

Parent / Student Handbook

2014-15



Oasis International School
~ Ankara, Turkey ~

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INTRODUCTORY MATERIALS

LETTER FROM THE DIRECTOR:

Dear OIS Parents,

I want to take this opportunity to welcome both our new and returning families to the 11th academic year of OIS. Our student body consists of approximately 240 students from about 36 nations. I have always said that I truly believe Oasis International School will grow and develop along with your child in the coming years to become a leading educational institution in this city and country, and we are now seeing that become a reality. I continue to be grateful that each of you has given us the privilege of being a part of your child’s growth and development.

By enrolling your child at OIS, you have given us your vote of confidence. I commend you on your choice of schooling options, and I deeply appreciate your support. I realize that you, as the parents, are the primary educators of your children, bearing the authority and responsibility to teach, train, and discipline them in love. By enrolling your child at OIS, you are sharing that authority and responsibility with us, and that is not a job we take lightly. We on the OIS staff desire to work in conjunction with the home in educating the minds and molding the hearts of the students, while at the same time striving to model before them a life of sterling character ourselves. May we all be good stewards of these precious treasures with whom we have been entrusted.

Sincerely,
Ross Campbell, Director
Oasis International School, Ankara

~ Member School ~



MISSION STATEMENT

The mission of Oasis International School is to impart to each student a values-based education in an environment of academic excellence, while cultivating a respect for people of all cultures and religions.

PHILOSOPHY STATEMENT

Oasis International School believes in educating the entire child – mentally, socially, physically, and spiritually – in an environment that is disciplined, values-based, academically strong, and respectful of people of all cultures and religions.

VISION STATEMENT

Oasis International School exists because of our belief that a major impact can be made on our world through the education of international children who will in turn impact others in a positive way.

CORE VALUES

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Our Core Values (formerly known as our expected school-wide learning results (ESLRs)) of Oasis International School are built around the four areas of the whole child targeted for development (mental, social, physical, and spiritual) and can be summed up in an acrostic format using the name of our school, OASIS.

OIS students will be educated in such a way as to learn, develop, and apply the following:

O – Outstanding Character

- View all of life from a values-based perspective centered on truth.
- Develop personal traits of positive virtues and character qualities.
- Develop a spirit of others-centeredness, thus becoming a valuable and productive member of society.

A – Academic Excellence

- Set and strive to achieve high personal standards of excellence.
- Always work hard and cheerfully, giving 100% to the task at hand.
- Master and effectively apply basic skills and concepts of literacy, logic, science, technology, history/culture, and the arts.

S – Servant Leadership

- Learn and apply basic skills of good leadership (having a vision worth pursuing, becoming the kind of person others want to follow, and standing firmly for what is right).
- Learn to first be a good follower, showing respect for and obedience to authority.
- Develop servant-leadership through seeking, finding, and meeting the needs of one's peers and community and world.

I – Intellectual Curiosity

- Exercise creative thinking to find effective solutions to problems.
- Understand information learned in the classroom and apply it to real-life situations.
- Become a self-directed learner and a life-long learner with a thirst for knowledge.

S – Sportsmanship

- Learn and apply habits of good physical health and hygiene.
- Participate in activities and sports designed to promote teamwork and healthy living.
- Maintain a well-balanced and organized life, including the development of good study habits and time management skills.

ACADEMICS

ACADEMIC SUPERVISION

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OIS has an academic supervision program designed to help students who receive a report card containing two or more Ds or an F. Should a student be placed on academic supervision, a letter containing specific details about the program will be sent home to the parents.

ACCREDITATION

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The purpose of accreditation is to ensure that OIS measures up to certain objective standards of quality and maintains its own strategic plan for improvement. OIS is fully accredited by the Middle States Association of Colleges and Schools (MSACS). MSACS is one of the six major regional accrediting bodies in the United States, and it also accredits many international schools in Europe, Africa, and the Middle East.

