work. MEF IS has aligned its academic honesty procedures with international standards therefore equipping students for studies within and beyond MEF IS.

Academic honesty is defined as:

- The use of one's own thoughts and materials in the demonstration of knowledge (e.g., homework, projects, essays, examinations, etc.)
- The proper citation of any utilized sources (print, digital, etc.).

Adapted from The IB Diploma Programme publication "Academic Honesty" (2007)

In the first instance, academic honesty entails students wrestling with and resolving problems on their own to build their intellectual independence. Through contact with a variety of disciplines and academic problems, students exercise and strengthen their minds toward the ultimate goal of becoming problem-solvers who have the capacity to effect positive change their local and global communities. The results of their efforts are used to demonstrate their knowledge, which gives their teachers an opportunity to mentor and support their intellectual development.

In the second instance, academic honesty requires proper documentation of any referenced materials. While developing intellectual independence is a primary goal, students are furthermore encouraged to dialogue with other thinkers and alternative perspectives and thereby to become increasingly fluent in reference literature as they progress through their studies.

As an IB World School, MEF IS has adopted the IBO's citation approach as outlined in, "The IB Programme Continuum of International Education: Effective Citing and Referencing" (2014). MEF IS asks its students and parents to familiarize themselves with this document available in PDF at:

<http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

Middle School students cite their sources in text using author name, and create a works cited page including author and source location. They are expected to demonstrate that they understand the principles behind academic honesty, misconduct and the consequences.

High School students use MLA formatting. They are expected to demonstrate academic honesty and their understanding of academic misconduct and the consequences. As instructed by their teachers, students will use Turnitin, which is an online service that provides feedback to students and teachers about the originality of submitted student work. Please consult the following link for more information on Turnitin.com: (http://turnitin.com/en_us/features/overview).

School and Family Collaboration

Due to the fundamental importance of academic honesty, MEF IS seeks the support of its community to inculcate academic honesty. Here are the roles for this collaboration:

- **Teachers** model, instruct and monitor academic honesty and academic misconduct; teachers also will advise their students when to submit work to turnitin.com
- The **librarian** supports teachers and students in understanding academic honesty and misconduct for example when preparing and presenting lessons for students and guiding teachers with presentations and individual support
- **Administrators** model and monitor academic honesty and academic misconduct in accordance with the procedures and ensure that both students and teachers understand and follow procedures associated with academic honesty and academic misconduct
- **Parents** are expected to support their students and the school in carrying out the academic honesty procedure
- **Students** are expected to observe the guidelines of academic honesty and to consult staff if unsure about any aspect of their work or documentation; students will submit specified assignments to Turnitin.com

Academic Misconduct

In accordance with IBO guidelines, MEF IS focuses on the positive quality of academic honesty but also recognizes the need to illustrate what constitutes academic misconduct. Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. Examples of academic misconduct include plagiarism, collusion, duplication of work, falsifying records, and misconduct during assessments.

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Falsifying records includes presenting false academic or other documentation to the school.

Duplication of work is defined as the presentation of the same work for different assessment components and/or curriculum requirements.

Examples of **misconduct during an examination** include taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students, and communicating with another student during the examination.

Adapted from The IB Diploma Programme publication "Academic Honesty" (2007) and "The IB programme continuum of international education Effective Citing and Referencing" (2014)

MEF IS reminds students and families that academic misconduct is a serious infraction and can lead to very significant consequences (e.g., failure of the assignment, course, or program) in accordance with MEF IS policies and procedures for internal work and IBDP or Cambridge parameters for external work. Moreover, universities often have a zero tolerance policy toward academic misconduct and may revoke offers of scholarships or even admissions in cases of misconduct.



TECHNOLOGY AT MEF IS

Here at MEF IS we seek to keep up to date with the latest advances in technology use in the classroom, and to teach our students how to use the various technologies available to them wisely and productively. As part of this strategy we are using our Secondary School computer lab, iPads and laptops with students to enable the growth of blended learning in the classroom. Our students in Grades 6 and 7 bring their own iPad to use as a tool for learning, and students in Grades 9 to 12 are encouraged to bring a laptop.

