



**Student  
Handbook**  
2024-2025

Truth, Excellence, Diversity

Revised August 29, 2024

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# 1.0 Introductory Materials

## 1.1 Welcome from the Head of School

Dear Oasis Parents,

I would like to take this opportunity to welcome you to the 2024-2025 school year. This 21st year of serving the international community in Ankara. Entering this year we have made many campus improvements and program enhancements that will contribute to a wonderful experience for all this year. Thank you for entrusting the Oasis staff to partner with you in the education of your children.

By having your child enrolled at Oasis, you have become part of a diverse community, committed to developing the whole child, and dedicated to academic excellence. Our student body, made up of 400+ students representing over 75+ countries, provides a unique opportunity for rich diversity in each classroom and at every grade level. Our highly qualified Oasis staff is excited to invest in your children both inside and outside of the classroom in an effort to model responsible global citizenship and to mentor them to become citizens of high moral character on a foundation of truth. Commitment to these goals will ensure Oasis as a leading educational institution in this city and country. I am looking forward to a year of learning and growing together.

Sincerely,



Karl Nielsen, Head of School  
Oasis International School, Ankara

## 1.2 Mission, Vision, and Core Values

### 1.2.1 Mission

Oasis International School is a community of students, parents, and qualified educators working together as an Oasis network school, to instill in our school community:

- a passion for truth,
- a commitment to excellence,
- and an appreciation for diversity.

Veritas, Virtus, Varietas!

### 1.2.2 Purpose

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.

### 1.2.3 Core Values

Oasis International School strives to reflect each of the following interrelated core values in every aspect of the school's operation:

- **Truth (Veritas)**

Education exists for the purpose of understanding truth as revealed in every facet of life. Truth forms the foundation of reality on which all sound ideals must be constructed. A quality education inspires students toward a lifelong pursuit of truth and equips them to continue exploring the world, seeking to understand and apply the truth displayed therein.

- **Excellence (Virtus)**

The display of excellence demonstrates truth and virtue through effort. Excellence demands a vigorous commitment to fulfilling every task in such a way as to clearly exhibit its worth. We believe

that education is worthy of our commitment to excellence, and we aim to assist students in developing personal commitments to excellence for both present and future endeavors.

- **Diversity (Varietas)**

The presence of diversity challenges our assumptions and adds beauty to the world. As we learn to respect the unique qualities of others, we are encouraged to step outside of our safe havens, thoughtfully critique our own biases, and understand a more complete picture of truth. We are committed to fostering an environment in which students enjoy the beauty of diversity.

### **1.3 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.

### **1.4 Expected Student Outcomes**

Our Expected Student Outcomes 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. Oasis International School 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, valuing diversity, 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 truth).
- 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 critical thinking to seek truth and to find effective solutions to problems.
- Understand information learned in the classroom and apply it to diverse, 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.
- Strive for excellence 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.



## **1.5 Non-Discrimination Policy**

Oasis International School does not discriminate in its admissions on the basis of ethnicity, race, or religion. The school grants admission to students based on the ability to meet school academic requirements and willingness to abide by school rules and regulations, as well as the parents' support in both of these areas. The Turkish Ministry of Education has determined that students must possess a foreign (i.e., non-Turkish) passport to enroll at OIS.

## **2.0 ACADEMICS**

### **2.1 Accreditation**

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 (MSA), one of the six major regional accrediting bodies in the United States. MSA also accredits many international schools in Europe, Africa, and the Middle East.

### **2.2 Philosophy of Homework at OIS**

Homework at our school reinforces daily learning, allowing students the chance for additional practice. It may also introduce new topics or foster critical thinking skills. Students are expected to complete homework independently, without external assistance for example, from parents, peers, and/or tutors. Assignments are tailored based on individual student needs and abilities. Exceptions can include long-term projects such as Science or Geography Fairs, International Day, or research papers. As students advance academically, they may experience increased homework volume and rigor.

Examples of Homework:

1. Nightly reading
2. Exam and Test Review and Study
3. Reading and/or writing assignments
4. Projects: individual and/or group projects

Practice - common homework to enforce or foster the lesson plan or sessions. Usually, students understand the lesson during a session, but they need to practice at home in order to master the topic or lesson.

Preparatory - students will practice with the ideas or concepts that will be introduced in the upcoming lesson.

Extension - Teachers challenge students by giving homework on related concepts with the lesson plan. When teachers want to differentiate teaching, they might give extra homework to advanced students to extend their learning skills.

Integration - Homework that requires integrating different skills in a single skill. For example, assigning projects that integrate several concepts in a single work.

### **Homework guidance for High School:**

All homework should be due during the class period. Students should have at least 1 full day (24 hours) to complete homework assignments and all homework assignments should be assigned and explained during the class period. Teachers should not depend on digital communication in assigning homework.

Students taking AP classes will have a heavier homework load due to the rigor of the program. Nonetheless, AP teachers are expected to follow the OIS homework policy.

## **2.3 Cheating and Plagiarism**

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own, including copying passages from the Internet or from printed material. Cheating and/or

plagiarism are serious offenses which will result in a 0 (F) on any assignments, including examinations.

ChatGPT/AI note: OIS believes AI is an effective tool in assisting the learning process and can be used to leverage education. For this reason, OIS will not ban the use of such tools; however, if a student uses AI generated material to pass as their own original work, OIS administration will adhere to the OIS Cheating and Plagiarism policy.

## **2.4 Advanced Placement (AP) Program**

OIS offers an expanding Advanced Placement (AP) program at the school and online through NorthStar Academy to help prepare students for the demands of university education. AP courses follow specific content and learning objectives that are set by The College Board, which allows students to sit for exams at the end of the course. Students who score well on the exam could receive college credit at the discretion of individual colleges and universities. Students will be accepted into AP courses on the basis of having successfully met all prerequisites including being at grade level or above on MAP, having an A or B in the prerequisite class, and having the previous teacher's recommendation. Students will have the opportunity to consult with their teacher and guidance counselor to ensure that they are adequately prepared for AP studies during the course pre-registration process in the spring.

## **2.5 Retention Policy**

In unique circumstances, in collaboration with classroom teachers and school administration, the school may deem it necessary to retain a student in a grade level. Parents will be notified by administration when retention becomes evident. Students may be retained for a variety of reasons, including: social emotional factors, academic performance, assessment results, and/or developmental readiness.

## **2.6 Elementary School (PreK - 4th Grade)**

PreK and Kindergarten use a standards-based grading scale. 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 Specials classes (i.e., art,

music, computer, P.E., library, etc.). Conduct grades for all students follow the E, G, S, N, U scale.

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

Letter Grade Scale:

Letter Grade	Numerical Grade %	Letter Grade	Numerical Grade %
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	Below 60

## 2.7 Secondary School (Middle School and High School)

### 2.7.1 Academic Supervision

OIS has an academic supervision program designed to help students who receive a report card containing D's or F's. Students with F's are placed on academic supervision. The following steps are in place to help students find academic success who have low grades at midterm progress reports and/or report cards:

1. Students with one or more F's on their mid-term progress report or end of quarter progress reports will be placed on academic supervision.