CHEATING

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Cheating is a serious offense and will result in a grade of “zero” as well as parental notification. Cheating includes giving or receiving information about a test or quiz and/or handing in someone else’s work as your own. This includes plagiarism. Talking during a test is considered cheating.

DROP / ADD POLICY

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Secondary students may **drop** a non-required course, with parental approval and at the discretion of the administration, so long as it is done within one week of the end of the first quarter. A student may **add** a course, so long as it is done within the first week of the semester (for one-semester courses) or within the first two weeks of the semester (for two-semester courses).

EXTRA CREDIT

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Please do not ask for extra credit to help raise your child’s grades. If a student is not able to keep up in his regular schoolwork, then he does not need to be given extra work. Raising grades through extra credit work only masks the problem and gives parents and students a false sense of accomplishment.

GRADING SYSTEM

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The school year is divided into two semesters consisting of two quarters each. Report cards containing a student’s grades and absences are issued to parents at the end of each quarter. Progress reports are sent to parents in the middle of each quarter if the student’s average is near or below 70 or below the expected level of performance. Grades 1–6 are marked with A, B, C, D, or F in core academic subjects (i.e., language arts, math, science, social studies) and with E, G, S, N, or U for all other subjects (i.e., art, music, computer, P.E., library, etc.). Grades 7-12 are marked with numerical grades for all subjects. Conduct grades for all students follow the E, G, S, N, U scale.

E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>GPA</u>
A+	97 – 100%	4.0
A	93 – 96%	4.0
A –	90 – 92%	3.7
B +	87 – 89%	3.3
B	83 – 86%	3.0
B –	80 – 82%	2.7
C +	77 – 79%	2.3
C	73 – 76%	2.0
C –	70 – 72%	1.7
D+	67 – 69%	1.3
D	65 – 66%	1.0
F	Below 65	0.0

GRADUATION REQUIREMENTS

Math, 3 credits required: 3 credits from any high school math course. Typical such courses include Algebra I, Geometry, Consumer Math, Algebra II, Pre-Calculus, and Calculus, etc.

Science, 3 credits required: 3 credits from any mixture of the three branches of science: Physical Science (General Physical Science, Chemistry, Physics, etc.), Life Science (Biology, Anatomy, Zoology, etc.), and Earth Science (Environmental Science, Astronomy, etc.).

Social Studies, 3 credits required: 3 credits from any high school social studies course. Typical such courses include World Geography, World History, U.S. History, U.S. Government / Economics, etc. (U.S. Government / Economics is required for all students who are U.S. citizens or who plan on attending a U.S. university.)

English, 4 credits required: 4 credits from any high school English course. Typical such courses include 9th grade English, World Literature, American Literature, British Literature, etc.

Physical Education, 1 credit required: No more than 2 credits may be earned in PE. Each graduate must earn at least a half-credit in PE that is derived from a PE course. The remaining half-credit PE requirement may be satisfied by another PE course or by earning PE waivers through participation in extra-curricular sports (each varsity sport played in high school counts as a 0.25 PE waiver). Waivers satisfy the PE requirement but do not count toward the 24 credits needed for graduation.

Fine Arts, 1 credit required

Foreign Language, 2 credits required

Computer, 1 credit required

Electives, 6 credits

Total credits that must be earned for graduation: 24

(One credit equals 135 clock hours earned in high school-level courses.)

HONOR ROLL

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The **Honor Roll** List will consist of all students who have earned an A or B average in all courses for the grading period. The **High Honor Roll** List will consist of students who have earned an A average in all courses for the grading period.

HONORS / HIGH HONORS DIPLOMA

Honors: To graduate with “Honors,” a student must complete all of the normal graduation requirements plus achieve a final overall GPA of 3.5 or higher (on a 4.0 scale) for all high school courses taken at OIS.

Students achieving this will receive the following: gold honor cords at graduation, an “Honors” seal on their diploma, an “Honors” denotation on their transcript, and an “Honors” designation on the graduation program.