We use technology as a device to enable us to: communicate, collaborate and create; to showcase and demonstrate learning; and to access and use information responsibly. The focus is to use technology for learning. Therefore we have some clear expectations from our students for their appropriate use of these devices.

EXPECTATIONS FOR STUDENT iPad USE

Here are the rules that are shared with each student using an iPad at school:

1. Always follow teacher instructions regarding the use of the iPads. This could be your classroom teacher, or even another teacher in the corridor.
2. Stick with the class. Be in the right place at the right time on your iPad. Follow the learning in the classroom and what is being asked of you.
3. Keep the iPad on mute. Unless your teacher gives you permission, keep your iPad on mute. You may bring earbud headphones if you wish.
4. Keep your iPad safe. Use a case to protect your iPad. When you are not using your iPad the teacher will keep it locked up in the cupboard in the classroom. Carry your iPad with both hands. Do not use your iPad when walking between classrooms! Don't put your iPad in your school bag where it could get crushed. Keep your iPad away from liquids.
5. You need to come to school with your iPad fully charged.
6. Take photo / video footage with the permission of the people involved.
7. You will not be using your iPad for every class, every day. Take out your iPad when asked to do so by your teacher.
8. Be aware of Academic honesty - ensure this is your own work. Do not copy and paste. Even when you say something in your own words, quote the source!

9. Be responsible and use the iPad for learning. You are not permitted to use your iPad during breakfast, lunch or break times.

Updating Apps

You may be aware that from time to time your device will send you update requests for the apps on your device. Students are asked not update the apps on their device without checking with their teacher first. Students are also not to make any in app purchases without the permission of their parents. This means while they are in a particular app, it may ask the user if they want to buy a character, or other add on feature. The student is reminded not to purchase anything without permission.

Google School

MEF IS is a Google School, this means that we use GMail and Google Apps for Education within the school community. Our students are given Google user IDs for use within the school domain. A parental consent form is requested for each student from grades 4 through 8. Students can only send and receive email within the community of MEF IS between these grades and are not allowed to send or receive any mails outside the school community that is with any mail without the mefis.k12.tr extension. Students in Grades 9 to 12 receive an account with full access to sending and receiving emails both within and out of the MEF IS community - in other words there are no restrictions for high school students. When a student leaves the school, their MEF IS accounts, including Google Apps, are disabled upon termination of their relationship with the school.



ACCEPTABLE USE OF TECHNOLOGY

Use of technology, network, Internet and all electronic resources are provided to support the educational objectives of MEF International School. Use of these technologies is a privilege tied to responsibilities. Therefore each member of the school community must honor the following guidelines in using technology in a responsible and ethical manner. MEF International School retains the right to change and update the terms and conditions at any time based on the requirements. Students using technology at MEF IS agree to the below guidelines for responsible use:

Responsible Use Contract

1. Purpose

- a. I will only use the school's hardware, network, and Internet services for educational and academic purposes.
- b. I will only use my own electronic devices during approved times and for approved educational purposes.
- c. I understand MEF IS is device free during breaks.

2. Guidelines

I will follow the specific instructions from school staff when using the computers and computer services.

3. Communication

- a. I will use school-appropriate language when submitting homework, participating in online forums and working in teams with classmates.
- b. I will think before posting anything online or sending messages to someone else and will be thoughtful and mindful about the language I use.
- c. I will not use any language that is offensive to anyone and think about how my words will be interpreted by others before posting anything online.

4. Honesty & Safety

- a. I will represent myself honestly.
- b. I will not access the network using an account other than my own.
- c. I will seek help if I feel unsafe, bullied or witness unkind behavior.
- d. I will only communicate with people I know.
- e. I will follow safety guidelines posted to sites to which I subscribe or I am a member.

- f. I will not share my personal details (name, surname, address, phone number) on public websites.

5. Learning

- a. I will have a positive attitude and will be willing to explore different technologies.
- b. I understand that everything online is not true and I will search and check the validity of information presented online.
- c. I agree to document and properly cite all information taken from online sources including but not limited to images, videos and music.

6. Respect for Self and Others

- a. I will not upload or publish personal information, private communications or photos of other people without permission.
- b. I will respond thoughtfully to the opinions, ideas and values of others.
- c. I will not send or share mean, harmful or inappropriate emails or texts.