2. The guidance counselors will send an email to the parents/guardians stating the student has received at least one F and is currently on academic supervision.
3. These students will be required to attend an academic supervision Study Hall after school during the ECA time from 3:15 pm - 4:20 pm or 3:30 pm - 4:50 pm on either Tuesday or Wednesday depending on parent request and the chosen bus service. Parents of students with D's will be notified that Academic supervision Study Hall is available but optional for their child.
4. Parents must choose which day their student will attend. Attendance will be taken and the guidance counselor will monitor that students are working. One day is required, but both days may be requested.
5. Students will be required to attend the academic supervision Study Hall weekly until the next grade report shows all passing grades; unless, the student earns a passing grade within the first week of assigned academic supervision.
6. If a student is on academic supervision they are allowed to continue with other after school activities, but will not be allowed to play in any team games until their grades improve to passing.
7. Students will be suspended from all ECAs (including sports) for being in 2 consecutive sessions of academic supervision. Students may rejoin ECAs once they exit from academic supervision.

### 2.7.2 Grading System

<b>Academic School Year (August to June)</b>	<b>Fall Semester (August - January)</b>	<b>Quarter 1 (August to October)</b>
		<b>Quarter 2 (October to January)</b>
	<b>Spring Semester (February - June)</b>	<b>Quarter 3 (February to April)</b>
		<b>Quarter 4 (April to June)</b>

The school year is divided into two semesters consisting of two quarters each.

### **2.7.2a Report Cards and Progress Reports**

Report cards containing a student's grades and absences are issued to parents at the end of each quarter through the document tab on Sycamore. Progress reports are also posted on Sycamore for parents in the middle of each quarter.

### **2.7.2b Transcripts**

Transcripts list all of a student's high school courses that count as credit toward a diploma, though only OIS courses are included when calculating a student's grade point average (GPA). OIS will revise a transcript only in the case there is a clear and correctable error. Any requests for transcript revisions must be submitted to the OIS administration for review. Once approved, changes will be reflected in the Student Information platform and a new transcript will be processed.

### **2.7.2c Conduct Grading**

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

### **2.7.2d Grade Point Average (GPA) and Weighted GPA**

The GPA, or Grade Point Average, is a number that indicates how high you scored in your courses on average. Using a scale from 1.0 to 4.0, your GPA tracks your progress during your studies. Only OIS courses are included when calculating a student's grade point average (GPA).

As a benefit, a student's GPA may be weighted depending on the rigor of the course. A student's weighted and unweighted GPA will be represented on the student's transcript.

Transfer students may receive the AP and/or Honors weighted grades if transferring in from a sister Network school including NorthStar Academy.

Students who take an AP course but don't take the AP exam will receive the AP listing on the transcript but will have an unweighted GPA grade (the rationale being to honor all the extra work going into studying, practice exams, and prepping for the exams in May).

High school classes that are excluded from a student's GPA include teacher's aide, office aide, library aide, or any other highschool class that receives a pass/fail grade.

Letter Grade	Numerical Grade %	Grade Point Average (GPA)		
		Standard	Honors	AP
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	65-66	1.0	1.5	2.0
F	Below 65	0	0	0

### 2.7.3 Graduation Requirements

Subject	Required for Graduation	University Recommendation and Highest/High Honors
English	4 credits	4 credits
Mathematics	3 credits	4 credits
Science	3 credits	4 credits
Social Studies	3 credits	4 credits
Physical Ed./Health	1 credit	1 credit
Foreign Language	2 credits	2 credits
Fine Arts	1 credit	1 credit
Technology	1 credit	1 credit
Electives	6 credits	6+ credits
Total	24 credits	27+ credits

See the [OIS Course Catalog](#) for course details

English: 4 credits required: 4 credits from any high school English course. Typical courses include English 9, World Literature, American Literature, British Literature, AP English Language and Composition, and AP English Literature and Composition.



Math: 3 credits required: 3 credits from any high school math course. Typical courses include Algebra I, Geometry, Algebra II, Pre-Calculus, and Calculus. Additionally, Fundamentals of Math, Consumer Math, and Intermediate Algebra courses may be offered. Universities in the U.S. want to see a minimum of Algebra II. Students transferring in with Integrated Math will receive a placement test to see at which course they are best suited to enter. Algebra and Geometry from middle school may be placed on the high school transcript with prior parent and teacher approval.

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 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.). Students may also take AP World History, AP US History, AP Psychology, AP Microeconomics, AP Macroeconomics, and AP Human Geography for credits in the Social Sciences.

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 extracurricular sports (each varsity sport played in high school counts as a 0.25 PE waiver and must be earned within two consecutive school years). Waivers satisfy the PE requirement but do not count toward the 24 credits needed for graduation.

Fine Arts, 1 credit required: Typical courses are Studio Art, Ceramics, Yearbook, Drama, Band, Choir, and Speech.

Foreign Language: 2 credits required in the same language. Typical at OASIS are Spanish, Turkish, and ESL Levels 1-3. Many other languages are available from online learning with NorthStar Academy.

Computer: 1 credit required. Typical at OASIS are Computer Programming, Computer Animation, Digital Media, and Yearbook. Other computer electives are offered online on NorthStar Academy and Keystone.

Electives: 6 credits. Once core class requirements are met, additional classes in those areas count towards electives. Typical elective classes at OASIS include World Religions, Bible classes, Psychology, Career Education, Speech, and Sociology and vary yearly depending on teacher interest and availability.

Total credits that must be earned for graduation: 24

Per the Carnegie Unit system, one credit equals 135 clock hours earned in high school-level courses and 0.5 credits being 68 hours each semester.

Any students seeking early graduation (end of 11th grade year) must discuss this with the school administration by April 15 of their 10<sup>th</sup> grade year and pay the early graduation fee of \$1000 plus additional course fees.

OIS offers up to 7 credits each year and the guidance counselors will transfer up to 7 credits per year for transfer students enrolling.

Outside credits are those coming from a pre-approved, accredited program where a certified teacher or coach has given the student a grade following 60 hours of direct instruction per 0.5 credit. Outside credits can include credits from other online schools or foreign language institutes and may be added to the students' transcript once an official transcript from the accredited company is shared.

#### 2.7.4 Switching Classes

Secondary students may add or drop a course with parental approval and at the discretion of the administration within the first 5 days of the initial day of attendance. Students who drop a course after the allotted time period will receive a WF (Withdrawal F) on their transcript and won't be penalized with negative GPA points for the F.

## 2.7.5 Honor Roll

High Honor Roll (Required current-year enrollment) - Students in grades 7 – 12 are eligible for this award if they have a 3.8 average or higher on their semester grades. Any grade of a C+ or below in either semester will disqualify the student for this award.

