**INTERNATIONAL GATEWAY ACADEMY**

ÖZEL KAPI ULUSLARARASI OKULU



Board Policies

MEŞALE EĞİTİM VE DANIŞMANLIK HİZMETLERİ A.Ş.

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#### ADMISSION POLICIES

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##### GENERAL ADMISSION POLICIES:

1. IGA enrols students without regard to ethnicity or gender.
2. In keeping with Turkish Ministry of Education (MEB) requirements, the student must hold a foreign passport and cannot be a dual citizen if one of those citizenships is Turkish.
3. An IGA application and registration form must be submitted for each new student, along with a letter of recommendation from a company supervisor, photocopies of the biographical page of the parents’ passports, the student’s residence permit (ikamet), and ID photos of the student.
4. The registration process at IGA is carried out annually. Returning students must complete a registration form and pay registration fees by the pre-registration deadline to retain priority for space in the class for the following school year.
5. Students are placed in the grade appropriate for their age and are promoted sequentially from one grade level to the next at the end of each academic year. (See chart below.) Exceptions may be made by the principal on the grounds of academic ability or English proficiency; however, no student entering IGA for the first time will be placed more than one full grade level below the grade appropriate for his/her age. Kindergarten applicants must turn 5 years old on or before October 31st of the year they wish to enter IGA.

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| **AGE** | **GRADE LEVEL** |  | **AGE** | **GRADE LEVEL** |  | **AGE** | **GRADE LEVEL** |
| 5-6 | Kindergarten |  | 11-12 | Grade 6 |  | 14-15 | Grade 9 |
| 6-7 | Grade 1 |  | 12-13 | Grade 7 |  | 15-16 | Grade 10 |
| 7-8 | Grade 2 |  | 13-14 | Grade 8 |  | 16-17 | Grade 11 |
| 8-9 | Grade 3 |  |  |  |  | 17-18 | Grade 12 |
| 9-10 | Grade 4 |  |  |  |  |  |  |
| 10-11 | Grade 5 |  |  |  |  |  |  |

1. Documentation of previous schooling must be provided for students entering Grade 1 and above. Report cards, transcripts, certificates of achievement, portfolios of work and/or recent standardized test results are acceptable forms of documentation.
2. Maximum Class Size: Additional students will not be accepted into a class once the maximum number has been reached.
3. The maximum class size is 16 students for Kindergarten. If 4 or more Kindergarten applicants are classified as ESL, the school will provide a part-time teacher assistant.
4. The maximum class size for Grades 1-5 is 20 students.
5. The maximum class size for Grades 6-12 is 22 students.
6. Secondary classes may be double-streamed as needed and as classroom space, teacher availability and schedules permit. Maximum class sizes will be considered as double the numbers given above.
7. Students will be admitted according to the Admission Priority Policy. If the number of applicants exceeds the number of spaces available, as stipulated by the admission policies, a waiting list system will be used to determine who will be admitted. If a child is refused due to lack of classroom space or failure to pass an ESL entrance test administered after the registration deadline, the Registration Fee will either be refunded or applied to the waiting list deposit, at the option of the parents.
8. The Admissions Committee approves student applications and decides on any requests for exceptions to the admissions policies.

ESL (ENGLISH AS A SECOND LANGUAGE) ADMISSION POLICIES

1. Non-native English speakers applying for admission to all grades except Kindergarten must pass an English proficiency test. Testing can be arranged by contacting the ESL department head (esl@int-gateway.org).
2. In Kindergarten, the number of ESL students may not exceed 8.
3. In Grades 1-8 the number of students needing ESL support in each grade level may not exceed 50% of the number of students enrolled. Exceptions will be made in the event that the number of returning ESL students exceeds 50% of the new class. For admissions purposes in Grades 1-2, students who attended IGA the previous year will not be counted as ESL.
4. No new students requiring ESL support will be admitted into 9th grade and above.

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##### SPECIAL EDUCATION ADMISSION POLICIES

1. IGA will only admit students whose special needs can be served in the regular classroom with the intervention that the special education program is currently able to provide.
2. IGA reserves the right to dismiss a student whose needs exceed the services we are able to provide.
3. IGA reserves the right to dismiss a student if the intervention measures the school deems necessary are refused by the parents.

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##### ADMISSION PRIORITY POLICY

1. First Priority: Returning students who have registered by the pre-registration deadline.
2. Second Priority: Students who have previously attended IGA, not having been away for more than one school year, and who have completed the registration form and paid by the deadline.
3. Third Priority: Students whose names have been put on a waiting list will be admitted in consecutive order according to the waiting list.
4. After the pre-registration deadline, students will be admitted on a first-come, first-served basis as space is available bases on the maximum class size policies. The Registration Form must be submitted and the Registration Fee received in order to be considered for admission.
5. If the Kindergarten class is full by the pre-registration deadline, priority will be given to Kindergarten applicants who turn 5 before August 1.

