



## **MEF INTERNATIONAL SCHOOLS BY LAWS**

### **SECTION ONE: THE SCHOOL AND ITS GOALS**

MEF IS are private schools established and operated under Turkish Law 5580. MEF IS operates under statutes approved by the Republic of Turkey and the Turkish Ministry of Education. The school is authorized to provide school diplomas under the Turkish Ministry of Education for expatriate students living in Turkey.

#### **Policy 1.1 Strategic Parameters of the School**

- All decisions are based on what is best for students.
- • The medium of instruction is English.
- • MEF IS is a proprietary non-sectarian and non-political school.
- • The School offers the following curricula:
  - o International Baccalaureate Primary Years Programme (Istanbul),
  - o International Baccalaureate Diploma Programme (Izmir and Istanbul),
  - o The University of Cambridge Curricula (Izmir and Istanbul),
  - o MEF developed Curriculum (Izmir and Istanbul)
- • The School offers standardized examinations to offer external validation of the programmes offered at the school.
- • The School does not tolerate behavior that is detrimental to the safety, integrity, dignity of any individual or group, or to the functioning and reputation of the School.
- • MEF International School will enroll only students whose educational needs can be met by the School.
- • MEF International School operates within the framework of the Turkish law and the Turkish Ministry of Education and the various agreements and statutes of the School.

*Revised: 9 February 2024*

#### **Policy 1.2 Religious and Political Neutrality**

- The School upholds the concept of neutrality on all matters relating to religion and politics. To maintain this neutrality, the School will adhere to the following principles:
- The curriculum will not promote a specific religious or political belief but will advance the students' knowledge and appreciation of the role that religion and politics play in the social, cultural and historical development of civilization. School publications and premises will not be used to publicize religious or political events.
- Music, art, literature and drama having religious or political themes are permitted as part of the curriculum for School-sponsored activities. These must be presented in a sensitive

and objective manner and as a traditional part of the cultural heritage, taking into account the diversity present in the School community.

- The school will be closed during all religious and national holidays of the host country as required by the Turkish law.
- The school may celebrate international customs/traditions.

### **Policy 1.3 Annual Instructional Days**

Consistent with the pursuit of academic excellence, the Board believes that a School year should be of sufficient length to assure quality delivery of the instructional program to students. Furthermore, the Ministry of Education recommends 180 instructional days inclusive of nationally celebrated holidays. The school year can only be extended by the Ministry of Education if it deems that there is a need to make up for lost instructional days on the calendar.

If unforeseen events restricted to MEF IS reduce the number of actual instructional days by more than 5, this shall be viewed as an extraordinary circumstance requiring an Executive Board decision on a possible calendar revision.

In addition to 180 instructional days, the School calendar shall provide a sufficient number of days for curriculum and staff development, parent conferences, vacation breaks and significant holidays, as well as summer study needs. Full days which are scheduled for staff development, or other professional activities shall not be counted as instructional days. Half-days which are scheduled for staff development, parent conferences or other professional activities shall be counted as full instructional days, so long as the other half of the same day is scheduled for student instruction.

Instructional days may be subject to change based on the Turkish Ministry of Education's regulation.

The Ministry of Education, or the city of Istanbul/Izmir, may decide to close the school if potential hazards threaten the safety of students; in case of such announcements, school principals may inform the community.

### **Policy 1.4 School Calendar**

Consistent with the requirements of long-range planning, the annual School calendar is prepared by the School Administrators, Principals and Deputy Principals and discussed extensively with the Head of School for the subsequent School year. The School's annual calendar will be prepared taking into account significant religious and political holidays of the host country, the international nature of the school, international external exam schedules, and a balanced number of instructional days so as to minimize calendar conflicts. The draft School calendar for the subsequent School year is distributed to the entire School community during the prior academic year after approval by the Ministry of Education.

## **SECTION TWO: FINANCIAL MANAGEMENT**

### *STRUCTURE OF THE FINANCE DEPARTMENT*

#### **Policy 2.1 Tasks and Purposes of Financial Management**

- Effective, efficient appropriate use of company resources,
- Compliance of company cost accounts with laws and regulations,
- Reporting and interpreting the financial results of the company's operations,
- Cash management activities,
- General accounting transactions,
- Tax accounting transactions,
- Debt / Credit management

#### **Policy 2.2 The Finance Department Units**

The Finance Department consists of 3 main units.