High Honors: To graduate with “High Honors,” a student must complete all of the normal graduation requirements plus do all of the following:

- ~ complete at least two years of high school at OIS, including one's senior year;
- ~ achieve a final overall GPA of 3.75 or higher (on a 4.0 scale) for all high school courses taken at OIS;
- ~ earn 27 high school credits by the time of graduation;
- ~ earn 4 credits in English, 4 credits in Social Studies, and 4 credits in either Math or Science (Consumer Math does not count toward this requirement);
- ~ take one Advanced Placement (AP) exam, scoring a grade of 3 or higher; and
- ~ earn the OASIS Aslan Award* twice during high school, once of which during one's senior year.

Students achieving this will receive the following: white & gold high honor cords at graduation, a “High Honors” seal on their diploma, a “High Honors” denotation on their transcript, and a “High Honors” designation on the graduation program.

***Aslan Award:**

To earn the OASIS Aslan Award at the end of a school year, a secondary student must do all of the following:

- ~ participate in at least one school-sponsored / approved extra-curricular activity during the year;
- ~ complete 20 hours of school-approved community service during the year (as confirmed in writing by a supervising adult); and
- ~ receive recommendations from two persons (one OIS staff member and one other adult).

Note: The new Aslan Award will replace the old School Spirit Awards and Character Awards.

RETENTION POLICY

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- Grades 1 – 2: Unsatisfactory progress in reading (including reading comprehension) and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.
- Grades 3 – 8: Failure of two major subjects (math, English, reading, social studies, or science) will result in the necessity of repeating the grade. Reading below grade level can be considered as failure of a major subject.
- Grades 9 – 12: Failure of courses at the high school level is dealt with individually and will affect the student’s acquisition of credits toward graduation requirements.

SEMESTER EXAMS

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Students in grades 9–12 are required to take final exams at the end of each semester in most courses. Semester exams count as ten percent (10%) of the semester grade for 9th-10th grade courses and fifteen percent (15%) of the semester grade for 11th-12th grade courses. Please ensure that your child is not absent for these exams. Semester exams can only be rescheduled for a serious illness, death in the

family, or other family emergency. Missing the exam for any other reason will require an exam grade of zero.

ATTENDANCE / ENROLLMENT

ADMISSIONS

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Oasis International School does not discriminate in its admissions on the basis of ethnicity, race, or religion. However, the school does maintain the right to refuse admission to students not meeting its academic requirements or to students displaying a lack of willingness to abide by its rules and regulations. Students must possess a foreign (i.e., non-Turkish) passport to enroll at OIS.

CHANGE OF ADDRESS

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Please notify the school immediately whenever your contact information changes (i.e., phone numbers, email addresses, mailing addresses, etc.). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information.

MORNING ARRIVAL

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Please have your children arrive between 8:00 and 8:25am. Once students have arrived on campus in the mornings, they are not to leave until the school day is finished. Students should report directly to the designated area when they arrive at school. Students should not go to their classrooms or other parts of the school until they are dismissed by the supervising teacher. The designated area for students in grades PK-6 is the basketball court (or the canteen, when the weather is too cold or wet). The designated area for students in grades 7-12 is the basement (except for the TKD room).

All students (even those with 1st period PE) should arrive at school in proper dress code attire. Any students who arrive after 8:30am should report directly to the office to explain the reason for their lateness and receive a late pass.

MORNING TARDY POLICY

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Every incident of a student being tardy to school is designated as either “excused” or “unexcused,” to be decided by the office staff. Tardies will generally be considered **excused** for incidents such as a vehicle breakdown, a family emergency, or a dental appointment. (Tardies due to oversleeping, running late, or missing a bus are considered unexcused.)

Unexcused tardies of elementary students will result in a zero on all graded work missed. In addition, a student’s fourth unexcused tardy during a semester and every unexcused tardy subsequent to that will result in appropriate disciplinary action as well as parental notification and a note in the student’s permanent record. Unexcused tardies of secondary students to class will be tracked and handled by the secondary teachers.

ABSENTEE POLICY

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At no time may a student leave the school campus during the school day, unless it is for a supervised school activity.