7. Respect for school and personal property

- a. I will take care of all equipment on campus.
- b. I will report misuse and/or inappropriate content to my teachers and adults.
- c. I will use the computers on campus for school related purposes only.
- d. I understand that I will be completely responsible for following the guidelines in using school owned devices and will be responsible for any damages caused by negligence or misuse.

Please note: At the beginning of the year, students and parents sign a responsible use contract. Students in Grades 6 - 8 are required to bring a 32GB iPad; comprehensive insurance is recommended.

Students in grades 9 - 12 are highly encouraged to bring to school a laptop computer. Recommended specifications:

Apple: OSX 10.8.5 or higher; iWork suite/Windows 7 or newer; 250 GB hard drive; comprehensive insurance recommended

Windows: Windows 7 or newer; Microsoft Office 2010 or newer; 250 GB hard drive; comprehensive insurance recommended

Access to a color printer at home for all students for the completion and creation of homework and other assignments is highly encouraged.



COMMUNICATION

Timely and professional communication between home and school is essential to keep parents informed and to support teaching and learning; it is also essential to establishing and maintaining positive and open relationships based on trust and mutual understanding. There are a number of communication channels the school uses including direct contact between individual staff and individual students/families (meetings, email, telephone), school newsletters, school websites, SMS, and Language Ambassadors.

Correspondence

MEF IS encourages families to contact staff when they have questions or concerns. The school favors email over telephone calls, as it is not always possible to reach staff via the telephone. The below points indicate whom to contact when you have a question:

What if I have questions or concerns about...?

- A specific course (Teacher)
- Attendance, behavior, overall academic progress, or discipline (Deputy Principal, Ms. Incel)
- Health or safety (Deputy Principal, Ms. Incel)
- Athletics, clubs, or after school activities (Deputy Principal, Ms. Incel)
- Events (Deputy Principal, Ms. Incel)
- The Secondary curriculum in general (Cambridge Coordinator, Ms. Fajobi)
- Field trips (Cambridge Coordinator, Ms. Fajobi)
- Cambridge examinations (Cambridge Coordinator, Ms. Fajobi)
- Examination weeks/schedules (Cambridge Coordinator, Ms. Fajobi)
- The IB Diploma or IB Certificate Programme (IB Coordinator, Ms. Zamfirescu)
- Student records , enrollment letters, etc. (Secondary Principal, Mr. Ringo)
- Any of the above items but I could not resolve my question or I have a question about something that is not on this list (Secondary Principal, Mr. Ringo)
- For feedback, suggestions or communication regarding MEF International School (Head of School, Ms. Figen Sonmez)

We kindly ask our parents to follow this communication process to ensure clear and consistent dialogue between the school and families.

Staff strive to respond to email correspondence received during the business week within 24 hours. Please understand responses to messages sent over the weekend or a holiday might take longer than 24 hours.

Appointments

MEF IS kindly requests that parents make appointments when wishing to meet with staff. Making an appointment ensures staff are available and prepared to address your needs in the meeting. The best way to facilitate an appointment is to send an email directly to the staff member, except in the case of the Principal; for meetings with the Principal, please contact the Principal's Assistant Ms. Serap Satana (satanas@mefis.k12.tr) who will gladly help in this process. In the message, please indicate a few suitable dates and times for meeting and convey as specifically as possible the points you wish to discuss. MEF IS staff also will meet with parents without appointments, if staff are available; but given the teaching and administrative responsibilities of staff it is preferable to make an appointment. Otherwise, a parent might come to MEF IS and not have the chance to connect with the staff member or the staff member might not have the answer to the parent's question at hand, which would result in having to schedule another meeting. For these reasons, it is best to arrange an appointment in advance and to indicate the items for discussion.

Newsletters

MEF IS Secondary families receive one periodical: the whole school newsletter. The whole school newsletter addresses the Primary and Secondary community and includes contributions from both sections. Through this avenue, the school shares updates on teaching and learning, student achievement, events, and activities.

Web Resources

Website: The MEF IS website has extensive information on the Secondary School and its programs that parents might wish to access from time to time. The direct link to the Secondary section of the website is: <http://www.mefschools.com/secondary/secondary.asp>.

