

STUDENT & PARENTS HANDBOOK

2022-2023

M.E.I.S

المدرسة الإنكليزية الدولية الحديثة
Modern English International School

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TABLE OF CONTENTS

1. MISSION & VISION

2. ADMISSIONS POLICY / GRADE LEVEL PLACEMENT

3. ARRIVAL AND DISMISSAL

4. ATTENDANCE / ABSENCES AND MAKE UP WORK

5. CODE OF CONDUCT AND DISCIPLINE

5A. PREAMBLE

5B. THE AIMS OF DISCIPLINARY PROCEDURES AND PUNITIVE MEASURES

5C. CODE OF CONDUCT

6. STUDENT COUNCIL

7. DRILLS

8. VISITORS



المدرسة الإنكليزية الدولية الحديثة
Modern English International School

1. MISSION & VISION

OUR MISSION

To facilitate the intellectual growth of our students and contribute to their cognitive excellence never falling behind the development of technology and science, in order to achieve which we equip our students with essential skills through a globally relevant educational experience that gives an inspiration for progress, a lifelong passion for learning, respect for diversity, a healthy lifestyle, ethical and moral uprightness, social and emotional intelligence, innovation, an appreciation of aesthetics, sense of dignity and self-worth, pride in national identity, and sense of responsibility and global citizenship.

OUR VISION

To develop independent, confident, and responsible intellectuals, ready to face the challenges of the 21st century world, by providing a safe and supportive intercultural and technology-centered learning environment in which everyone has equal and fair opportunities to gain academic excellence and to see his/her achievements celebrated.

2. ADMISSIONS POLICY / GRADE LEVEL PLACEMENT

MEIS is open for admission to international students. The school accepts students who will benefit from its programs. The granting or denial of admission is the joint responsibility of the Director and Head of Admissions in collaboration with the Section Principal. The maximum class size is 24 to all grade levels. For the 2022/2023 academic year, the cutoff date for admission to any grade level group is the 30th of September (i.e., children entering grade 1 must be six years of age before 30th December of the current school year).

Grade	Age Group	Age / Out-Off-Date for Entry
1	6	Dec 30 th
2	7	Dec 30 th
3	8	Dec 30 th
4	9	Dec 30 th
5	10	Dec 30 th
6	11	Dec 30 th
7	12	Dec 30 th
8	13	Dec 30 th
9	14	Dec 30 th
10	15	Dec 30 th
11	16	Dec 30 th
12	17	Dec 30 th

3. ARRIVAL AND DISMISSAL

The school day begins at 9:00 and finishes at 15:00 (Monday – Friday).

On their arrival, students should go directly to their classroom to deliver their belongings to their lockers, and if required by the timetable, go to another classroom or lab.

If students arrive at school before 8:45, they MUST be supervised by a parent as teachers are busy preparing for the day at this time.

If students arrive after 9:00, they must refer to the school office to sign in and then go to their classes. Students arriving after 9:00 will be marked as late.

Students are expected to remain on campus during the school day. Students, who need to leave school early, before normal dismissal time, must have a note from a parent and they must be signed out at the school office by a parent/guardian.

Parents who come to collect their children early must come to school office to sign them out. If someone other than the parent/guardian is collecting the student, the school must be informed before the student can leave the school.

4. ATTENDANCE / ABSENCES AND MAKE UP WORK

Students are expected to be at school each school day. The school is aware that students on a few occasions will be unable to be in attendance due to illness, family matters or emergencies. It is strongly recommended that travel and vacation plans be scheduled to avoid missing any school days.

Parents are asked to notify the school office in writing or digitally, ahead of time, if a student is to be absent.

In the case of illness or some other unexpected absence, parents are required to email or make telephone call to the office on the morning of the absence.

Phone: +90 552 222 11 59/58

Email: Info@meischool.org

5. CODE OF CONDUCT AND DISCIPLINE

5A. Preamble

The aim of this code is to ensure that the school is a safe and pleasant place in which learning takes place, that the property and reputation of the school is protected and that students develop self-discipline and consideration for others.