The absent student is responsible to find out what work he/she has missed and is expected to make up all such work. Requests for homework assignments should be made to teachers with plenty of advance notice, so that the teacher has enough time to write out the assignments. The number of absences each year will be recorded on the final report card. There is ample time built into the school calendar for vacations; please try to schedule your travels around these times. If, however, a family has an urgent conflicting activity, the parent should notify the school office as soon as possible detailing the anticipated absence.

Every student absence is designated as either "excused" or "unexcused." An absence may qualify as **excused** in one of the following ways:

- A) The parent of the absent student must give written / phone notice to the office (and to the classroom teacher, if the student is in elementary school) at least 24 hrs. in advance. This type of pre-arranged, parent-approved absence will be excused on up to three (3) days throughout the school year. Beyond these initial three (3) days, a parent must request and receive advance permission from the administration, which will be determined at its discretion and on the basis of the student's academic record, attendance record, and length of time remaining in the semester.
- B) In cases of illness or emergency, the parent should call the office on the day of the absence, before 8:40am. After three (3) or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school.
- C) In cases where a student is given an out-of-school suspension, then he/she is absent from school at the behest of the administration and should be considered excused.

For each **unexcused** absence per class in which the student acts alone without parental permission, the following disciplinary measures will be taken for students in grades 7-12:

- A zero daily grade,
- A 20% grade reduction on the make-up of any graded work missed, and
- A letter sent to the parents and put in the student's permanent record.

Only the 2nd bullet point applies to secondary students who act with parental permission (e.g., in conjunction with a family vacation, etc.).

Unexcused absences of elementary students in grades PK--6 will be dealt with on a case-by-case basis and may involve a conference with the parents.

Students who are absent from any high-school course for ten (10) days or more in a single semester will not receive any academic credit for that course *unless* those absences have been approved by the school administration and the student earns passing grades on the quarter's schoolwork as well as any semester exam for the course.

EARLY CHECK-OUT PROCEDURE

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Only a parent or legal guardian will be allowed to check students out of school before 3:00pm. Any other individual **will not** be allowed to check a student out of school unless specific permission is gained from the administration as a pre-planned checkout. Parents of elementary students must come in person and should go directly to the office when wanting to check out their child. Parents of secondary students may call or send a note to communicate permission for their child's early checkout.

The office will give the student a check-out slip at the time of check-out. This slip must be taken by the student to each teacher he/she will miss for the remainder of the day. Each teacher will initial the checkout slip beside the appropriate period and tell the student what his/her homework will be (or the student may check the Sycamore database for this information). This slip will then be returned to the office before the student leaves campus. The office will mark the absence and note whether it is excused or unexcused.

AFTER SCHOOL PICK-UP

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We love our students. However, all students should depart school at 3:00pm, when school ends.

Elementary students should (a) wait with their supervising teacher on the basketball court (or the atrium, during bad weather) for their parent or designated driver to pick them up, or (b) follow their teacher to the bus bay area to board their bus, or (c) walk home (if their parents have granted permission for this). Elementary students who remain on campus after 3:15pm will be supervised by a security guard until parents can make arrangements to pick them up.

Students may stay after school only with written permission from their parents and with approval from both the supervising teacher and administration (i.e., for a school-sponsored extra-curricular activity). Siblings of students in such extra-curricular activities may remain on campus, provided that the teacher who sponsors the ECA is willing to supervise them.

OIS bears no liability for students who loiter on campus unsupervised after 3:15pm. Secondary students will be escorted off campus, and elementary students will be escorted to a security guard. Such students' privilege of participating in extra-curricular activities may be revoked, or the school bus service may be required, or fines may be levied.

BUS POLICY

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OIS has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Responsible behavior on the bus is expected from all students using the service. Misbehavior on the bus may result in suspension from the bus. Only students who are registered for the bus service or have advance permission to ride will be allowed to board the bus. The afternoon buses depart school at 3:10pm. Secondary students who are bus riders will be left behind if they are not on the bus by that time. Elementary students who are bus riders will not be allowed to remain on campus after that time unless the office has received a note or phone call from the parents in advance. Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note from their parents. Students are not allowed to use the office phone to gain parental permission for this.