RenWeb: MEF IS provides RenWeb for students and families in order to communicate up-to-date information on student progress. Users login at www.renweb.com under "Logins" by clicking on the "ParentsWeb" Login.

Course Sites: MEF IS Teachers maintain Google Classroom for their various classes. The urls for these sites will be shared with students and families at the beginning of the school year. These sites have important information about the course and should be consulted regularly by students.

SMS

MEF IS uses a short message service (SMS) to send announcements to our community. Examples of messages include reminders for important events, school closures due to inclement weather, and emergency or otherwise urgent transmissions. The messages are sent to parent/guardians via text messaging and therefore it is important to share any changes to your mobile number with MEF IS.

Facebook

If you would like to be informed of MEF IS moments, we make posts to our Facebook page most weekdays to share what is happening in our community. Please like us and keep up to date with our happenings.

Twitter

MEF International School provides reminders and updates about upcoming events and happenings in the school. If you would like to make use of this service and have a Twitter account, please follow us.



EXTRACURRICULAR ACTIVITIES

Clubs

MEF IS Teachers facilitate a variety of different Friday afternoon clubs. We value the importance of developing the whole child through varied activities including sports, art, drama, community service clubs, and leadership development through Model United Nations (MUN). The clubs change each semester and cover two 40 minute instructional blocks.

Field Trips

Field trips are an integral part of the personal development of each student and the school's curriculum, therefore all students are expected to participate. Field trips provide opportunities for cultural enrichment, social interaction and the extension of learning skills and will be used wherever possible to work towards these educational goals.

After School Activities

After school activities are offered for Secondary students as a means of developing the whole child. The aim is to provide varied offerings to attend to various interests and abilities. These activities are led by our own teachers or outside organizations or agencies and are filled based on demand and may differ between semesters. After school activities are optional, fee-based, and parents are required to pick up students afterwards. For questions regarding the After School Activities Program, please contact Mr. Jason De Roma (deromaj@mefis.k12.tr).

Athletics

MEF International School offers a variety of extracurricular athletic activities designed to stimulate and develop the interests of every participant. The emphasis for athletics at the Secondary level is on maximum participation, where effort and enthusiasm are rewarded alongside physical talent. Students are encouraged to develop a lifelong enjoyment of team and individual sports and to build an understanding of how sports play a critical role in the bigger picture of living a healthy and balanced lifestyle, involving physical, social and emotional aspects. As part of the MEFIS athletic program, students also compete against other international schools off-campus in various sporting events.



HEALTH SERVICES

Medical Records

On-campus medical services are available to students during school hours. To facilitate the school's provision of health services, families are required to provide detailed medical records about their children, including special medical conditions, medications or treatments required at the time of admission and at any time where there is a change to their child's health status. Information regarding a child's medical record will be shared only with relevant professional staff, and then used solely for supervision, monitoring and safety purposes.

Student Illness

Students who are ill should remain at home until well to aid their recovery and to prevent the spread of illness. If the doctor determines that a child is ill during the school day and recommends that s/he needs to go home, then the family will need to arrange for the child to return home.

In the case of more serious illness or injury, if the doctor decides that more immediate and involved treatment is needed, he or she will use professional discretion to provide whatever care and treatment is required. Families will also be notified immediately of such conditions and outcomes.

In the case of an emergency, an ambulance or school vehicle will immediately transport the sick or injured student to the nearest hospital. The family will be notified as soon as possible.

In serious but less urgent cases, if a student needs to be taken to the hospital, the Deputy Principal or Principal will contact the child's parent to request permission for the student to be transferred to the hospital or determine if the parent wishes to transport the child themselves. If the parent cannot be reached, the school will take the student to the nearest hospital.



STUDENT SUPPORT

At MEFIS teaching is tailored to meet all learning styles, interests, and needs. In accordance with this practice, we aim to deliver a variety of academic resources in order to support the varying levels of our students.

The Student Support Team consists of three support foci: Learning Support (LS), English Language Learner support (ELL), and Counseling. The support staff from these areas work with teachers and students to provide the most effective learning environment for all students.

Learning Support

The Learning Support program at MEF IS aims to support students in acquiring the necessary skills to reach their full potential. This support is offered by certified learning support teachers.