Honor Roll (Required current-year enrollment) - Students in grades 7 – 12 are eligible for this award if they are with a 3.2 - 3.79 average on their semester grades. Any grade of a C+ or below in either semester will disqualify the student for this award.

## 2.7.6 Graduation Recognitions

<p>Highest Honors:</p> <ul style="list-style-type: none"> <li>• White/Gold Cords</li> <li>• Denotation on Transcript</li> </ul>	<p>3.80 - 4.00 (unweighted)</p>	<ul style="list-style-type: none"> <li>• Complete 4 semesters at OIS HS.</li> <li>• Earn 4 credits in each of the following core classes: English, Social Studies, Math, and Science.</li> <li>• Complete at least 1 AP Course and take at least 1 AP Test.</li> <li>• Earn 27+ HS credits</li> <li>• Earned the Aslan Award twice in HS, including once Senior year.</li> </ul>
<p>High Honors:</p> <ul style="list-style-type: none"> <li>• Gold Cords</li> <li>• Denotation on Transcript</li> <li>• Seal on Diploma</li> </ul>	<p>3.50 - 3.79 (unweighted)</p>	<ul style="list-style-type: none"> <li>• Complete 4 semesters at OIS HS</li> <li>• Complete OIS HS graduation requirements.</li> <li>• Complete at least 1 Honors or AP Course.</li> <li>• Earn 27+ credits</li> <li>• Complete the Aslan Award once in HS, does not need to be Senior Year.</li> </ul>
<p>Honors:</p> <ul style="list-style-type: none"> <li>• White Cords</li> </ul>	<p>3.20 - 3.49 (unweighted)</p>	<ul style="list-style-type: none"> <li>• Complete OIS graduation requirements.</li> </ul>

		<ul style="list-style-type: none"> <li>• Complete 25+ credits</li> </ul>
<b>Valedictorian:</b> <ul style="list-style-type: none"> <li>• Embroidered stole (school keeps) and medal (student keeps) at graduation</li> <li>• Denotation on Transcript</li> <li>• Seal on Diploma</li> </ul>	Highest in class (weighted)	<ul style="list-style-type: none"> <li>• Have the highest weighted GPA of his/her class.</li> <li>• Complete 4 full semesters in OIS High School.</li> <li>• Completed his/her entire Senior year with OIS.</li> </ul>
<b>Salutatorian:</b> <ul style="list-style-type: none"> <li>• Embroidered stole (school keeps) and medal (student keeps) at graduation</li> <li>• Denotation on Transcript</li> <li>• Seal on Diploma</li> </ul>	Second highest in class (weighted)	<ul style="list-style-type: none"> <li>• Have the highest weighted GPA of his/her class.</li> <li>• Complete 4 full semesters in OIS High School.</li> <li>• Completed his/her entire Senior year with OIS.</li> </ul>

### 2.7.6a Aslan Award

A secondary student must meet the following requirements by May 15th in order to receive the Aslan Award for that school year:

1. Participate in at least one school-sponsored / approved extra-curricular activity during the year.
2. Complete 20 hours of school-approved community service during the year (confirmed in writing by a supervising adult).
3. Receive 2 recommendations from (1) an OIS staff member and (2) another adult.

### **2.7.5b Highest Honors**

Required GPA: 3.8-4.0. To achieve Highest Honors students must complete 27 credits, 4 full semesters at OIS HS, earn 4 credits in each of the following: English, Social Studies, Math, and Science, complete at least 1 AP course and take at least 1 AP Test, and earn the Aslan Award twice in High School. Students will receive Gold/Green cords to wear at graduation and keep. Highest Honors will be denoted on the student's final transcript.

### **2.7.6c High Honors**

Required GPA: 3.5-3.79. To achieve High Honors students must complete 27 credits, 4 full semesters at OIS HS, complete at least 1 Honors or AP course, and receive the Aslan Award while in high school. Students will receive Gold cords to wear at graduation and keep. High Honors will be denoted on the student's final transcript.

### **2.7.6d Honors**

Required GPA: 3.2-3.49. To achieve honors students must earn at least 25 HS credits. Students will be given white cords to wear at graduation and keep

### **2.7.6e Valedictorian and Salutatorian**

Valedictorian is a title recognizing the highest performing student in a graduating class. Valedictorians must meet the following requirements:

- Have the highest weighted GPA of his/her class.
- Complete 4 full semesters in OIS High School.
  - Student GPA used to determine this award will be either a full 4 year GPA or final 2 year GPA, whichever is higher.
- Completed his/her entire Senior year with OIS.

Valedictorians will be recognized with an embroidered stole or medal at graduation.

Salutatorian is a title recognizing the second highest achieving student in a graduating class. Salutatorians must meet the following requirements:

- Have the second highest weighted GPA of his/her class.
- Complete 4 full semesters in OIS High School.
  - Student GPA used to determine this award will be either a full 4 year GPA or final 2 year GPA, whichever is higher.
- Completed his/her entire Senior year with OIS.

Salutatorians will be recognized with an embroidered stole or medal at graduation.

### 2.7.7 Grade Level Advancement

- Freshmen: 0 - 5 Credits
- Sophomore: 6 - 11 Credits
- Junior: 12 - 17 Credits
- Senior: 18+ Credits

### 2.7.8 Semester Finals

#### Middle School

Final exams are optional for students in Middle School. Teachers may assign finals depending on the requirements and rigor of the course. Note that Algebra I is a high school level course and will include an exam at the end of each semester.

#### High School

- Exam Limit: Students are not required to take more than 2 exams per day.
- Subjects: Final exams are only given in core subjects, including: Mathematics, English Language Arts, History, Social Sciences, and Sciences. Elective courses such as Fine Arts, Technology, Physical Education, and Foreign Languages do not administer final exams.
- Format and Duration: Traditional written (paper and pencil) semester finals must be taken during the scheduled class period and should not exceed 45 minutes. Cumulative projects may be completed over the course of no more than 3 school days and must be due on the day of the course's scheduled final. Students should be given enough time to complete the project during school hours.

- **Content:** Exams are designed by course teachers and may include cumulative skills learned throughout the semester, relevant performance and skill tests, and various formats such as written essays, speeches, multiple choice questions, short writing prompts, demonstration tasks, and short question/answer prompts.
- **Teacher Autonomy:** Classroom teachers have the freedom to design semester finals according to their classroom objectives and standards. They may choose to require a cumulative project in place of a traditional final, but students must only receive either a traditional final exam or a cumulative semester project.
- **Approval Process:** All final examinations must be submitted to the High School Principal for approval at least 3 weeks prior to the test day or project due date. Approval is expected within a week.
- **Study Guides:** Teachers are required to provide students with study guides for written exams, if administered, at least 1 week before examinations.
- **Weightage:** Semester exams will be worth 10% of the semester grade and are posted on semester report cards.
- **Quiet Period:** Students are required to stay quiet in all areas of the school during scheduled testing times.
- **Attendance:** Students are required to attend all scheduled classes during the finals schedule unless they have exempted a course's final.
- **Exemptions:** Seniors (12th Grade) are permitted to exempt from finals in the 2nd semester in classes which they currently hold an A or higher (93%+). Students must receive permission from parents and classroom teachers in order to exempt a final examination. Exemption request: [Form Link](#)
- **Early Examinations Requests:** Students are not permitted to take final examinations early. Requests for alternative testing dates are submitted to the High School principal and are approved only in extenuating circumstances.