While this document is primarily concerned with disciplinary procedures, it is recognized that the student conduct is also influenced by other aspects of the school program, such as the quality and appropriateness of curriculum, the opportunities provided for student leadership, the positive reinforcement given to students and the availability of welfare services.

Discipline codes at MEIS are based upon the following assumptions:

- a. All students are innately good and have the capacity to behave responsibly and make good choices. A school environment, in which appropriate behavior is consistently expected and recognized, creates a sense of security for students that will increase their attention to learning and to self-responsibility.
- b. Disciplinary consequences should be productive, reasonable, and related to inappropriate behaviors. Students benefit from the educational process best when teachers, administrators, counsellors, and parents work cooperatively to ensure that students gain the most from their mistake.

5B. THE AIMS OF DISCIPLINARY PROCEDURES AND PUNITIVE MEASURES

They are as follows:

- a. To help students recognize that freedom and responsibility go hand in hand
- b. To help students learn from their mistakes
- c. To help students develop effective communication skills, problem solving skills and other important social skills

5C. CODE OF CONDUCT

Rights and Responsibilities

Principals and staff have a responsibility to

- implement the Code of Conduct fairly, reasonably, and consistently.

Teachers have a right to

- expect the co-operation of students,
- expect that they will be able to teach in an orderly and co-operative environment,
- expect the support of other staff and the administration in fulfilling their professional duties,
- maintain flexibility in their approach to classroom procedures and organization within the framework of school policy.

Teachers have a responsibility to

- treat students fairly and consistently,
- provide an appropriate range of learning strategies,
- undertake the counselling of students and pastoral role when appropriate,
- develop in students an awareness and understanding of school rules,
- follow the agreed policies and procedures of the school regarding student management,
- communicate with parents and guardians on matters relating to the educational development and behaviors of their children.

Students have a right to

- feel safe within the school,
- learn in a challenging environment to the best of their ability,
- be treated with respect by other students and teachers,
- be listened to.

Students have a responsibility to

- accept school policies regarding behavior,
- act and work co-operatively with other students and teachers,
- respect the learning needs of other students,
- take progressive responsibility for their own learning, to work consistently and complete tasks as required,
- be tolerant of differences,
- be punctual and regular in attendance,
- inform parents of educational progress and to ensure that all school communication is effectively delivered.

Parents/guardians have a right to

- expect that their children can interact and learn in a secure environment,
- be informed of matters regarding their children,
- be involved in developing strategies for student behavior.

Parents/guardians have a responsibility to

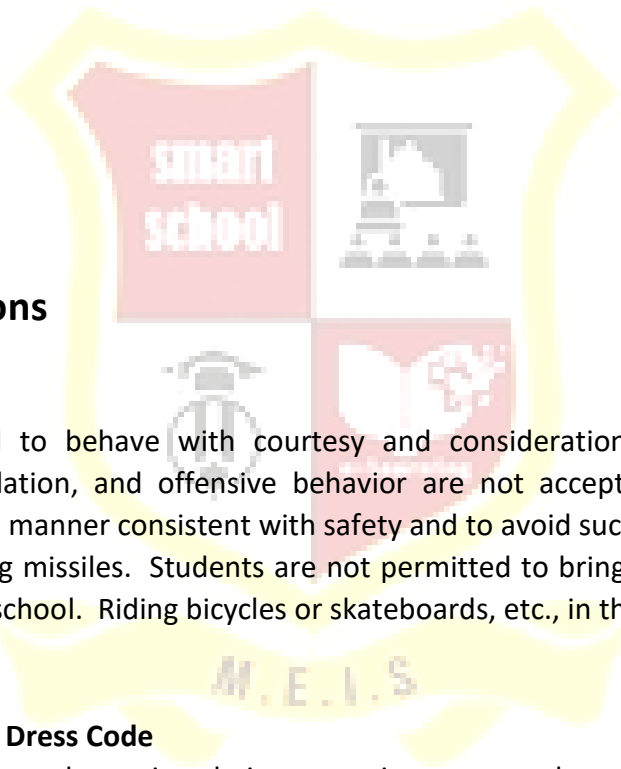
- encourage children to observe school rules,
- work co-operatively with the school to solve problems,
- provide support for teachers in implementing the code of conduct,
- communicate relevant information and concerns to the school.