1. Accounting
2. Finance
3. Budget Planning

##### **1. Accounting**

###### **1.1. Management Accounting**

- Processing invoices to the system,
- Processing supplier payments to the system,
- Producing income invoices,
- Ensuring compliance of official documents with the legislation,
- Debt / Credit management,
- Controlling balances,
- Preparation of balance sheet, income statement

###### **1.2. Tax Accounting**

- VAT calculation and declaration,
- Compensation and withholding calculations,
- Establishing relationships with the Ministry of Education and other regulatory agencies (municipalities, tax offices, the ministry of labor and social security, courts ... etc),
- Calculate corporate tax,
- Organizing and ensuring independent audit work is carried out

##### **2. Finance**

- Determination and protection of net working capital,
- Preparation and follow-up of cash flow statement,
- Regulation and arrangement of supplier payments,
- To ensure the control and realization of salary, tax payments,
- Income collection management,
- Establish and maintain relationships with banks,

- Protection of foreign currency based income / expense balance and hedging operations

### **3. Budget Planning**

- Preparation and consolidation of annual budget,
- Monitoring and reporting of all expenditures in order to maintain the annual budget balance,
- Monthly monitoring of realized projections of the budget,
- Preparation of profit / loss report,
- Preparation of income collection report,
- Preparation of other management reports (number of students, department based profitability, etc.),
- Investment analysis and preparation of projections

#### **Policy 2.3 Accounting Policy and the Fiscal Year**

All financial affairs of the School shall be recorded in the accounts of the MEF Schools Finance Department. The fiscal year of the School shall begin on the 1st day of July and end on the 30th day of June of the following year.

*Adopted: 11 April 2008 / Revised & Adopted: 30 April 2010*

#### **Policy 2.4 Determination of Fees and Contracts**

The Executive Board shall approve the budget, as well as tuition and fee payment procedures for the following school year in accordance with the following timeline. The tuition/fee structure shall include payment procedures, refund criteria and deadlines for payment of fees.

In meetings starting in March, the Executive Board will discuss the budget framework for the following fiscal year and establish parameters to guide the Head of School in the preparation of the budget for the forthcoming school year.

The contractual terms for staff for the following fiscal year will be finalized no later than the first week of December. The number and type of posts will be finalized no later than December 15th. The contractual terms for administrators for the following fiscal year will be finalized no later than the last week of November. The number and type of posts will be finalized no later than November 30th.

*Revised: 9 February 2024*

#### **Policy 2.5 Annual Budget Development and Monitoring**

- **Preparation and Consolidation of Annual Budget**
  - The draft budget is prepared by the School Principal, Campus Manager (for Izmir) and the Head of School on the template provided by the Finance Department.
  - All draft budgets are consolidated into the central budget for MEF Schools of Turkey.
  - The proposed budgets are examined in light of the data of the previous year.
  - Profit/loss scenarios are examined and budget meetings are held with the Head of School.

- Teachers and other employee salary raise rates are negotiated with the Head of School.
  - Other expenditure items are decided in line with available cash flow.
  - Requested investments are decided together through analysis of the budget and with the Head of School.
  - Once agreement is reached on each budget line with the Head of School, the budget is put forward for approval to the General Manager.
  - The annual budget is prepared by the Finance Department in accordance with cash flow in the light of previous year data, school requests, investment needs, macroeconomic balances and is submitted to the board of directors for approval.
  - School budgets are released to relevant school principals.
  - After the approval of the Board of Directors, the budget is controlled and monitored to ensure compliance.
- **Monitoring and Reporting of all Expenditures in order to Balance the Annual Budget**

All expenses are tracked through the Oracle purchasing module. The expenditure request goes to the purchasing department after the approval of the unit manager. Final approval is given by the Finance Manager after the availability of the budget has been checked. After approval, an official document regarding the purchase is sent to the accounting department. All purchasing requests and approvals are maintained in the financial tables.

Information about the remaining budget figures as a result of the expenditures in each school term is shared with the Head of School.