### 2.7.9 National Honor Society

The **National Honor Society** chapter of Oasis International School in Ankara, Turkey is a duly chartered and affiliated chapter of the National Honor Society. Students in grades 10-12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a **Candidate Form** that provides the Faculty Council with information regarding the candidate's leadership and service. A history of

leadership experiences and participation in school or community service is also required. NHS members must meet character and service requirements in addition to maintaining GPS.

## 2.7.10 Athletics

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.

One of the ways in which we work to accomplish the above task is through our secondary (high school and middle school) sports teams. Oasis offers its secondary students the opportunity for athletic competition with other area private schools in our Fall Soccer, Winter Basketball, and Spring Volleyball extra-curricular programs. This document is designed to give both participants and parents a general understanding of how these programs operate.

### 1. Eligibility for Participation:

Age – Our high school sports teams are strictly for students in grades 9 through 12. Our middle school sports teams are strictly for students in grades 6 through 8.

Academic Eligibility - Students who remain on Academic Probation for two successive periods are ineligible for participation.

Behavior - One of our core values at Oasis is sportsmanship. Students wanting to participate in our extracurricular athletics programs must be willing to behave in a respectful manner toward coaches, teammates, referees, and opponents. Any student unwilling to do this will be subject to removal from their respective team.

Ability Level - In our secondary extracurricular athletics, one of our goals is to have our teams compete at the highest possible level while maintaining a high degree of sportsmanship. Coaches are encouraged to assess a student's ability along with the student's



level of commitment and overall attitude. With this in mind, there are occasions when:

- A. a child, who is otherwise eligible to play a sport, is cut from the team due to their low level of ability and/or the low amount of effort they are willing to put forth to improve;
- B. a child is invited to remain on the team but not selected to receive a uniform for games, or
- C. a child receives a uniform for games but has little to no playing time in games.

In the case of a child with a low ability level, we may, depending on the circumstances, work to employ either option “b” or “c” from the above list. This allows the child to continue to be a part of the team (attending practices and games) and enables them to develop or improve the necessary skills for their particular sport. As in much of life, there are roles on teams and we believe that there is great value in a student understanding and filling their particular role. It is also good to remember that roles can change. Through hard work and development a child can work their way out of a supporting role and into a starting or leading role.

## 2. Commitment Level:

At Oasis we ask for a high level of commitment in varsity athletics. Students will be expected to attend all practices and games and fully participate when called upon to do so. Exceptions to this would include things such as illness or injury. In some circumstances injured students may be encouraged to attend practices and/or games, which will enable them to continue to learn plays or strategies. In the event of a scheduling conflict, a child can be excused from a practice session or a game provided they have cleared it with their coach ahead of time. It is important to understand, however, that even excused absences can affect a player's role and playing time in games for a particular team. Practice sessions are generally held 3 days per week (Monday, Wednesday and Friday) from 15:15 to 17:00 for high school, and 2

days per week (Tuesday and Friday) from 15:15 to 17:00 for middle school. The frequency and times for games will vary depending on the availability of teams from other schools.

3. **Coaching:**

At Oasis we have a somewhat unique situation in that all of our coaches are strictly volunteers. Due to this fact, the coach or coaches for a particular sport may have limited coaching experience. However, the voluntary nature of these positions helps to ensure proper motivation for the teachers who give of their free time to guide, encourage and invest in the students.

4. **Cost:**

Students participating on an Oasis athletics team will be required to pay fees per sport in order to cover the cost of tournaments, transportation, uniforms, and practice materials.

5. **Concerns or Questions:**

All concerns or questions regarding the Oasis secondary extracurricular athletics activities should be directed toward the Athletic Director.

## **2.8 TEXTBOOKS**

The school fees cover the cost for the use of all textbooks (hardcopy and online). The school expects students to treat all books with care. 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.

## **3.0 Admissions and Attendance**

### **3.1 Admissions**

The admission committee evaluates students' records from previous schools, including any standardized testing. Students who are deemed to need additional support are enrolled after their application has been reviewed by the Instructional Services team to determine if there is support available that meets the students' needs. The admissions procedures are accomplished through the following sequence:

1. Parents contact our Admissions Counselor for information on admission procedures. There is "open enrollment" at OIS, meaning students can transfer in anytime during the year if they have withdrawal grades from their previous school.
2. Parents must submit the properly completed application form, a recent photo of the student, at least 2 years of previous report cards, standardized testing (if any), reports of special needs (if any), vaccination records (if any), the student's passport, and the student's residence permit (may be submitted no more than 90 days after first day of school).
3. After the application and report cards have been submitted, the Admissions Counselor may schedule a Zoom call to do an English assessment (WIDA screening) with the student. WIDA screening will be done for students applying for grades 1-12 whose report cards do not show a mastery of the English language.
4. For students applying for grades 10-12, a Guidance Counselor will review their previous high school credits to make sure they are on track to graduate from OIS.
5. Students with special needs will have their psycho-educational evaluations and other relevant documentation reviewed by the Academic Support teacher to determine if OIS can meet the needs of the student.

6. When all supporting documents have been submitted and steps 3-5 have been done (if needed), the Admissions Counselor will present the application to the Admissions Committee for their review and enrollment decision.
7. Students admitted during the school year will have a 48 hour waiting period before they join their classes.

### 3.1.1 Admission Policy for Turkish Citizens

The Turkish Ministry of Education (MEB) does not allow OIS to enroll Turkish citizens, including dual citizens and former citizens.

### 3.1.2 Probationary Status

All applicants will be admitted on a nine-week probationary status to ensure the applicant will succeed in the behavioral and academic environment of the school. Probationary admissions are reviewed each grading period and parents will be notified if it is determined the probationary period should be extended for another nine weeks.

### 3.1.3 Transfer Student Policy

Students transferring to OIS in grades 9 through 12 will be permitted to transfer a maximum of 7.0 credits for each academic year that they have completed. Following verification and review of transfer records, the Guidance Counselor will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded from each class accepted. Classes and grades accepted for transfer to OIS will be reflected on the student's official transcripts as transferred credits.

### 3.1.4 Withdrawal Procedures

All withdrawal procedures are handled by the Admissions Counselor, who will complete a Withdrawal Checklist for each leaving student. 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 on any unused tuition

for the year; the remainder of semester school fees will be refunded on a prorated basis, upon request.

## **3.2 Contact Information**

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.