SNOW DAYS

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In the event of a cancelled day of school due to snow, parents will be informed of this by 7:00am via a message posted on the home page of the OIS website as well as on our Sycamore database.

WITHDRAWAL

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Withdrawal from OIS for any reason must be transacted through the school office by the parent or guardian. Parents should provide the school with official written notification of the withdrawal, as well as forwarding contact information. All money owed to the school must be paid before the withdrawal is complete and records can be released. **A fourteen-day minimum notice should be given prior to the withdrawal of any student.** In the event of an early withdrawal from OIS, a 5% administrative fee will be charged; the remainder of semester school fees will be refunded on a pro-rated basis, upon request.

MISCELLANEOUS

ASSIGNMENT NOTEBOOKS

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All students in grades 4-12 are expected to obtain and regularly use an assignment notebook in which they daily record their homework, tests, quizzes, projects, and any other schoolwork that is due. Students below grade 4 will be provided with weekly assignment sheets from their teachers. Parents are urged to periodically review their child's notebook (as well as the Sycamore database) to ensure that assignments are being accomplished. These notebooks may also be periodically checked by teachers.

CAMPUS CLEANLINESS

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Students should take pride in their campus and keep it clean. Gum is prohibited on the OIS campus at all times (both inside and outside) due to the mess and hygiene issues caused by its inappropriate disposal; any gum chewing violations will result in a lunch detention. All trash should be properly thrown away, and students should pick up stray litter when they see it. Please do not pick off bark or branches or leaves from the plants in the garden areas.

CONFERENCES AND SCHOOL VISITATION

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Formal parent / teacher conferences are held on a school-wide basis after the 1st quarter. Other individually requested conferences are encouraged but should occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. The administration can be made available for any of these conferences, if necessary. If you have a classroom-related concern, it is normally advisable to first approach your child's teacher before addressing your concerns to the administration. Your child's teacher wants to be approachable and responsive to your concerns.

If a student has an out-of-town friend who wishes to visit for a day, he/she should receive a signed campus pass, adhere to the OIS dress code, and abide by all school rules while on campus. (Limit: one visit per person per semester.) Please contact the administrative office in advance to seek permission and make arrangements for such visits.

DISCIPLINE

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As mentioned in our Philosophy Statement, "OIS believes strongly in a learning environment that is disciplined." We believe that respect for authority is an essential ingredient to quality education and character development. Therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers who strive to live their lives in such a way as to model the exemplary behavior expected from the students they teach.

OIS classroom teachers are tasked with the primary responsibility of ensuring that their students behave in a proper way. At the beginning of the school year each teacher creates a classroom discipline plan, clearly communicating the rules and consequences to the students, and then consistently implementing it. Teachers send these classroom policies home to the parents at the beginning of the school year.

The administration, however, is charged with final responsibility for conformity with school standards. So if a student commits a particularly serious offense or has developed a habit of repeatedly committing the same offense, then that student may be referred to the administration for special action. Such action may take one of several forms, including but not limited to the following: *

- loss of lunch or break privileges
- Friday after-school detention
- conference with the parents
- in-school suspension
- out-of-school suspension
- permanent expulsion from OIS

*School discipline may occur for behavior outside of school if it is of a nature that exhibits extremely bad conduct.

Please be supportive of the teachers and administration in their decisions, and let your children know that you and the school are on the same team – their team. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for misconduct.