##### WAITING LIST POLICY

1. A student can get on the waiting list at any time by paying a deposit equal to the Registration Fee.
2. The waiting list deposit is non-refundable. The deposit becomes the Registration Fee for students who are granted a space in a class. Once a student has confirmed acceptance of a space in a class, the Registration Fee may not be changed back into a waiting list deposit.
3. If the class is full after pre-registering returning students, then at the parent’s option the deposit can be refunded or the student can stay on the waiting list for the following academic year.

#### ATTENDANCE POLICIES

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**ACADEMIC CALENDAR**

1. The school calendar is approved annually by the Board within the requirements set by the Ministry of Education.
2. It is the goal of the school to have a 180-day academic year, beginning in late August and ending in early June.
3. The school will be closed during the following national and religious holidays:
	1. Victory Day (30 August)
	2. Istanbul Victory Day (6 October, if mandated by MEB)
	3. Republic Day (29 October; also includes ½ day 28 October)
	4. Christmas (3 day to 2-week holiday to include 24 December, 25 December, 26 December)
	5. New Year’s Day (1 January)
	6. Good Friday (date varies; normally a one-week spring break is planned that incorporates Good Friday)
	7. Çocuk Bayramı (23 April; may also include following day if mandated by MEB)
	8. Workers Day (1 May, if mandated by MEB)
	9. Sports Day (19 May; may include a holiday the following day; IGA hosts special sports activities)
	10. Ramazan Bayramı (3-day holiday; also includes ½ day prior; dates vary)
	11. Kurban Bayramı (4-day holiday; also includes ½ day prior; dates vary)