## **3.3 Arrival and Departure**

### **3.3.1 Arrival**

Students are allowed to arrive at 8:00 am. Students must remain in designated areas until 8:25 am. Students may not go to their lockers, classrooms, or any other part of the building unless direct permission is given by the teacher on duty.

Only school-contracted buses will be allowed to enter through school gates from 7:55 - 8:25 am. Students are to be dropped off in front of the student entrance gate.

Elementary students proceed directly to the elementary playground. Secondary students proceed directly to the recreation room. Any students who arrive after 8:30 am report directly to the office for a tardy slip.

No vehicles will be allowed inside the front gate during this time, so please drop your students off at the side entrance. Once students have arrived on campus in the mornings, they are not to leave until the school day is finished. Students should enter through the elementary entrance and report directly to their designated area when they arrive at school, not going to their classrooms or other parts of the school until they are dismissed by their supervising teacher. The designated area for students in grades PK-6 is the outdoor play space (or the elementary

lunchroom/gymnasium, when the weather is too cold or wet). The designated area for students in grades 7-12 is the recreation room.

### 3.3.2 Departure

All students must be off campus by 3:15 pm. OIS is not able to provide supervision for students after 3:15 pm. OIS is not liable for students who remain on campus past 3:15 pm who do not participate in an ECA. Any student who is found on campus past 3:15pm who is not in an ECA will be escorted to the office and the student's parents, guardian, or driver will be contacted to pick up the student. OIS will follow through with additional disciplinary actions if a student continually loiters on campus past 3:15 pm.

Secondary students are expected to be responsible for their own transportation in the case the student does not ride a bus or a parent does not pick up their child.

### 3.3.3 Early Check-Out

Only a parent or designated 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 the front reception desk, send a handwritten note, or email [frontdesk@oisankara.net](mailto:frontdesk@oisankara.net) to communicate permission for their child's early checkout. The office will notify teachers of any students who check out early.

### 3.3.4 Bus Policy

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 3:15 pm. Secondary students will be responsible for their own transportation if they miss the bus. Elementary bus riders will not be allowed to remain on campus after 3:15 pm unless the office has advanced notification from parents. Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note or phone call from their parents.

A late bus is available to students at an additional fee to bring them home from extracurricular activities in the afternoons after school.

### **3.4 Tardiness**

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. (Tardiness due to oversleeping, running late, or missing a bus are considered unexcused.) Secondary students have sufficient time to arrive to classes on time. Tardiness will result in disciplinary measures.

Unexcused tardies of elementary students will result in parental contact. Unexcused tardies of secondary students to class will be tracked and handled by the secondary teachers.

### **3.5 Absences**

Attendance is an integral part of the educational process and future career success. Students are expected to attend school every day and come to class on time and prepared. Absenteeism creates a loss to the student, even when such absence is excused and work is made up.

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 schedule your travels around these times. If, however, a student will be absent, parents will notify the school office as soon as possible (see pre-arranged absences below).

Students are required to be in school all day to be permitted to participate in after-school activities on that particular day. This policy is in place to encourage regular attendance and prioritize academic engagement before extracurricular commitments.

### Unplanned Absences

- The parent must communicate with the office on the day of the absence before 8:40 am. A medical certificate is required upon the student's return to school after three (3) or more consecutive days of absence due to illness.
- When a student returns to class after an unplanned absence, he/she should be ready to turn in assignments and/or take assessments for which he/she had prior knowledge regarding due dates.
- Middle and high school students are responsible for communicating with the teacher(s) what work they missed and arranging a time to complete needed work if necessary.
- Students with absences have one school day to make up any missed class assignments for each day of absence.

### Pre-Arranged Absences

- When families have a planned absence, parents must complete a Pre-Arranged Absence Form and submit it to the office at least five (5) school days before the absence for principal acknowledgment. (The excessive absence policy still applies- see below.)
- While absent, 5th-12th grade students must be able to access Google classroom accounts to complete needed assignments. PK- 4th-grade teachers will electronically communicate with parents about required assignments, and teachers may give needed items to the student the day before leaving.
- Teachers are not required to provide work or special assignments in advance to students who plan to be absent so the student can complete the work ahead of time.
- OIS does not provide online or by-distance teaching.
- In cases where a student is given an out-of-school suspension and is absent from school at the behest of the administration, the absence will be considered excused, and the student must complete all assignments as communicated.

### Excessive Absences

- Excessively absent students may jeopardize their academic standing in school.
- A student is considered excessively absent if he/she misses more than 10% of school (including pre-arranged absences), and a parent meeting may be held.



High School students missing over 10 days of a high school class in a semester (including pre arranged absences) will not receive credit.

## 3.6 Student Health

### 3.6.1 Illness

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 email to tell parents about the situation and to relay helpful information about the disease.

### 3.6.2 Medication

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. Students must give all medication (along with the parent's instructions) to the nurse's office in the morning. There 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 nurse for this purpose at timely intervals.
3. 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.

4. The parent must send precise instructions written in English indicating the following:
  - 1) time when medication is to be taken
  - 2) dosage
  - 3) name of medication
  - 4) reason the child must take the medication
  - 5) 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.)**

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.
9. The nurse will dispense Tylenol / Ibuprofen tablets when the child comes to the nurse's 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.

### **3.7 Snow Days and Emergency Cancellations**

Parents will be notified through email and Sycamore by 6:45 am that school will be canceled due to inclement weather, such as snow. OIS administration will follow directives from the Turkish Ministry of Education in the case of school closings or cancellations due to inclement weather or other emergencies.

## **4.0 Behavior, Discipline, Child Protection & Safety**

### **4.1 Behavior Philosophy**

The purpose of discipline is to correct and not only to punish. Discipline instructs a student in the path he or she should follow, creates a safe environment, and ensures staff and students are able to do their jobs with excellence. Minor disciplinary concerns and consequences will be addressed by classroom teachers. Persisting minor infractions or severe behavior will be addressed by OIS administration. Possible disciplinary actions are as follows:

- Verbal and written warnings
- Detention
- Documentation of behavioral referrals and discipline
- Parent Conferences
- Administrative Disciplinary Hearing
- In-School/Out-of-School Suspensions (ISS/OSS)
- Behavior Contract
- Expulsion

OIS staff, administrators, and teachers are committed to the safety and wellbeing of all students. OIS faculty will pursue every opportunity to support students socially and emotionally with the goal of being: self-aware, responsible, empathetic, sympathetic, and understanding. Parents should expect to be contacted in the case of serious behavior issues. Most behavior concerns can be solved without parental involvement. Additionally, at times, the severity of an

incident will necessitate at the discretion of an administrator, an acceleration of these actions.

## **4.2. Suspension Policy**

Suspension will be implemented in the case that a student's behavior impacts the safety, morals, health, or functions of the school. Suspension is defined as temporary removal from the school for a period of time defined by school administration. The following steps will be taken when a student receives a suspension:

- Parents and students will be served with a written notice of suspension from school administration stating the duration, misconduct, and expectations.
- Students and/or parents are expected to contact teachers for appropriate makeup work.
- Students may be referred to a school counselor for counseling, mentoring, or mediation.
- Parents may be requested to attend an informal conference with the principal.