The program is designed for students who have been diagnosed with a specific learning disability or other difficulty supported by a psycho-educational assessment. At MEF IS, we support students by providing:

- Additional direct instruction with subject matter content
- Instruction in study and organizational skills
- Instruction in self-regulatory and self-advocacy skills
- Accommodations based on student characteristics. Accommodations are in presentation, response, setting, timing and/or scheduling in regards to instruction and internal and external exams
- Consultation with student, teachers, parents, counselor, and administrators.

A continuum of learning services is provided to include itinerant services, inclusion and/or resource class time. The learning support team works closely with classroom teachers, and is skilled in differentiation to meet the students learning needs. For more information on MEF IS learning support or to arrange a meeting with the Learning Support Specialist, please write directly to Ms. Muce Hasan (hasanm@mefis.k12.tr).

COUNSELLING

MEF IS has three staff devoted to counselling: a **Counsellor** who provides general pastoral and guidance support and a **College Counsellor** who supports students in preparation for their post-secondary studies.

Pastoral Care

The secondary school **Counsellor** is a professional educator with a pastoral orientation who understands and responds to the various challenges presented to our diverse student population. The secondary school counsellor does not work in isolation; rather, the Counsellor aligns and works with the school's mission to support the academic achievement of all students. This mission is accomplished through the design, development, implementation and evaluation of a comprehensive school-counselling program. School counselling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals and realize full academic potential to become productive, contributing members of the world community. For more information on MEF IS counselling or to arrange a meeting with the Counsellor, please write directly to the Counselor, Ms. Kristi Wheeldon (wheeldonk@mefis.k12.tr).

Overseas College Guidance

The **College Counsellors** at MEF IS assists students and parents as they navigate the international university admissions process. The College Counsellors help students gain admission to the international colleges and universities that best suit their ambitions and aspirations, regardless of the location.

The College Counsellors guide and assist with all aspects of the research, application completion, and decision-making, as well as provide information about the necessary ACT / SAT, TOEFL or IELTS standardized tests.

Students are encouraged to visit the overseas college counsellor office to browse the reading materials or sign-up for an appointment with a College Counsellor. Parents are welcome to call or email to make an appointment at any time. For more information, please contact one of the College Counsellors, either Mr. John Potter (potterj@mefis.k12.tr) or Monica Dođru (dogrum@mefis.k12.tr).



SCHOOL BUS SERVICE

MEF IS provides access to a school service bus for the convenience of families. Busing is optional, fee-based, and provided by an external company. In line with MEF IS' behavioral expectations, the school asks students to abide by the following guidelines:

1. Be on time for both morning and afternoon designated pick-up locations.
2. Remain seated at all the times on the bus, whether it is moving or not. Always sit facing forward.
3. Wear a seatbelt while on the bus.
4. Sit in the seat allocated by the hostess or duty teacher.
5. Get off the bus only at your own address, unless approved previously.
6. Accept that heat, air conditioning, windows and music are regulated by the driver or hostess only.
7. Listen to the instructions and follow the directions of the driver and hostess at all times. Be respectful to the driver, the hostess, and fellow passengers.
8. Not eat food or chew gum (in emergency situations food will be provided by the hostess).
9. Ask for water if needed.
10. Put rubbish into the bins provided.
11. Respect other passengers. Do not disturb others by being loud. Avoid using slang or swearing.
12. Respect members of the public. Do not yell out of the windows or make gestures at people outside of the bus. For this reason and for your safety do not stick your heads, arms, legs out of the window

13. Always be ready and on time for your bus. The bus will not wait for late students. The bus will leave at the scheduled time. Students who miss the buses will have to arrange their own transportation.
14. Respect the belongings, rights and property of other passengers and the bus.
15. Students registered for the bus service who wish to use another bus to travel to or from school must contact the Bus Management at least the day before the desired change. Confirmation if space is available will be granted at the discretion of the Bus Management.

Students and parents/guardians sign an agreement with the school at the beginning of each year acknowledging understanding of the above items. Students who do not follow the behavior expectations will be subject to disciplinary action and, for very serious breaches, may be excluded from the bus service without a refund.