DRESS CODE

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At all times on campus or during school-sponsored activities, students' clothing should fit properly, and their overall appearance should be neat, modest, and non-offensive. OIS students should conform to the following dress code:

GIRLS:

- **PANTS, CAPRI PANTS, AND SKIRTS:** Female students may wear any solid color long skirts, long pants, and calf-length capri-style pants. No part of the knee should be visible when sitting. Blue jeans are not permitted. Leggings are not permitted. Pants should fit properly (not too baggy or too tight) and should be in good condition (not torn/raggedy or too faded).
- **SHIRTS:** Shirts with fold-down collars and sleeves should be worn, properly buttoned. Students may wear any color shirt provided they do not have pictures, words, or messages other than a discreet logo. (Hawaiian style shirts with tasteful patterns are acceptable.)
- Sheer shirts are not permitted.
- Tight fitting or low cut clothing is not permitted. No midriff skin should be visible, even when arms are raised. (Tucked-in, “tank top” undershirts / camisoles should be worn, if necessary, to ensure this.)
- No excessive jewelry or make-up. No facial jewelry. No more than two earrings per ear.
- Hairstyles must be of a natural color, not extreme, and should not cover the eyes.

BOYS:

- **PANTS:** Long pants (ankle-length) of a solid color should be worn. Blue jeans are not permitted. Sweat pants are not permitted. Pants should fit properly (not too baggy or too tight) and should be in good condition (not torn/raggedy or too faded).
- **SHIRTS:** Shirts with fold-down collars and sleeves should be worn, properly buttoned. Students may wear any color shirt provided they do not have pictures, words, or messages other than a discreet logo. (Hawaiian style shirts with tasteful patterns are acceptable.)
- No earrings or other facial jewelry.
- Hairstyles must be of a natural color, not be extreme, and not extend over the eyes, ears or collar.
- Any facial hair should be kept neatly trimmed.

ALL STUDENTS:

- **OUTERWEAR:** Outerwear such as sweaters, fleeces, jackets, and coats (but not sweatshirts or jerseys) may be worn, provided that a dress-code appropriate shirt is worn underneath – and provided that they do not have pictures, words, or messages other than a discreet logo. (Oasis zipper fleeces are acceptable.)
- **SHOES:** Shoes may be dress shoes, athletic shoes, or sandals. Flip-flops are not permitted. Athletic shoes must be worn for PE.
- Hats may be worn outside the school building (provided they do not have inappropriate logos, etc.), but they may not be worn inside.
- No undergarments should be visible.

NOTE: Any clothing that is immodest or offensive is never appropriate to be worn at school or at school related functions. (This includes dress-down days, field trips, concerts / recitals, carnivals, balls, lock-in's, luaus, P.E. classes, ECAs, etc.)

DRESS CODE CONSEQUENCES:

The student dress code will be monitored daily. Students will be sent to an administrator if the dress code is violated. Students must wear dress code appropriate clothing provided by the office if they are in violation of the dress code. Students will have the option to call home. Parents may bring appropriate clothing for students to wear. If students repeatedly violate the dress code, a parent conference will be arranged with the administration.

ELEVATOR

The school elevator is restricted to use by faculty/staff and students with physical needs for such.

ENGLISH ONLY

All OIS students are required to speak only English while on the school premises – unless, of course, they are in a foreign language class or have received special permission from a teacher to speak in another language.

FIELD TRIPS

A permission slip listing emergency information must be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Regular school dress applies to field trips unless otherwise noted. They will be expected to behave well and follow the directions of the teacher and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips.

GADGETS, GAMES, AND TOYS

Small gadgets, games, toys, comic books, non-educational magazines, cell phones, cameras, MP3 players, etc., may be brought to school only if they are **turned off** and kept securely hidden and not used on campus during school hours. [Large gadgets, games, and toys that cannot be easily stored in a locker or bag (e.g., skateboards, etc.) belong at home and not school.] Students bring these items at their own risk. Should such items be seen or heard on campus, they will be taken away and brought to an administrator and returned only to the parent, not the student. The second time a student is caught with any of these items it will be taken up, and the school reserves the right to **not return** them.

School aids such as hand-held computers, laptops, and e-readers may be brought to school at the owner's risk, provided that they are only used in class, by the owner, with teacher permission, and for academic purposes. Otherwise, they are subject to the same type of confiscation as mentioned above.

