



SECONDARY SCHOOL PARENT HANDBOOK

2023 - 2024



Welcome

Dear Parents and Caregivers,

Welcome to the 2023-2024 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 mission 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,

Elvan Tongal
Head of School

Nicole Roman-Incel
Secondary School Principal

TABLE OF CONTENTS

Guiding Statements	4
IB Learner Profile	5-6
Educational Program Overview	7
Daily Timetable	8
Academic Calendar	9
Assessment	10
Examinations	12
Performance Grades	12
Reporting	12
ManageBac	12
Grading Scale	12
Grade Advancement	12
Homework	14
Academic Documentation	15
Attendance and Tardiness	16
Attendance	16
Excused and Unexcused Absences	16
Tardiness	16
Missed Classwork and Homework	17
Missed Internal and External Examinations	17
Leaving During the School Day	17
Code of Conduct	18-19
Academic Honesty	20-23
Technology at MEF IS	23-24
Acceptable Use of Technology	25-26
Communication	27-28
Extracurricular Activities	29
Health Services	30
Student Support	31-32
Learning Support	31
Counselling	31
Overseas College Counselling	32
School Bus	33
Library	34
Miscellaneous	35-36
Lost and Found	35
Driving on the Campus	35
Food and Catering	36
Safety	36
How to get involved at MEF IS	37
Contacts	40-42

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 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 Learner 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 Lower Secondary 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 (IB). 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 primarily IB coursework alongside IGCSE-based curricula). Both options involve advanced two-year courses and provide excellent preparation for university study.

Secondary Daily Timetable 2023-2024

Purpose	Begins	Ends	Duration
Arrival	7:30	7:50	00:20
Registration	7:50	7:55	00:05
Passing Break	7:55	8:00	00:05
Period 1	8:00	8:35	00:35
Passing Break	8:35	8:45	00:10
Period 2	8:45	9:25	00:40
Passing Break	9:25	9:30	00:05
Period 3	9:30	10:10	00:40
SNACK/RECESS	10:10	10:40	00:30
Period 4	10:40	11:20	00:40
Passing Break	11:20	11:25	00:05
Period 5	11:25	12:05	00:40
Passing Break	12:05	12:10	00:05
Period 6	12:10	12:50	00:40
LUNCH/RECESS	12:50	13:30	00:40
Period 7	13:30	14:10	00:40
Passing Break	14:10	14:15	00:05
Period 8	14:15	14:50	00:35
Dismissal	14:50		
Buses Depart	15:00		

Academic Calendar 2023-24



MEF International School
180 School Days

	Teacher Days
	Special Days
	Holidays

AUGUST - 3 Days						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 1 Administration begins
Aug 7 New Teacher Orientation begins
Aug 14 Returning Teachers begin
Aug 24-25 IB Student Days
Aug 25 Family Orientation
Aug 28 First Day of School
Aug 30 Victory Day

SEPTEMBER - 20 Days						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep 7 PTA Back to School Night
Sep 29 PD Day - No School

OCTOBER - 17 Days						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 18-19 Parent-Teacher Conferences
Oct 23-27 Autumn Break
Oct 29 Republic Day

NOVEMBER - 22 Days						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER - 11 Days						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 18-29 Winter Break

JANUARY - 22 Days						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 1 Winter Break Continues
Jan 15 Semester 2 begins

FEBRUARY - 16 Days						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Feb 19-23 MEF IS Holiday

MARCH - 21 Days						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mar 11-22 IB2 Mock Exams
Mar 25-29 Accreditation Visit

APRIL - 16 Days						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr 3-4 Parent-Teacher Conferences
Apr 8-12 Spring Break
Apr 10-12 Ramazan Bayramı
Apr 23 Children's Day

MAY - 22 Days						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 1 Labour Day
May 19 Youth and Sports Day

JUNE - 10 Days						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 1 Fun Day
June 14 Last Day / Final Reports Cards
June 16-19 Kurban Bayramı
June 21 Last Day for Teachers
June 28 Last Day for Administration



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 students' GPA will be calculated according to the following weightings:

Examinations	30%
Performance Task	20%
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 one internal exam per semester in their various courses (specialist courses administer practical assessments in place of exams: ICT, Music, PE and Art). Study Guides are provided a week prior to core subject examinations and an exam outline is given a month in advance to specialist practical assessments. 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 1-2
- ★ **Grade 9 & IB1** : Standard 80-minute exams for exams 1-2
- ★ **Grade 10 & IB2** : Standard 80-minute exams for exam 1; Mock internal exam for exam 2

Note: There is a midterm exam in semester 1 and a final exam in semester 2.