## **4.3 Expulsion/Dismissal Policy**

Expulsion is defined as permanently removing a student from the school without opportunity to return. Expulsion is used in extreme cases and as a last resort. Expulsion will be implemented in cases where a student's behavior and/or action present a direct threat to the functionality of the school; safety of staff and/or students; possession, use, and/or distribution of controlled substance(s); possession of a dangerous weapon. Any of these actions committed on campus within or outside of school hours or off campus

Expulsion procedures:

1. Student will be given due process
2. If warranted, student will be immediately removed from the school environment pending an investigation

3. Parents/guardians will be made aware of the infraction
4. Following the investigation, the administration will make a decision and inform the parent and student
5. If expulsion is warranted, parents may come to clean out the locker and students are not allowed back on the campus for any reason.

## 4.4 Bullying

OIS does not tolerate harassment, intimidation, or bullying within our student body. The term bullying is defined as “intentionally aggressive behavior, repeated over time, that involves an imbalance of power.” Bullying may be physical, verbal, relational, or carried out via technology. Depending on the degree of severity of the bullying, it is possible that the school administration may warn first-time offenders before dismissing them from school. Nevertheless, continued acts of bullying are grounds for expulsion from OIS.

## 4.5 Discipline Tiers

Severity		Disciplinary Action
T1	Tier 1: Low Level Behavior	Managed by classroom teachers; strategies may include classroom discipline plan, redirection, verbal warning, etc.
T2	Tier 2: Low level repeated behavior	Managed by classroom teachers; Refocus, additional verbal warning, classroom conference, restorative action, classroom discipline policy etc.
T3	Tier 3: Low level repeated behavior after classroom interventions	Managed by classroom teachers; parent contact, restorative actions, classroom discipline policy, loss of privilege (detention, Refocus, etc.), referral to principal.
T4	Tier 4: Mid level behaviors or repeated Tiers 1-3 with interventions.	Referral to principal; documentation, detention, disciplinary conference with principal, loss of privileges such as extra-curricular, sports, off-campus lunch, etc.

T5	Tier 5: Continuation of Mid level behaviors or High Level Behaviors	Disciplinary hearing with school administration; possibility of suspension, expulsion, additional loss of privileges, etc.
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Low-Level Behaviors	Mid-Level Behaviors	High-Level Behaviors
<ul style="list-style-type: none"> <li>• Distracting behavior</li> <li>• Interrupting</li> <li>• Showing frustration inappropriately</li> <li>• Uncooperative behavior</li> <li>• Blurting out</li> <li>• Negative actions or words</li> <li>• Disrespect to peers</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Low-Level behavior</li> <li>• Dishonesty</li> <li>• Being unsafe</li> <li>• Inappropriate language</li> <li>• Not following school protocols</li> <li>• Showing physical aggression</li> <li>• Disrespect to school staff</li> <li>• Defiance</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Mid-Level Behaviors</li> <li>• Acts of aggression, such as fighting, hitting, threatening, etc.</li> <li>• Bullying</li> <li>• Skipping Class/Truancy</li> <li>• Possession of alcohol, drugs, other controlled substances</li> </ul>

## 4.6 Behavior Expectations

Maintaining an environment that maximizes opportunities for teaching and learning requires behavioral expectations. Below are behavioral expectations that create a positive learning environment for the Oasis community. Students exhibiting outstanding character would not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct.

Hallways & Stairways	<ul style="list-style-type: none"> <li>• Walk calmly and quietly (no running, pushing, yelling, or rowdy behavior)</li> <li>• Stay to the right</li> </ul>
In Class	<ul style="list-style-type: none"> <li>• Be prepared for each class.</li> <li>• Follow the teacher's instructions in class.</li> <li>• Be engaged in the learning process. Participate, pay attention, and stay awake.</li> <li>• The teacher dismisses the class – not the bell. When leaving a classroom, push in your chair, clean up your area, and leave calmly.</li> <li>• No beverages, other than water, during class time.</li> </ul>

Lunch and Break Times	<ul style="list-style-type: none"> <li>● Stay in one location to eat.</li> <li>● Clean up after yourself before you leave.</li> <li>● Stay calm, no pushing, yelling, or rowdy behavior.</li> </ul>
At School	<ul style="list-style-type: none"> <li>● Follow all uniform guidelines - refer to Appendix</li> <li>● For information on electronic devices – please see the technology section of this handbook</li> <li>● Lockers must be able to close. Nothing is allowed on top of the lockers. Staff will confiscate items found on top of lockers.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>● Use Quiet voices</li> <li>● No loitering in the bathrooms at any time</li> <li>● Misuse of bathrooms is not allowed, including: vandalism, intentional uncleanliness, use of technology, etc.</li> <li>● At no time are boys allowed in the girls' bathroom nor are girls allowed in the boys' bathroom. Such behavior will be treated as T5 behavior.</li> </ul>
Theater / Sports Complex	<ul style="list-style-type: none"> <li>● Be respectful of all equipment.</li> <li>● At no time are boys allowed in the girls' locker room nor are girls allowed in the boys' locker room. Such behavior will be treated as T5 behavior.</li> </ul>
Respect for OIS Staff	<ul style="list-style-type: none"> <li>● It is expected that every staff member should be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstance, be tolerated. All staff includes front office, custodial, instruction, grounds, administration, etc.</li> </ul>
Proper Address	<ul style="list-style-type: none"> <li>● Students should take care to address staff respectfully and always use a title of respect.</li> <li>● Students should address all staff with Mr., Miss, Ms., or Mrs. and their first or last name. During Physical Education classes, students may address the instructor as "Coach _____."</li> <li>● Students should always respect a teacher's wish for how they want to be addressed, but should not use a teacher's first name without a title of respect.</li> </ul>
English Use Policy	<ul style="list-style-type: none"> <li>● OIS students are expected to speak English during school hours.</li> <li>● Language infractions will result in disciplinary action.</li> </ul>

Honesty and Integrity	<ul style="list-style-type: none"> <li>• Cheating is a serious offense and will result in a grade of “zero” as well as parental notification along with additional disciplinary action as guided by the OIS discipline policy.</li> <li>• Cheating includes giving or receiving information about a test or quiz, and copying/or handing in someone else’s work as your own. This includes plagiarism.</li> <li>• Parents need to be careful to guide their child in his or her work but not do their work. Over-involvement in homework or projects will interfere with their child’s learning process.</li> </ul>
Appropriate and Respectful Language	<ul style="list-style-type: none"> <li>• Inappropriate language or gestures are not allowed.</li> <li>• This includes sexual remarks, negative comments about any nationality/ethnic group, or foul language in or outside the classroom. This includes online interactions.</li> <li>• Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons and other disciplinary actions. Parents will be notified if the inappropriate behavior does not cease.</li> </ul>
Displays of Affection	<ul style="list-style-type: none"> <li>• Public displays of affection between students are prohibited on campus and at school sponsored off campus activities.</li> <li>• This includes hand holding, kissing, hugging and inappropriate touching. Students involved will be verbally corrected at the first offense, and then referred to the principal if the behavior continues.</li> </ul>
Weapons and Dangerous Instruments	<ul style="list-style-type: none"> <li>• Students are not permitted to have weapons on campus. Weapon is defined as, “a thing designed or used for inflicting bodily harm or physical damage.”</li> </ul>
Stealing	<ul style="list-style-type: none"> <li>• Stealing or unauthorized possession of someone else’s property is not tolerated.</li> </ul>

#### 4.6.1 GADGETS, GAMES, TOYS

Small gadgets, games, toys, 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, and the school reserves the right to **not return** them.