LIBRARY

The library staff welcome all members of the MEF IS community to visit for their academic and recreational reading and research needs. The MEF IS library provides extensive curriculum support through its ever-expanding collections, both on premises and online. Please refer to the library page of the school website for more detailed information.

The up-to-date online library resources are also offered to assist students and parents with study and research skills as well as to encourage a love of reading and enjoyment of books. The Follett Destiny Library Catalog (<https://mefis.follettdestiny.com>) can be accessed at any time, from any internet accessible location. Contact MEF IS library staff to activate your personal login details.

Circulation Limits (borrowing is for 2 weeks with a maximum of 3 renewals):

Grade 6 to 12 - 4 books or by arrangement

Parents as Library Patrons:

Parents are invited to register as library patrons and may check out 10 books at a time. Circulation rules for students also apply to parents.

To encourage variety in reading selections and to share popular books the following borrowing rules apply:

- if more than one book is checked out, they must be written by different authors
- only one book in a series can be checked out for each loan period
- variety in selection is encouraged e.g. 1 fiction, 1 nonfiction
- if a Graphic Media book is checked out, the student must also have a fiction chapter book on loan

Although late fees are not charged, students who have lost a library book will need to pay for the book to be replaced including the actual cost and shipping fees.

Hours of operation:

The MEF IS Library hours have been extended to accommodate families before and after school. We encourage parents to come by and visit. Please do not hesitate to contact us if help is needed.

Monday to Wednesday 8:00 - 17:00

Thursday to Friday 8:00 - 15:45

Library Staff:

Teacher Librarian – Ms. Goldie Abaee, abaeeg@mefis.k12.tr

Library Assistant – Ms. Elif Ulaş, ulase@mefis.k12.tr

Ph: 0212 287 6900 Whole School Library - Ext 1356 / Primary School Library - Ext 1362

Volunteering:

Parents are encouraged to volunteer in the library with circulation and cataloguing projects and during special events, such as MEF IS Reading Week.

Lost Textbooks

Lost textbooks must be replaced by families at cost plus shipping and handling. The library processes the replacement of textbooks.



MISCELLANEOUS ITEMS

Lost and Found

Please see the Principal's Assistant Ms. Serap Satana (satanas@mefis.k12.tr) about any lost or found items. The school is not responsible for lost or damaged student property.

Driving on the Campus

Families that wish to drive on campus need to have a MEF IS sticker on their vehicle(s); the sticker is available for pick up from the receptionist. You may not be permitted onto the campus with your car if you do not have this sticker on your vehicle.

For our families who drive their children to school we encourage our families "drop and go" or "pick - up and go" during the start and end of the school day because there can be significant congestion on campus at those times. Our aim is to keep traffic flowing as much as possible to avoid congestion.

Please note that vehicle entrance through gates into the campus area is forbidden from 10:30 a.m. to 11:05 a.m. and 11:55 a.m. to 13:10 p.m. This precaution was put in place to increase security measures on campus.

In the morning and the afternoon, the campus will flow in one direction only - that is cars will be able to enter from the bottom entrance, and leave through the top entrance. Service buses will leave the campus from both the top and bottom entrance in the mornings and afternoons. During the course of the school day, traffic will flow in both directions.

Because there are over 2000 people on the campus during the course of the school day, traffic and congestion are obvious challenges - we ask all those who drive on the campus to be extra patient with and considerate of others. Please do park with consideration to others, in other words park within the lines provided, and in a way that does not block the flow of traffic or movement of others. Please do pay attention and follow the directions given by officials of the school or security personnel who direct the traffic on the campus.

Food and Catering

MEF IS provides breakfast, lunch, and an afternoon snack while at school. In addition, snacks and beverages are available for purchase from the Secondary Canteen. Students are asked not to bring their own food to school.

Safety

The school seeks to provide an environment which protects the health and safety of all faculty members, students, families and visitors to the campus. Faculty, students, families and visitors are similarly afforded a safe learning environment on educational excursions and during special events. In line with this objective, MEF IS regularly reviews and practices its safety protocols in a number of drills throughout the academic year. These include fire drill, earthquake drill and campus lockdown drill. MEF IS has collaborated with local authorities, non-governmental agencies, and consular services in developing its emergency procedures. MEF IS will continue to review and seek input from authorities on its emergency procedures in line with best practices.