The following 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 Tasks:

MEF IS follows the Understanding by Design G.R.A.S.P.S format (Goal, Role, Audience, Situation, Purpose, Standards) once per semester in grades 6-10 in each course for performance tasks. In core subjects, performance tasks take place during class time and assess skills taught over the course of the semester, while specialist classes will complete performance tasks over the course of the semester and work can be completed outside of class. The tasks call for understanding and transfer of knowledge, not just recall or following a formula. All tasks have a meaningful, real-world context for application of knowledge and skills. Students are given a rubric, checklist, and success criteria. All performance task dates are given in ManageBac and students are expected to attend class to complete assessments.

In grades 11-12, teachers utilize IBDP standards for one Internal Assessment per semester.

Performance Grades:

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

Homework/Classwork/Quiz	40% of 25%	= 10% of the final grade
Project/Essay/Lab/Test	60% of 25%	= 15% of the final grade

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:

- ★ ManageBac: ongoing
- ★ Google Classroom: ongoing
- ★ Parent-teacher meetings: ongoing
- ★ Correspondence: ongoing
- ★ Semester reports: biannually at the end of Semesters 1 & 2
- ★ Parent teacher conferences: two times per year

ManageBac:

ManageBac is the leading IB platform for communication between teachers, students and parents. This private and secure portal allows students and parents/guardians to review up-to-date information on grades, curriculum, report cards, and attendance during the term. Students and families receive a login and user guide at the beginning of the year and will use their login credentials for the remainder of their child's enrollment at MEFIS.

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 Curriculum Coordinator 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, 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 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.

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 of any absences by emailing absent@mefis.k12.tr. 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 school's 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:

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:

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:

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 canteen 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 school's receptionist.

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 his or her child during regular school hours or gives permission for the child to leave the campus, the parent/guardian 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 school's receptionist 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

Expectations

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 the 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

MEF International Schools respect students' rights of expression in the way they dress. All students are expected to attend school in attire that respects the K-12 educational environment. Clothing should be appropriate for the season, clean, tidy, and facilitate participation in learning, as well as health and safety for all.

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3-4 inches in length on the upper thighs including rips or tears (see images below). Tops must have shoulder straps.
- Shoes must be worn at all times and should be safe for the school environment. Flip flops and shoes with a heel are not permitted as a safety precaution.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, and caps are not permitted unless for religious, medical or other reasons approved by school administration.



Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct.
- Clothing may not state or display discriminatory or obscene language or images.
- Sunglasses may not be worn inside.
- Clothing and accessories that endanger the student or staff's safety may not be worn.

*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 in 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" (2022). MEF IS asks its students and parents to familiarize themselves with this document available in PDF at:

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/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: <https://www.turnitin.com/>.

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” (2022)

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 to 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 mail 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 the 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 10.15 (Catalina) or higher; iWork suite/Windows 10 or newer; 512 GB hard drive; comprehensive insurance recommended

Windows: Windows 10 or newer; Microsoft Office 2016 or newer; 512 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. Graham-Magill)
- Events (Principal, Ms. Incel)
- The Secondary curriculum in general (Academic Dean, Ms. Graham-Magill)
- Field trips (Deputy Principal, Ms. Graham-Magill)
- Cambridge examinations (Programs Coordinator, Ms. Dr. Bahn)
- IB Diploma Programme (Programs Coordinator, Ms. Kearin)
- Examination weeks/schedules (Deputy Principal, Ms. Graham-Magill)
- The IB Diploma or IB Certificate Programme (Programs Coordinator, Ms. Kearin)
- Health or safety (Counsellor, Ms. Van Hierden)
- Athletics, clubs, or after school activities (Athletic Director,)
- Student records , enrollment letters, etc. (Principal's Assistant, Ms. Satana)
- 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 (Principal, Ms Incel)
- For feedback, suggestions or communication regarding MEF International School (Head of School, Elvan Tongal, or Principal, Ms Incel)

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 families receive a weekly school newsletter. The school newsletter addresses the Secondary community. Through this avenue, the school shares updates on teaching and learning, student achievement, events, and activities.