- **Monthly Monitoring of Budget Projections**
- Projected and realized budget figures are reported together with financial statement reports by the Finance Manager. Each month, the members of the Board of Directors, Finance Manager and Head of School attended the Board of Directors meeting to discuss the budget together with comparative profit / loss reports. These are prepared by the Finance Manager and submitted to the Executive Board. The finances of the company are evaluated and the financial structure proceeds in accordance with the budget. Possible unexpected expenditure or investment items are also evaluated at this meeting.
- Preparation of Profit/Loss Report
  - Preparation of Income Collection Report
  - Preparation of Other Management Reports (Student numbers, department-based profitability, etc.)
  - Preparation of Investment Analysis and Projections

### **Policy 2.6 Mid to Long Term Budget Development**

Long term planning for the school is carried out in the form of a strategic plan. The strategic plan is presented to the Finance Manager for the preparation of mid to long term planning.

Once the finance plan is completed, it is presented to the Executive Board for approval. This planning then guides the preparation for the annual budget.

### **Policy 2.7 Independent Financial Audit**

Financial statements are audited by an independent auditing firm in order to ensure that the financial status and operational results of MEF Schools of Turkey are complied with and that their financial statements are interpreted and reviewed by an independent body. The audit is carried out by an independent audit firm in accordance with the IFRS (International Financial Reporting Standards). The balance sheet starts from the end of the academic year and the report is submitted in September of each year. The independent audit report is shared with the board of directors, organizational bodies and governmental institutions.

### **Policy 2.8 Accounting and Reporting**

The School is using the ERP (Enterprise Resource Planning) Finance Program which enables all concerned to access their OPEX (Operating Expenses) report.

### **Policy 2.9 Tuition and Other Fee Payments**

In order to ensure sufficient resources for the school's operation, tuition and other fees are fully payable in accordance with Executive Board-approved guidelines. The annual schedule of tuition and other fees shall be established by the Executive Board based upon anticipated needs and projected enrollment. Tuition fees vary with grade levels. Students will not be able to attend school until the necessary fees and tuition are paid according to agreed payment plans.

The Executive Board adopts, as needed, payment procedures, which are clearly outlined and distributed annually in March to the school community and to all new families at the time of enrolment. The Executive Board authorizes the levy of late payment fees in cases where payment of tuition and/or fees is delayed. Fees shall be paid in US Dollars through bank transfer, or by credit cards to the Finance Department directly.

### **Policy 2.10 Application Fee**

A one-time, non-refundable application fee for new students as outlined in the school tuition and fees document, should be paid upon submitting the initial application form regardless of the date of application. The payment of the application fee does not guarantee admission into the school unless all requirements are met.

*Revised: 9 February 2024*

### **Policy 2.11 Placement Fee**

A yearly placement fee as outlined in the school tuition and fees schedule is due, to secure the placement of all new and returning students. This is an annual, non-negotiable fee that applies to all students and is not included in any discount calculations. Any discounts applicable will be made to the remainder of the fees after the placement fee has been paid.

*Revised: 9 February 2024*

### **Policy 2.12 Registration Fee**

A one-time, non-refundable payment in order to support the school in terms of improvement of the school's infrastructure. This payment should be made along with the application fee and is only for new students starting from Grade 1 and up. (Registration fee payment for new ECC students is only made when they start Grade 1)

*Revised: 9 February 2024*

### **Policy 2.13 Donations, Sponsorship, Fundraising as Source of Income**

The school does not accept donations, sponsorship or fundraising as a source of income.

### **Policy 2.14 Accounting**

- **Processing of invoices to the system**

After approval the invoice is sent to the finance department. After checks are made (taxation, expense, invoice date) the invoice is submitted to the accounting department. The invoice is filed together with proof of payment.

- **The processing of supplier payment systems**

The supplier payments paid on the date of maturity are checked on the system by checking the daily central bank statements.

- **The preparation of invoices**

In accordance with the law from September onwards, education invoices are prepared between 10th and 30th of every month in 10 (ten) equal installments. Invoices issued are sent to parents via the e-archive system. A single invoice can be prepared for parents who wish to receive one invoice for full payment of their fees.

- **Ensuring compliance of invoices and similar official documents with legislation**

The invoices and similar documents are kept for 5 years according to the Tax Procedural Law and for 10 years according to the Turkish Commercial Code.

- **Debt / Credit Management**

Weekly payment plans are prepared for the payment of invoices for goods and services purchased. Payments are made on Thursday or Friday (within the due date) of the relevant week.