HOW TO GET INVOLVED AT MEF IS

Parent Teacher Association

MEF IS has an active Parent Teacher Association (PTA) that exists to foster positive relationships in the community, to discuss teaching and learning and to fundraise in support of charities, nonprofits, and approved schools. The association consists of a General Committee comprised of administrators, teachers, and parents; an Executive Board of elected parent representatives; and an Auditing Committee made up of one parent and two teachers (one Primary, one Secondary). The PTA plays a very important role in the MEF IS community by organizing events and fundraisers throughout the year and by supporting the school in the broader Istanbul community.

MEF IS convenes a General Committee Meeting at the beginning of each school year to review the previous school year and to hold elections for a new General Committee, among other things. All parents and guardians are highly encouraged to attend this important initial meeting and to participate actively in the MEF IS PTA and its community events and initiatives.

Room Parents

Room Parents are members of the MEF IS community who volunteer their time to coordinate and share information among parents and guardians with children in the same grade levels and classes. These individuals play a vital role in building community and dialogue in the community. Individuals interested in volunteering as room parents should attend the General Committee Meeting of the PTA to connect with existing room parents and to learn more about the process and commitment. A list of room parents will be shared with the community at the beginning of the school year.

CONTACTS

Figen Sonmez Head of School sonmezf@mefis.k12.tr

Secondary Administrative Staff

Malcolm Ringo Principal ringom@mefis.k12.tr

Nicole Incel Deputy Principal inceln@mefis.k12.tr

Lauren Fajobi Cambridge Coordinator fajobil@mefis.k12.tr

Alina Zamfirescu IBDP Coordinator zamfirescua@mefis.k12.tr

Educational Staff

Alan Kearin English kearina@mefis.k12.tr

Alexandre Nadine Thompson Biology thompsonan@mefis.k12.tr

Alisa Blundon Art / Arts-IT-PE HOD blundona@mefis.k12.tr

Ayşe Akosman Math akosmana@mefis.k12.tr

Ayşe Şenay Chemistry senaya@mefis.k12.tr

Beliz Kearin French kearinb@mefis.k12.tr

Cailin O'Connor Art oconnorc@mefis.k12.tr

Cansu Ece Çakılı Physics cakilic@mefis.k12.tr

Caroline Chow Biology chowc@mefis.k12.tr

Deniz Para Chemistry parad@mefis.k12.tr

Gail Chandyok	Math / Math HOD	chandyokg@mefis.k12.tr
Goldie Abaee	Librarian	abaee@mefis.k12.tr
Jacqueline Graves	Physics / Science HOD	gravesj@mefis.k12.tr
Jennifer Graham-Magill	English	magillj@mefis.k12.tr
John Potter	College Counsellor	potterj@mefis.k12.tr
Joseph Corcos	Humanities	corcosl@mefis.k12.tr
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Özlem Küçükoruç	English	kucukoruco@mefis.k12.tr
Pınar Günsoy	Turkish Literature	gunsoyp@mefis.k12.tr
Ricardo Delgado Zapata	Spanish	delgador@mefis.k12.tr
Dr. Richard Bennett Sims III	Music	simsb@mefis.k12.tr
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Serdar İncel	HCS / ELL	incels@mefis.k12.tr
Severine Frame	French / MFL HOD	frames@mewf.k12.tr
Simon Ibbotson	Physical Education/ELL	ibbotsons@mefis.k12.tr

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Tracey Zimmerman	English HOD	zimmermant@mefis.k12.tr
Venkata Dasi	ICT	dasiv@mefis.k12.tr
Victor Simone	PE	simonev@mefis.k12.tr
Zohreen Khan	Humanities HOD	khanz@mefis.k12.tr

Support Staff

Serap Şatana	Principal's Assistant	satanas@mefis.k12.tr
Elif Ulaş	Library Assistant	ulase@mefis.k12.tr
Ayşegül Esmer	Admissions	esmera@mefis.k12.tr
Cansu Arısoy	Admissions	arisoyc@mefis.k12.tr
Melek Uludağ	Lab Technician	uludagm@mefis.k12.tr