School aids such as cell phones, 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. Smart watches may be brought to school, provided they are not worn during any tests / quizzes

#### 4.6.2 OFF-LIMITS AREAS

At no time is a student allowed to be in the teacher workroom, faculty lounge, records room, boiler rooms, storage rooms, or other areas that are off-limits. Secondary students should not play on the elementary playground equipment. Any students who need to be out of the classroom should have a hall pass from their teacher; this includes permission to use the restroom, visits to the office, etc.

### 4.7 Accident Prevention

Students are expected to walk from one activity to another and to run only in designated play areas. 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, the school nurse will attend to the student, contact the parents, and contact emergency services, if necessary.

### 4.8 Child Safety and Protection

OIS takes its responsibility to protect and nurture children seriously and works to create a safe and positive environment in which they can grow. The protection of children is the responsibility of every adult within OIS. We expect staff to conduct themselves with the utmost integrity and professionalism at all times. It takes the whole OIS community working together to provide this type of environment for the students of OIS. Supportive nurture is always to be guided by standards of

morality, ethics, and prudence. There is no intent, in any way, to usurp a parents' role as the primary caregivers and guardians of their children. However, the responsibility of the parent, as well as the school, is to have the safety of the children at the forefront of the decision-making process. As a school, OIS is committed to:

- Valuing children and ensuring their safety in all locations and facilities where we are responsible to care for them
- Encouraging and supporting parents
- Ensuring that all staff involved with children are given support and training in child safety and protection.
- Complying with legal requirements in reporting as necessary OIS expects proper moral and ethical conduct toward all children who are in the care of OIS whether on OIS property, under the care of OIS staff, or attending an OIS function.

This expectation applies to all staff (expatriate and local), volunteers (regardless of their length of service), employees, associates seconded to OIS, and partner organization staff working with OIS. It also applies to any visitors on the school campus. Adult staff and volunteers assume the responsibilities of setting and maintaining clear, appropriate boundaries in all interactions with children. OIS holds Associate Membership status with the Child Safety & Protection Network (CSPN). OIS's child safety policies and procedures are consistent with the best practice standards adopted by CSPN

OIS takes its responsibility to protect, nurture, and safeguard children seriously and continuously works to create a safe learning environment for all students. Protecting children is the responsibility of all adults at OIS. It is expected of all staff to conduct themselves with the utmost integrity and professionalism at all times.

#### 4.8.1 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 (which includes refraining from misuses of technology such as "sexting," etc.). 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 office, who stand ready to help. However, the administration reserves the right to dismiss from school any students discovered to be willfully and/or continually sexually active.

#### 4.8.2 Child Abuse, Threats of Suicide, or Self-Harm

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 any expression of suicidal tendencies, the parents of the student will be notified promptly.

## Technology

### **OIS Acceptable Use Policy (AUP)**

Oasis International School (OIS) recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. For this reason, OIS encourages the responsible use of all technology resources; including, but not limited to the internet, workstations, laptops, tablets, and cell phones to support the mission, vision, and goals (MVG) of the school.

Because the Internet is an unregulated, worldwide vehicle for communication, some information may be available to staff and students may be impossible to control. Regardless, OIS has established security protocols, such as student login accounts and an Internet filter to regulate usage on campus.

It is the policy of OIS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the Acceptable Use Policy (AUP).

To this end, OIS retains the following rights and recognizes the following obligations:

1. To monitor user accounts; including files, chat history, and emails.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. Maintain availability of electronic resources, which may include revoking privileges.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

#### Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall

make reasonable efforts to monitor the use of this equipment to assure that it conforms to the MVG of the school.

2. Staff should make reasonable efforts to become familiar with a variety of electronic resources in order to effectively supervise student use.

### User Responsibilities

1. Use of the electronic resources provided by OIS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### Acceptable Use

1. All use of technology resources, including the internet must be in support of educational objectives consistent with the MVG of OIS.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Staff and student accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, OIS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.

3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.
5. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, Cyber Bullying, and other antisocial behaviors are prohibited on the network.
8. The unauthorized installation of any software, including shareware and freeware, for use on OIS computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
10. The OIS network may not be used for downloading entertainment software or other files not related to the MVG of OIS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of OIS.
11. Use of the network for any unlawful purpose is prohibited.
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

14. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
15. Use of technology resources during unstructured time, such as breaks and lunch without direct permission from an OIS staff member.

All unacceptable use will result in disciplinary action as described in the OIS Parent/Student Handbooks and may result in revocation of technology privileges.

### Bring Your Own Device (BYOD)

Secondary students are welcome to use their own device for educational purposes with direct permission from their classroom teacher. Students are expected to follow all acceptable use protocols and refrain from unacceptable use while using their own device. OIS is not liable for theft of or damage to students' devices. All unaccepted use or blatant misuse will be at the expense of the user.

***By signing below I acknowledge, agree to, and understand the OIS AUP and BYOD program. My signature indicates that I will follow the OIS AUP and BYOD protocol. I understand that breaking the OIS AUP or BYOD protocol will result in disciplinary action:***

**Student's Name and Surname:**

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***Student's Signature:***

***Date:***

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***Parent and/or Guardian:***

***Date:***

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# GENERAL INFORMATION

## CAMPUS CLEANLINESS

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 are encouraged to pick up stray litter when they see it.

## CONFERENCES

Formal parent / teacher conferences are held on a school-wide basis after the 1<sup>st</sup> 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.

## 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.



## **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**

All students 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. Students should keep any valuables on their person.

## **LOST AND FOUND**

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office or 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 may opt in/out the lunch program on a quarterly basis. For new sign-ups, parents will have to fill out the registration form and send it to the catering company.

Students are also welcome to bring packed lunches from home or to purchase food from the school's snack shop on campus. No food deliveries from outside vendors are allowed to be made to students during the school day. The school provides microwave ovens for heating food, if desired. However, the school does not provide refrigeration for packed lunches, nor will it furnish students with

napkins, straws, utensils, or dishes, so please keep this in mind when packing a lunch.