*Revised: 9 February 2024*

- **Checks and Balances**

Audits are carried out on accounting transactions on a monthly basis. Use of correct accounting codes along with expenses related to units, bank balances, buyers and sellers, expenses of the following months, depreciation accounts and unit cost reflections are checked monthly.

- **Preparation of balance sheet, income statement**

Income statements and balance sheet tables are prepared monthly, quarterly and annually. Monthly in terms of the reporting period, 3 months in terms of tax periods and annually. Financial statement figures are declared in the Corporate Tax Declaration with the approval of the certified public accountant. The company's financial statements are prepared in accordance with IFRS standards by an independent audit firm with consultancy services provided. A report is submitted to MEF Schools Executive Board to give guidance as necessary.

## **Policy 2.15 Procedures for Payment of School Obligations**

- **Collection Management**

Parents make their payments according to the payment plan established during the school registration period. The payments arrive on the student's financial card and are tracked through bank payments made to the school's bank account. The "Collection Report" is prepared on a monthly basis. According to the collection report, a report is provided to the relevant school administration by the admissions office so that follow-up can be done for non-payment of due fees. At the end of the year through unanimous agreement between the Senior School Management and the Finance Manager a decision is made as the follow up of any uncollected income. Legal proceedings then follow.

Since MEF Schools does not have a legal unit within its own structure, legal advice is sought from Arıkanlı Holding's legal unit. Arıkanlı Holding bills MEF Schools of Turkey for these services.

*Revised 9 February 2024*

- **Delegation of Limits**

Payments made by MEF Schools of Turkey are made through bank transactions only.

Supplier invoice payments and contracts up to a limit of 100,000 (one hundred thousand) TL can be made with a single signature by the Finance Manager of MEF Schools.

Supplier invoice payments and contracts up to a limit of 200,000 (two hundred thousand) TL can be made with a single signature by the Assistant Finance Coordinator of Arıkanlı Holding.

Supplier invoice payments and contracts between 200,000 (two hundred thousand) TL and 2,000,000 (one million) TL can be made through the joint signature of the Assistant Finance Coordinator of Arıkanlı Holding and the General Manager of MEF Schools.

Supplier invoice payments and contracts over 2,000,000 (two million) TL can be made through the joint signature of the shareholders of the Board of Directors.

*Revised: 9 February 2024*



### **Policy 2.16 Fees for School Equipment and Supplies**

Fees for the replacement of lost or damaged school-owned books, materials or equipment is payable at the time when they are lost, or may be added to the balance payable with the last payment or before the end of the school year. Fees may be charged for private use of school equipment/and or facilities.

### **Policy 2.17 Receipt and Disbursement of Funds**

All receipts and disbursement of funds shall be done according to the approved MEF Schools of Turkey ordering and purchasing procedures.

### **Policy 2.18 Payroll Disbursements**

Employees are paid in accordance with the terms of their contracts. Salaries and allowances are established in the relevant contracts of employment. Payroll entries shall be verified by the Head of School and General Manager for compliance with relevant contractual provisions.

### **Policy 2.19 Procurement of Goods and Services**

Procurement of all goods and services, including consultancy services, require the initiation of a purchase order. No commitment can be entered into on behalf of the School without a duly approved and signed purchase order. All purchase orders must be processed through the Principal's Office followed by the Head of School, and the Purchasing and Finance Offices. Any infraction of this rule may make the party responsible liable for the cost.

Before submitting the orders, the Principals must check their budget to make sure that sufficient funds are available. If exact purchase costs cannot be determined, an overall limit should be set on the purchase order by the principal in consultation with the purchasing office. Alternatively, a range estimate on the purchase order may be determined. On every purchase order, the amounts will be stated VAT inclusive.

Purchasing activities shall be regularly audited by the Executive Board.

### **Policy 2.20 Bids and Quotations**

The Executive Board recognizes its responsibility to obtain the best possible value for money when making purchases, compatible with the appropriate level of quality. Potential suppliers need to be selected with diligence; this includes collecting appropriate information about the companies and other relevant authorities about new and existing suppliers, their current competitiveness and the collection of references as appropriate. Information about suppliers, including quotation history, is to be kept and regularly updated by the Purchasing Office.