**ABSENCE POLICY**

1. Maximum Absences:
2. Excessive absences and withdrawal prior to the end of the school year are to be avoided whenever possible.
3. Students who miss a total (both excused and unexcused absences) of more than 20 days of school will be unable to advance to the next grade
4. If absences of necessity exceed 20 days, the family is welcome to request an exception from a committee made up of the principal and teachers concerned. The request must state the specific reasons/s for the excessive absences.
5. A student must be present for 4 periods during the school day in order to participate in after-school activities unless otherwise approved by IGA administration.
6. Excused Absences
	1. There are legitimate reasons for being absent from school. The following list details valid reasons for student absences:
		* Personal illness of student
		* Medical appointments
		* Emniyet appointment
		* Compassionate leave (death within a student’s immediate or extended family)
		* Approved school activities (field trips, sports events, etc. as approved by administration)
		* Dangerous driving conditions or traffic congestion
	2. It is possible that occasions may arise other than those listed that necessitate a student miss school. The administration shall make the sole determination if such an absence is excused or unexcused. Families may complete an “Application for Excused Absence” for such an event. Applications are due at least three days before the expected absence or immediately upon return from absences.
7. Make Up Work
	1. **Make up work will be provided in the event of an excused absence only.**
	2. Work will be given to students upon their return to school. Students will have an equal number of days to complete make up work as they were absent. (e.g. If a student is absent 3 days, he/she will have 3 days to complete missing work)
	3. The student and parent/guardians are responsible for collecting make up assignments from the teachers and ensuring that it is completed within the time allotted.
8. Unexcused Absence:
9. All student absences not declared as excused will be recorded as unexcused absences.
10. Examples of unexcused absences include, but are not limited to, the following:
	* Excused absences without notification by phone or note
	* Family vacations
	* Oversleeping
	* Private lessons
	* Missing the servis
	* Missing class without proper authorization (i.e. skipping class)
	* Absences denied ‘excused’ status from a properly completed “Application for Excused Absence” form.
11. Students will receive a zero (0) for any assignments missed due to an unexcused absence.
12. Teachers will not be required to offer make-up work for unexcused absences. Teachers may allow students to complete missed work and may grade as they see fit.
13. Late Arrival (Tardy)
	1. Students who arrive after the start of school must report to the office and get a late pass.
	2. In order for the late arrival to be excused the parent/guardian is to phone, email, send a note or come in person to explain the reason for the late arrival (unless the service bus is late). Examples of excused late arrivals: bad weather or unusually heavy traffic affecting driving conditions, medical appointments, and others as listed in the “excused absence” list.
	3. Disciplinary action for students who show a pattern of unexcused late arrivals is as follows: The 3rd unexcused tardy in a semester is a green slip. The 4th and every tardy thereafter is a blue slip. Continued tardies can lead to a suspension.
	4. Any tardy beyond 32 minutes will be considered an absence for that class.
14. Early Release
	1. Students who need to leave school early must report to the office and receive a pass to leave.
	2. In order for a student to be released early, the parent/guardian is to phone, email, send a note or come in person to explain the reason for the early release. Examples of reasons to release students early can be found in the “excused absence” list.
	3. Parents must come to school to pick up elementary and middle school students that are released early.
15. Partial Absence:
	1. If a student will be late to school or will need to leave before the end of the school day, the parent/guardian should call the school office before 09:00.
	2. If a call is not made, a note explaining the reason for the partial absence is to be sent with the student on his/her return to school.
	3. If no notice is given prior to or upon the student’s return to school, the partial absence will be considered unexcused and a grade of zero will be given for assignments and tests that were missed. Students who are present for at least three class periods will be counted as present for half a day.
16. Late Entry into the School Year:
	1. Days missed at the beginning of the school year for a student who registered before the school year started will be counted as absences. Parents will be able to complete an “Application for Absence” to determine if the absences will be excused.
	2. Days missed at the beginning of the school year for a new student who registers after the school year has started will not be counted as absences.  Attendance will be counted from the day the student enters the school.  The student may be asked to complete any prior assignments that are necessary to succeeding.  This includes any assignments/tests that significantly affect the quarter grade (a reasonable time should be given to prepare for this) and any assignments that are necessary to understanding what is currently being covered in the class (these should be completed as quickly as possible).
17. Early Withdrawal from the School Year:
	1. In the event that a student is withdrawn from school before the end of the school year, parents are to notify the school at least one month prior to departure and complete an “Application for Excused Absence”.
	2. Days missed at the end of the school year by a student who withdraws early will be counted as absences.
	3. Students whose absences are excused may be asked to complete assignments before leaving at the discretion of the teacher. If make up work is not completed prior to departure, a grade of Incomplete (I) will be recorded until the assignments are turned in and marked.
	4. Individual arrangements must be made with the teacher(s) for sending in assignments during the summer. The teacher(s) will assign due dates for the work to be submitted. Parents are expected to pay the teacher(s) 18 YTL per hour for the hours the teacher(s) work marking these assignments. Teachers must submit a record of work hours to the principal when the final grade is turned in.
	5. If school books/or equipment are needed in order to complete the assignment a deposit equal to the replacement costs must be paid prior to departure.
	6. The final grade is to be reported to the school no later than the first day of the following school year; otherwise, the incomplete grade will be changed to a Failing (F) grade.
18. Semester Exams
	1. Semester Exams will not be given in advance.
	2. High school students who miss a semester exam will be given a grade of zero for that exam.
	3. A semester exam may only be made up if the student is absent on the exam day due to illness or a serious family crisis. Parents are to notify the school immediately so that special arrangements can be made.

**INCLEMENT WEATHER POLICY**

1. IGA will follow the inclement weather closings of the government schools. Parents can watch local news stations to determine school closures.
	1. If the governor of Istanbul announces that school is cancelled due to bad weather, parents will be notified through Sycamore, email, the telephone chain, or by SMS.
	2. If schools are closed during the early morning hours, an email will be sent as soon as IGA staff are made aware of the closure.
	3. In the event that IGA is in session while government schools are on break, IGA administration will make the decision to close school due to inclement weather.
2. If more than 5 school days are missed due to bad weather, the Board will determine if and how days should be made up.

#### DISCIPLINE POLICIES

**PHILOSOPHY OF DISCIPLINE**

1. The goal of discipline is to maintain the school as a place where the students can learn effectively in a safe and secure environment and in an atmosphere of love, joy and peace.
2. Discipline in an essential part of training a child and is a reflection of love. It is intended to bring about a heart change for the benefit and betterment of the recipient. The ultimate goal of discipline at IGA is to mould students into responsible, caring individuals who recognize their role inside and outside of school, and who develop motivation that springs from the heart rather that from a need to conform.
3. Behavioural expectations are built around the concept of respect. Students are expected to demonstrate respect in their speech, actions and attitudes in all situations. Teachers are to instruct students regarding the meaning of respect to other, respect to property, and respect of self, and respect of the teaching and learning process. Specific instruction should help students understand how respect relates to speech, actions and attitudes.
4. Those in authority are to lead by example, modelling strong, ethical character traits.
5. Positive, constructive behaviours and attitudes are to be emphasized, encouraged and reinforced, while negative attitudes and behaviours are to be corrected firmly with the goal of returning the student to the right path.
6. Corrective actions are to be in keeping with the age of the student and the seriousness of the offence.
7. Corporal punishment will not be administered at IGA.