Responsibilities of Students

Students have a responsibility:

- to uphold the reputation of the school by observing an appropriate standard of behavior in transit to and from the school and when wearing school uniform.
- to accept the authority of members of staff and observe specific rules which may be made from time to time.
- to behave in a manner which does not endanger the health and safety of themselves or others.
- to behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment.
- to refrain from behavior which would interrupt the work of any class or hinder the learning opportunities of other students.
- to respect school property and the property of staff and other students.
- to be punctual and attend all classes.
- to remain in the school grounds during the school day.
- to complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school.

- to dress neatly and with due regard for health, hygiene and safety. Students must wear the approved dress as set out in the school handbook.
 - students are not permitted to possess or smoke cigarettes, possess or use or be under the influence of alcohol or unprescribed drugs or other substances harmful to health, at school, on school trips, in transit between school and home or otherwise while wearing school uniform.
 - to observe specific rules as set out in the Student-Parents Handbook and this Code of Conduct.
- Note:** The detailed rules listed in the Student-Parents Handbook and this Code of Conduct may be varied by the Principal in consultation with appropriate members of the school community, consistent with this policy.



Student Regulations

Behavior

Students are expected to behave with courtesy and consideration for others. Violence, bullying, verbal intimidation, and offensive behavior are not acceptable, and students are expected to behave in a manner consistent with safety and to avoid such practices as running in the building or throwing missiles. Students are not permitted to bring weapons or dangerous objects or materials to school. Riding bicycles or skateboards, etc., in the school premises is not permitted.

Personal Appearance & Dress Code

Students have the right to determine their own attire, except where the dress is dangerous, interferes with the teaching and learning process, or violates the school's anti-discrimination policy. Students are expected to follow the school dress code and to maintain an appropriate level of personal hygiene. A student who is unsuitably dressed will be asked to return home. Hair longer than collar length should be neatly tied back during the school day.

Dress Code Guidelines

Please note that all students should wear **black/dark blue pants and white/gray shirts** when attending school, or when participating in a school-organized event outside.

- Any items of apparel or accessories that are disruptive to the educational atmosphere of our school are strictly prohibited.
- Items that suggest, advertise, or promote illegal or disruptive activities or situations are not allowed.
- Students may not wear tops with very narrow straps. Bare midriffs are not acceptable. Low necklines, "scoop" tops, and low-cut tops are not acceptable for school attire.

- Excessively low-cut pants are not acceptable. Shorts and skirts are not appropriate for school. Wearing shorts and miniskirts is strictly prohibited.

Use of Buildings

For safety reasons students should closely observe the following:

- No running in corridors, through doorways, along verandahs and balconies, the quadrangle or up and down stairways.

Use of lockers, etc.

The following rules have been drawn up to achieve the greatest possible security for students' property, and to ensure that the school operates as efficiently as possible.

- Students are not to go to lockers during class time unless they are given permission by a teacher.
- Students are strongly advised not to leave any books or other property in around the school unattended at any time.
- In addition, students and parents are asked to LABEL ALL personal belongings which come to school. If items are misplaced, this enables us to return them to the right owner.

Mobile Phones and Other Personal Electronic Devices

- Students are not allowed to use personal electronic devices or hand phones during the school day.
- If a student uses a personal electronic device or a mobile phone during class or break time, it is considered a disturbance and the equipment will be confiscated by the teacher.

Smoking

If a student or group of students is smoking, it is the responsibility of the other students to dissuade that student or to walk away. Any student in the company of a smoker will be deemed to be smoking.