ManageBac: MEF IS provides ManageBac for students and families in order to communicate up-to-date information on student progress.

Web Resources:

Website: The MEF IS website has extensive information on the School and its programs that parents might wish to access from time to time. The direct link to the website is: <https://www.mefis.k12.tr/istanbul/>

Google Classroom:

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 parents/guardians via text messaging and therefore it is important to share any changes to your mobile number with MEF IS.

Social Media:

MEF IS provides reminders and updates about upcoming events and happenings in the school. If you would like to be informed of MEF IS moments, we make posts to our SM pages most weekdays to share what is happening in our community. Please like us and keep up to date with our happenings.

- ★ **Facebook:** <https://www.facebook.com/mefisistanbul>
- ★ **Twitter:** <https://twitter.com/mefisk12tr>
- ★ **Instagram:** <https://www.instagram.com/mefisk12tr/>
- ★ **Linkedin:** <https://www.linkedin.com/company/mefisk12tr/>
- ★ **You Tube:** <https://www.youtube.com/channel/UCo6i7FpWntKK9mtjrBR87OQ>

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 for Middle School and one block for Grades 9-10.

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 and are filled based on demand and may differ between semesters. After school activities are optional, included in the tuition, and parents are required to pick up students afterwards.

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 Principal's Assistant or Principal will contact the child's parents 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 (accommodations can only be offered if the student in question has an official learning support diagnosis and evidence is provided)
- ★ Modifications can be offered, when they are in line with the needs presented in a students' learning support diagnosis (evidence is required in the form of an Educational Psychological report)
- ★ Consultation with students, teachers, parents, counselors, 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 Mr. Jonathan Solomon (solomonj@mefis.k12.tr).

Counselling

MEF IS has two 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. Shirina van Hierden (hierdens@mefis.k12.tr) for High School and Ms. Gizem Damgaci (damgaci@mefis.k12.tr) for Middle School.

Overseas College Guidance

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

The College Counsellor guides and assists with all aspects of the research, application completion, and decision-making, as well as provides 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 the College Counsellors, Ms. Karen Ozkurt (ozkurtk@mefis.k12.tr) and Mr. Onder Şit (sito@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 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 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 welcomes 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 - 5 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.

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.

Tuesday to Thursday: 08:00 - 16:30

Monday & Friday: 08:00 - 15:30

Library Staff:

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

Ph: 0212 362 26 33 Whole School Library - Ext 1356

Volunteering:

Parents are encouraged to volunteer in the library with circulation and cataloguing projects and during special events, such as MEF IS Reading Week. CAS students in secondary school may volunteer in the library also for their CAS service hours.

MISCELLANEOUS ITEMS

Lost and Found

Please see the Secondary Assistants Ms. Selin Medina (medinas@mefis.k12.tr) or Ms. Serap Satana (satanas@mefis.k12.tr) about any lost or found items. The school is not responsible for lost or damaged student property.

Entering our 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 to “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.

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.

School Buses:

- **Drop-Off & Pick-Up Point:** Upper garden
- **Campus Entry & Exit:** Upper Security Gate

Parent Vehicles:

- **Morning Drop-Off Point:** In front of the International School Building. Enter through the Lower Security Gate then drive up to the International School Building for drop-off, then exit through the Upper Security Point.
- **Afternoon Pick-Up Point:** Lower garden. Enter and exit through the Lower Security Gate.

Entrance Timings for Parent Vehicles:

- **Morning Drop-Off:** 7:30-7:50
- **Afternoon Pick-Up:** 14:30-14:50 (MEF National School Parents may begin arriving at 15:10)

In the past, early arrivals blocked our campus entrance and hindered smooth traffic flow. We kindly request your punctuality in adhering to these times.

Pedestrian Student Entrance/Exit:

To prioritize student safety and efficient traffic flow, pedestrian students (those without vehicles or school buses) will use the Upper Security Gate. We urge parents and drivers to refrain from waiting or parking in this area.

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 drills, earthquake drills and campus lockdown drills. 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.