LIBRARY

Elementary classes have scheduled library times to check out materials and to develop reading and research skills. OIS welcomes parents to donate books, but they will become the school's property, and OIS will reserve the right to decide if / how to use any such books. Students should exercise much care in handling all books. Fines will be charged for overdue or lost books.

LOCKERS

Each secondary student will be assigned a locker to use for the year to store personal, school-related belongings. Keys will not be provided. The lockers are school property, and the student's use of them is a privilege. All lockers should be kept neat and clean, with no materials stored on top of them or spilling out of them. No lockers should be damaged, decorated on the exterior, or decorated in ways that are permanent or are of questionable morality. The school reserves the right to search any student locker at any time. The school is not responsible for any items lost or stolen from lockers.

LOST AND FOUND

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items for a fee. Periodically, all of the items in Lost and Found will be disposed of. Please label all clothing, books, bags, etc., with the student's name for easy identification.

LUNCH

OIS will provide an optional catered lunch program as a service to our students. Students are also welcome to bring packed lunches from home. The school will not provide refrigeration or heating for packed lunches, nor will it furnish students with napkins, straws, utensils, or dishes, so please keep this in mind when packing a lunch. Students who occasionally forget to buy or bring their lunch will be provided with a packet of crackers kept on hand in the office. However, this should not become a habit.

All lunches should be eaten in the canteen and not in the classrooms. Break-time snacks may be eaten in classrooms with special permission from a teacher. Students should leave the canteen clean upon their departure from lunch. Students who fast during the month of Ramazan will be allowed to spend lunchtime in a classroom with a supervising teacher.

Elementary students are to sit according to grade level at lunch. All students are allowed to bring water bottles to school and may use them during class.

PALS (PARENTS ACTIVELY LENDING SERVICE)

PALS is a service organization involving parents who volunteer their services to assist the school and the teachers in a variety of ways. If you would like to know more about how you can be involved with the PALS, please contact the school office.

PARENT / STUDENT APPEALS PROCESS

In a situation where there may develop an irreconcilable difference between a parent / student and a member of the school faculty, staff, or administration, there is a formal means by which such grievances should be handled. OIS follows the Appeals Process as established by the global network of Oasis International Schools, of which our school is a member. The full text of this appeals process is available from the school office upon request.

PHYSICAL AFFECTION

Students should not display physical affection with anyone else on campus (this particularly includes cross-gender hugging, kissing, hand-holding, etc.), as it is considered inappropriate at any time and will be subject to disciplinary actions laid out in the secondary behavior policy.

SCHOOL OFFICE

The school office is a place of business, and students should only be in the office when on official business for a teacher or parent. The teacher workroom is off-limits to all students. Student use of the office fax/phone is restricted to emergency situations only. Students are not to use the school's photocopy machines to make personal copies. Students are not to request the office to make monetary change for them.

SENIOR LUNCH PRIVILEGE

Seniors may leave campus during lunch break, unsupervised, provided that their parents have sent written permission to the school for this. Seniors must sign out and in at the office when leaving and returning, and they are expected to adhere to OIS dress code and conduct themselves in an appropriate manner during their off-campus lunch. Seniors are not to purchase lunches for other students or conduct favors for other students while off campus. Seniors are to be in their next class by the time the bell rings to begin the period. Failure to adhere to these rules may result in a loss of this privilege for a period of time.

SEXUAL PURITY

OIS is a school for children, not adults. Students who engage in sexual activity take on the roles of adulthood, enjoying privileges reserved for married adults and exposing themselves to the many adult responsibilities / potential consequences that are inherent in such activity. OIS has a duty to protect the moral environment of our school and to ensure the health and welfare of all our students. Due to this, OIS expects sexual purity from all of its students, and the administration reserves the right to dismiss from the school any students discovered to be willfully and/or continually sexually active. However, if a student is struggling in this area and in need of help / counseling, or has been the victim of any kind of sexual abuse, he/she may seek the assistance / advice of a teacher of the same gender or our guidance counselor, who stand ready to help.