Action Taken When the Code of Conduct is Breached

- Wherever possible, action will be taken to assist the student to achieve **self-discipline** and to assist with problems which may underlie the unacceptable behavior. Where appropriate, action will be taken as a direct consequence of the misbehavior; for example, persistent misbehavior in a class may lead to withdrawal from the class.
- In general, teachers will deal with instances of unacceptable behavior in the classroom but cases of persistent or extreme misconduct may be referred to school supervisors. **School supervisors** are responsible for the general overview of discipline on their floor, while the Principal exercises an overview of the discipline of the school as a whole and may be referred to in the most serious cases of misconduct.

Disciplinary Procedures

If a student is found in violation of the principles of the School Code of Conduct, there are several actions that may result. Many of these actions are used in combination with other actions (e.g., a student may receive a break detention and a verbal warning):

1. Break Detention. A student will serve a supervised detention during their daily scheduled break.
2. Friday Detention. A student will serve detention immediately following the last period on Friday. Generally, Friday Detention runs from 3:00 to 4:00 p.m.
3. In-School Suspension (ISS) is designed to be both punitive and rehabilitative at the same time.
4. Out-of-School Suspension (OSS) is punitive in nature. While on OSS, the school is relieved of the requirement to provide academic support, and the student does not receive attendance credit. Students on OSS are banned from all school-sponsored events including sports, plays, trips, etc. until the completion of the assigned days.
5. Parents' Notification/Meeting. In many instances, parents will either be informed electronically or required to attend a meeting in regard to their child's behavior.
6. Verbal/Written Warning. Verbal and written warnings are documented and placed in the student's file. Further infractions as described in the warning will result in more severe consequences.
7. A letter of apology may be required. A template will be provided to the student and kept on file.
8. Notification/Referral to School Principal. Some infractions may surpass the administrator's authority to take action. These infractions are referred to the School Principal. This step is usually reserved for major or habitual infractions.
9. Ministry of Education Warning Letter. An MOE warning letter is reserved for the most extreme violations of the Code of Conduct. 3 MOE warning letters usually results in immediate expulsion.
10. Mandatory Counseling. Most infractions require the intervention of the Counseling Department. The counseling is designed to be rehabilitative in nature and may result in further follow-up counseling, behavior contracts or reward systems being recommended.

It is the hope of both the teachers and the administration that all students follow the basics of the Code of Conduct and be a positive influence in the school. No one intends to be either the administrator of or the receiver of corrective action. If a student abides by the precept to "Do the right thing even when no one is looking," everyone's school year will be productive and enjoyable.

Grounds for suspension

A student may, by order of the Principal of the school, be suspended if, whilst attending school or travelling directly to or from school or engaged in any school activity away from the school, including travel organized by the school, the student:

- behaves in such a way as to constitute a danger to the health of any staff member, student or any other person assisting in the conduct of school activities; or
- commits an act of significant violence or causes significant damage or destruction to property, or is knowingly involved in the theft of property; or
- possesses, uses, or deliberately assists others to use illegal drugs or substances prohibited by MOE; or
- fails to comply with any reasonable and clearly communicated instruction of a Principal or teacher; or
- consistently behaves in a manner that interferes with the educational opportunities of any other student or students; or
- behaves in a way which threatens the good order of the school's program or facility; or
- engages in unacceptable discriminatory behavior (including harassment) towards another person.

Expulsion

The Principal can expel a student from the school if, whilst attending school or directly travelling to or from school or engaged in any school activity away from the school, including travel organized by the school

- the student does anything mentioned under Grounds for Suspension AND
- the student's behavior is of such magnitude that having regard to the need of the student to receive an education compared to the welfare and safety of other students at the school and the need to maintain order and discipline within the school, a suspension is inadequate to deal with that behavior.

Smoking and Other Drugs

The following penalties are automatically imposed when students are caught smoking. Note that if some members of a group of students are smoking, all students are liable to be penalized. It is the responsibility of students not to remain with students who are smoking.

- Phone call to parents from school administration and detention.
- More serious disciplinary action considered, including suspension.