All lunches should be eaten in the lunchroom and not in the classrooms. Break-time snacks may be eaten in classrooms with special permission from a teacher. Students should leave the lunch room clean upon their departure from lunch. Students who fast during the month of Ramadan 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.

### **PFO (PARENTS FOR OASIS)**

PFO 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 PFO, 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.

### **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. Student use of the office 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.

### **SCHOOL VISITATION**

If a student has an out-of-town friend who wishes to visit for a day, he/she must receive preapproval at least 24 hours in advance from the division principal.

When approved the visitor must receive a visitors pass, wear modest clothing in the spirit of the school dress code, and abide by all school rules while on campus. (Limit: one visit per person per semester.) Please contact the administrative office at least 24 hours in advance to seek permission and make arrangements for such visits.

Between the hours of 8:30 and 3:00\*, all visitors will be escorted by a security guard to the front office reception and receive a visitors badge. Unless a prior appointment is made, during the school day teachers and students are not available for meetings or to receive deliveries from visitors. The front office is to assist the visitor to accomplish their task but without the visitor entering the classroom area beyond the lobby. If a visitor needs to speak with their child, the visitor will wait in the lobby and the receptionist will go to the classroom and bring the child to the lobby. Parents requesting to speak with teachers must wait until the end of the school day or upon appointment at the next available time.

\*Except parents waiting outside the Elementary entrance to pick up their children.

## 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 who cross Turgut Özal Blv. must use the cross walk and not climb over the median embankment. 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.

## UNIFORM POLICY

A school uniform is beneficial in bolstering school spirit, maintaining campus safety, and creating an environment of academic excellence. With that in mind, the general guidance is *simple, natural, and neat*.

### **Uniform shirts purchased from Oasis**

The mandatory Oasis [uniform shirts](#) are purchased by families from the Oasis Okul Sepeti website. Shirt styles are polo or Oxford shirts bearing the Oasis logo, with both short-sleeved and long-sleeved options. Students are required to wear their OIS uniforms Monday to Friday. On Fridays, students may wear either their uniform or approved OIS Spirit wear.

### **Uniform jackets and sweaters purchased from Oasis**

Additional, but non-mandatory, items include: Oasis embroidered jackets, sweaters, and sweatshirts. During colder days while outdoors, students are permitted to wear a non-Oasis winter coat from home, however, lightweight jackets, sweaters, and sweatshirts must be Oasis uniform items.

### **Pants or skirts purchased from any store**

Students may wear solid-colored and untattered slacks/trousers or jeans. Athletic pants may not be worn. Female students may also wear skirts that extend past the knee. Students are permitted to wear solid-colored and untattered knee-length shorts during the months of June, August and September.

### **Footwear**

Shoes may be dress shoes, athletic shoes, sneakers, tennis shoes, or sandals. Flip-flops are not permitted. Athletic shoes must be worn for PE.

### **Religious attire**

Religious attire such as head coverings are permitted. Students will need to be sure that their faces can be seen and they are wearing the mandatory uniform shirt.

Uniform Samples: The short-sleeved polo shirt is available in green or white. The long-sleeved Oxford shirt comes in white only. Track pants are available for elementary students only.





SWEAT YEŞİL  
KABARTMA



KOLEJ CEKET SİYAH

## Frequently Asked Questions:

### What is considered the “uniform”?

The mandatory Oasis uniform is a dark green or white polo or Oxford shirt bearing the Oasis embroidered logo purchased from the school. These shirts are either short or long-sleeved.

Students may choose to wear solid-colored and untattered pants, jeans, or trousers. Female students are allowed to wear skirts that extend past the knee. Skirt options may be available for purchase. Students are permitted to wear solid-colored and untattered knee-length shorts during the months of June, August, and September.

During colder days, students are permitted to wear a coat from home while outside, but may not wear a non-Oasis sweatshirt or sweater. Coats must be removed when inside the building.

### Where can I purchase uniform items?

Items are available for purchase on the OIS OkulSepeti website:

**Website:** <https://oasis.okulsepeti.com.tr/>

**User Manual:** [Okul Sepeti Manual](#)

### Sizing and availability

All sizes are available. Our distributor is able to produce speciality sizes if necessary.

### **Our distributor**

Natura Giyim (Natura Clothing) specializes in school uniforms and has many clients throughout Türkiye. The distributor is based in Istanbul and works directly with schools to produce uniforms that students are proud of.

### **Prices**

*Pricing is available on the OkulSepeti website*

### **Elementary vs. Secondary uniform options**

Students in lower elementary (PreK-1st Grade) can either wear the normal mandatory uniform (polo or Oxford) or an Oasis t-shirt and Oasis tracksuit.

**Feedback regarding the new Oasis uniform is welcome. Please use this form to leave your feedback: <https://forms.gle/fyuVoDKd1QFHdhs57>**

**Please do not hesitate to contact the Oasis administration with any questions regarding the uniform:**

**High School Principal: Ryan Stauffer - [ryanstauffer@oisankara.net](mailto:ryanstauffer@oisankara.net)**

**Middle School Principal: Pete Simano - [petesimano@oisankara.net](mailto:petesimano@oisankara.net)**

**Elementary Principal: Shamala Boice - [shamalaboice@oisankara.net](mailto:shamalaboice@oisankara.net)**

## **WEEKLY NEWS**

Because good communication between school and home is essential, the administration will send home a Weekly News publication via email each Tuesday afternoon, containing news / announcements about school-wide events as well as various attachments. Please anticipate this email each week and read it carefully to stay well informed of school happenings.

## **WINTER WEATHER**

During the winter months, Oasis students should always wear or have at school a warm jacket, hat, waterproof gloves or mittens, and warm, waterproof boots. There are many school days when the temperatures are near or below 0°C (32° F) during the school day. In addition to winter boots, students will need indoor sports-shoes at school during the winter season; please consider leaving a pair

of sports shoes at school for use in the buildings and sports complex. **(Remember that shoes with clean, dry, non-marking soles are required in the gymnasium.)**

#### Temperature Guidelines for PK-6th Outdoor Play

Elementary students will have indoor recess and PE if the temperature is below  $-5^{\circ}\text{C}$ , icy surfaces, and/or poor visibility.

Students with temporary illnesses (e.g., cold, sinus infection, bronchitis) will be permitted to sit in the school office during recess if the outside temperature is below  $0^{\circ}\text{C}$  ( $32^{\circ}\text{F}$ ). Parents should communicate directly with the classroom teacher; please make these arrangements each day as needed before 9 AM.

Students with physician-documented chronic health issues (e.g., asthma) requiring the student to stay inside will be permitted to sit in the school office during recess if the outside temperature is below  $0^{\circ}\text{C}$  ( $32^{\circ}\text{F}$ ). Parents should provide a doctor's letter to the classroom teacher if a student has such an illness.

## **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.

**“Truth, Excellence, Diversity”**