STUDENT PASSES

Students are required to have hall passes from their teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc. At no time is a student to be in the teacher workroom, records room, boiler room or storage areas.

TEXTBOOKS

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The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care and keep them covered at all times. Book covers should not be taped or glued to the book in any way that causes significant damage upon removal. Loss of or damage to textbooks that goes beyond reasonable “wear and tear” will be paid for by the student. Replacement of lost or damaged textbooks will be charged at a rate to replace the textbook plus shipping.

WEEKLY FOLDERS

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Each OIS student will be issued a weekly folder. This folder will be sent home to the parents via the student every Wednesday afternoon as a means of enhancing communication between school and home. The folders will contain any and all correspondence from the school to the parents, including memos from the office and teachers, graded schoolwork of the students, and weekly lunch order forms.

Each Wednesday evening parents should anticipate the arrival of their child’s folder, asking their child for it, if necessary. Parents are to read through the contents of the folder, keeping the memos, signing the graded schoolwork, and completing the lunch order form (with enclosed exact payment in a sealed envelope). The folder should then be returned to school the following day via the student (along with any signed schoolwork and completed lunch orders). Penalties will apply to students who forget to promptly return their folders.

SAFETY

ACCIDENT PREVENTION

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Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. No sitting in open window ledges. Throwing sticks, rocks, or snowballs is not allowed. Students are not to possess alcohol, tobacco, illegal drugs, or weapons at any time on campus or at a school-sponsored event. Students are also expected to exit the campus properly after school and cross the street safely. For any serious accidents and/or injuries that may occur on campus, Tobb Etu Hospital is our usual medical provider.

CHILD ABUSE / SUICIDAL TENDENCIES

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OIS has staff policies in place to address any detected signs of child abuse or any suicidal expressions and/or actions of any student. In the case of suspected child abuse or suicidal tendencies, the parents of the student will be notified promptly.

ILLNESS POLICY

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Anyone at school with a fever over 38°C (100°F), vomiting, moderate to severe diarrhea, undetermined rash or spots, head lice, pink eye, severe headache, grossly productive cough, or other such symptoms of illness will be sent home with parents and advised to seek medical care. **Those who have recently experienced a fever, vomiting, or diarrhea should stay at home for 24 hours following the unmedicated cessation of such symptoms.** People who have only minor symptoms will be allowed to remain at school but are encouraged to wash their hands frequently and to cover their mouth and noses when coughing and sneezing.

If a doctor confirms that someone has a communicable disease, and if notifying parents of other students is warranted, the office will send an informative letter home to tell parents about the situation and to relay helpful information about the disease.

INSURANCE

Though great care is taken to protect students, accidents do sometimes occur. All of our students are protected with insurance that covers medical expenses incurred by any student who receives an accidental injury during a school-sponsored activity.

MEDICATION POLICY

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1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.
3. The parent must send precise instructions written in English indicating the following:
 - a) time when medication is to be taken
 - b) dosage
 - c) name of medication
 - d) reason the child must take the medication
 - e) name & phone number of prescribing doctor for prescription medicine
(If the instructions are not clear to the administering OIS faculty or staff member, the child will not be allowed to take the medication until the parents are contacted for clarification.)
4. Students must give all medication (along with the parent's instructions) to the office in the morning. At the office the medication will be stored and administered to the student at appropriate times during the day, when the student goes to the office to receive timely doses of medicine. Elementary teachers should note when the student is to receive doses and send the student to the office for this purpose at timely intervals.
5. If a student must maintain the medication on his/her person, due to possible medical emergencies (e.g., asthma problems), then this must be approved by the administration.
6. No student may at any time give or sell another student medication.
7. All medication will be stored in a secure area that is not accessible to students.
8. No medication is to be administered without first checking the student's medical form in the office.
9. Office personnel will dispense Tylenol / Ibuprofen tablets when the child comes to the office with a note from the teacher, but only after the child's emergency medical record has been checked to make sure that parental permission has been given for this.