Procedures Within the Classroom

- Teachers are strongly advised to give students a clear statement of their expectations concerning classroom behavior, and to demand high standards of behavior from students at all times.
- Action which may be taken by classroom teachers includes reprimands, warnings, and isolation of students within the classroom, detentions organized by the teacher or extra work.
- Students may be sent out of the room for brief periods of time if the teacher can exercise appropriate supervision. For more serious misconduct, the student should be sent to the Principal, Assistant Principal or School Supervisor.

- Teachers may refer students to School Supervisor where the misconduct is serious or repeated. School Supervisors and other relevant staff may be asked to give advice concerning appropriate classroom strategies.
- **Reward cards** will be applied in classrooms throughout the year.

Referral to Senior Staff and Incident Report

- Students who are guilty of serious or repeated misconduct are normally reported to School Supervisors. Where a School Supervisor is unavailable, or in cases of very serious misconduct, the Principal or Assistant Principal may be involved in the first instance.
- Where a student is referred to senior staff, an Incident Report must be completed. Blank forms are in the staffroom. The report is completed and photocopied. One copy goes to the School Supervisor, the other to the Principal. This is important in enabling the school to build up records of students who may require action such as suspension or expulsion.

Detention

School detentions are organized on certain days after school. Students are placed on detention for breaches of school rules other than classroom misconduct. Teachers who wish to use detention to deal with classroom misconduct are expected to make their own arrangements. Where a student is given a detention, this is entered in the detention book, and a detention slip is given to the student at least one day before the detention so that parents can be informed.

BUS TRANSPORTATION REGULATIONS

The following rules as well must be followed, otherwise, detentions or removal of riding privileges will be considered for violations:

- A. The bus driver and bus monitor are in full charge of the bus and the students. The students must obey them promptly.
- B. Students must be at the designated pick-up point on time.
- C. Students and drivers must refrain from unnecessary conversation.
- D. Students must not lower the window below the designated mark on the window, nor may they extend their arms or heads out of the window.
- E. Students must not throw papers or other garbage on the floor or out the window.
- F. Students must always remain seated in their assigned seats when the bus is in motion with their seatbelts fastened.
- G. When leaving the bus, students must observe any directions given to them by the driver.
- H. Students must report any damage they observe.
- I. Students who ride the bus to school must remain on the school grounds after alignment.
- J. Students who ride the bus home after school must report directly to their assigned bus number.

K. Students may not alight at any place other than their regular stop without written permission of the parent.

L. Students are not allowed to eat and drink or smoke on school buses.

M. The right of all students to ride the bus is conditional on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of these rules, it shall be the duty of the driver /bus monitor to notify the school administration, and after due warning has been given to the student and the parents, the administration may revoke the privilege of riding the bus permanently.

N. Students will not be allowed to bring items on the bus that could disrupt the driver's vision and affect the safety of children (e.g., balloons, large objects, etc.).

6. STUDENT COUNCIL

The Student Council is a way for our students to make their plans come true and to take action in the school, to introduce students to the formal meeting process and to develop responsibility and initiative. The Student Council consists of elected representatives from each class (Grades 5 to 12). There is an elected executive, President, Vice President, Secretary and Treasurer as well. The Student Council runs activities such as meetings and community service events that get benefits for the students throughout the year.

7. DRILLS

Turkish State Law requires schools to hold emergency drills each school year, including fire, earthquake and lockdown drills. School staff and local emergency departments train students on procedures required to observe each drill. During drills, staff will act immediately to assist students, visitors, and volunteers in evacuation to a safe location.

8. VISITORS

We welcome and encourage volunteers and visitors to our schools. Parents are considered as visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. All other doors will remain locked throughout the school day.

All guests are required to report directly to the office where they will sign in through our school reception office.

The following standards are required of all visitors:

- a. Visitors must wear a visitor badge during their stay.
- b. Visitors must check in at the office prior to visiting the school.
- c. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the reception office. The receptionist or office staff member will call your child to the office and ask you to sign him/her out.



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