**STUDENT ACTIVITIES**

**GENERAL POLICIES**

1. Salesmen or distributors of any commodity whatsoever are not permitted to solicit or give demonstrations to the students or staff on the school property without getting approval from the Principal.
2. No entertainment, lecture or guest presenter other than by members of the worker community is permitted without the permission of the Principal.
3. No school-owned equipment or books may be loaned to individuals or groups other than those with direct affiliation with the school, and then only with permission from the Principal. A deposit may be charged for use of these items.
4. No staff member or student may engage in selling any commodity on campus unless approved by the Principal.
5. No money should be collected from the students for any purpose without authorization from the Principal.
6. No photos of students as representing IGA may be posted on a website or published publically (apart from the IGA yearbook) without the permission of the student’s parents.

**FUND-RAISING POLICIES**

1. Classes or student groups are permitted to hold fund-raising activities to sponsor approved events or purposes. Groups raising funds for standard events (e.g. HS banquet, senior trip) are to submit an annual fund-raising plan that includes:
	1. Estimate of amount of money needed
	2. Fund-raisers the class wants to do
	3. How profits will be designated
2. Reserved fund-raisers:
	1. Grade 10: Concessions for parent-teacher conferences
	2. Grade 11: Carnival
	3. Grade 12: 1-Lira Book Sale
3. The Grade 11 class sponsors the HS end-of-year banquet and may raise money for this event beginning in their 9th grade year. The total amount to be raised for the banquet should be estimated at 40 TL x the number of students in the senior class (adjustments may be made for inflation as needed with the approval of the administration.) Once the maximum amount has been raised, no more fund-raising activities for the banquet will be permitted.
4. The Grade 12 class sponsors scholarships and their gift to the school as well as subsidizing their senior trip and/or sneak, and may raise money for these purposes beginning in their 9th grade year.
5. The Fine Arts department has jurisdiction over funds raised through fine arts events. The department sponsors the Fine Arts award.

**LIBRARY POLICIES**

**GENERAL POLICIES**

1. The librarian will remove books that are deemed inappropriate from the library collection (see [Library Selection Policy](#_Library_Selection_Policy) below). Books that are known to be on Turkey’s banned book list will not be placed in the library.
2. A book replacement fee will be charged for books that are not returned or are severely damaged and must be replaced. A partial fee is charged for moderately damaged books or if inserts are lost or destroyed. The librarian will determine these fees based on the cost of replacement plus shipping.
3. Families not participating in the school may borrow books from the library after paying a fee to cover library costs.

##### LIBRARY SELECTION POLICY

In keeping with the school’s philosophy, the librarian seeks to select curriculum materials, books, magazines, and other media, which will contribute to educating students to make mature, intelligent decisions from an ethical worldview. This does not mean, however, that all library materials that do not agree with the school's philosophy are banned from the library. The school seeks to select materials that will provide an honest, realistic picture of world conditions so that they can be “the salt of the earth” and “the light of the world.” Unfortunately, evil conditions such as war, violence, immorality, bigotry, and hatred are a constant reality, which we must teach our students to cope with. However, we do not believe that the prevalent, graphic realism, the blatant, humanistic philosophy, and the obscenities and sexual perversion in so much of today's media is necessary to provide students with a realistic view of the world. All books and other materials selected for the library will be carefully reviewed to provide a high standard of literary and artistic value.

**HEALTH & EMERGENCY POLICIES**

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##### HEALTH

1. The school does not provide health insurance or pay for injuries. Families are expected to have personal health insurance plans that will cover their children’s illnesses or injuries. Families will be expected to reimburse the school for emergency payments made for a student injury.
2. Students with contagious illnesses or fever are not to be sent to school until they are no longer contagious or until the student has been fever-free for 24 hours without the use of fever-reducing medicine and 12 hours has elapsed from last vomiting incident.
3. Prescription medication must be administered by an adult.

##### EMERGENCIES

1. Emergency procedures for fires and earthquakes will be reviewed and drilled with the staff and students each year.
2. Emergency paths and exits will be clearly marked.
3. Fire extinguishers will be checked annually and placed in safe, yet accessible places.
4. Each floor is to be equipped with a whistle and flashlight for use in case of a serious earthquake.
5. The MEB will handle all dealings with the media in the event of an emergency. IGA staff members, students and parents are not to give interviews regarding any aspect of the school to the media for any reason without prior permission from the Turkish principal.