Procurement Contracts will be handled by the Arıkanlı Holding and/or MEF Schools Purchasing Officer within the following frame: As a general rule, procurement contracts for the acquisition, rental or sale, of services including works, supplies, equipment or other requirements shall be awarded on a competitive basis. To this end the competitive process shall, as may be necessary, include procurement planning; identification of potential suppliers and contractors; consideration of prudent commercial practices; formal methods of solicitation, such as requests

for proposals and invitation to bid, or informal methods of solicitation such as requests for quotations.

The award of a procurement contract shall be made after due consideration has been given to the best value for money principles and the interests of the School in accordance with the following:

- When a formal invitation to bid has been issued, the procurement contract shall be awarded to the qualified bidder whose bid conforms to requirements set forth in the solicitation documentation and offers the lowest price.
- When a formal request for proposals has been issued, the procurement contract shall be awarded to the qualified proposer whose technical proposal meets a minimum predefined qualifying score and whose price proposal represents the lowest value. Where the interests of the School so require, all bids or proposals may be rejected. Such events shall be recorded in writing with the reasons for the rejection of the bids or proposals and it shall be determined whether new competitive bids or proposals should be invited, or a negotiated contract should be entered into. Such contracts are issued by Arıkanlı Holding and Legal Council.

### **Policy 2.21 Student Charitable and Other Fundraising**

The School believes that students should not be used for soliciting funds, conducting sales campaigns, or for distributing non-school materials outside the School premises unless it is for a charitable cause and supports the curriculum and mission of the school.

Students may participate in approved fundraising on the campus or at school-sponsored activities. Such funds will be used for student organized activities, student council activities, and charitable activities after the approval of the school principal and Head of School. All charities supported must be official, registered organizations that are approved by the Head of School. Preference will be given to charities that support children and education.

Fundraising campaigns for extraordinary charitable purposes, such as donations to disaster victims, shall be considered once-and-done fundraising events. Fundraising on the campus during the school day shall be allowed. Fundraising activities cannot take place on the campus without prior approval of the Head of School.

### **Policy 2.22 Cash In School Buildings**

Collection of cash for payments or other expenditures shall be authorized by the Principals. If cash is received by a teacher, the money should be deposited in a school safe immediately. A receipt will be issued for any money received, and the money will be stored in a cash safe located in the related administrative office. The School safe shall be accessible only to the School Principal or Deputy Principal. The Finance Department safe will be accessible only to the Finance General Manager and the Finance Manager.

*Revised: 19 February 2024*

### **Policy 2.23 Salary Advances**

The Head of School in consultation with the General Manager may authorize salary advances when requested by employees via school Principal only for extraordinary purposes. For all staff, salary

advances may be authorized according to the following conditions:

- The advance may not exceed a total of 1/2 months' net salary;
- Repayment of the total advance shall take place;
- In case of employment termination, the full amount of the advance shall be deducted from the final salary payments.
- In consideration of such requests funds available in the accountancy department will be given consideration.

*Adopted: 11 April 2008 / Revised: 14 November 2014*

### **Policy 2.24 Advances for Trips**

Teachers chaperoning trips may request from the Principal a reasonable advance per trip in order to cover emergency expenditures or pre-arranged expenditures. After the trip, the account has to be settled by the teacher returning the receipts or if there has been no emergency expenditure, by returning the full amount.

Examples of appropriate uses of monies advanced to teachers chaperoning trips include:

- Emergency medical expenses,
- Admission to theaters, art exhibitions etc., which are essential to the educational program of the trip,
- Group transportation/emergency transportation

Teachers should not use advances for the following:

- Large expenses such as hotel bills or ski passes. These should be pre-arranged and prepaid.
- Snacks, drinks, etc. for children. Children should cover such expenditures from their own funds. Cab fares unless it is an emergency situation to transport to a medical institution.
- Per diems must be claimed on a separate form with the receipt attachments and not be paid out of the advance.

Such advances are recorded in the accounts as account receivable and as such are the personal responsibility of the teachers.

*Revised: 5 March 2024*

### **Policy 2.25 Inventories**

For insurance and accounting purposes, a centralized inventory is maintained on all equipment and fixed assets that are valued. This inventory is updated continuously and validated annually to make certain that the School's insurance coverage provides adequate replacement value for the School's assets.

The Business Manager is responsible for the regular maintenance and annual validation of this inventory. The IT department is responsible for the regular maintenance and annual validation

of this inventory for the electronic equipment. Separate inventories are maintained for valued school supplies within each school and the General Manager is responsible for the maintenance of this inventory. Copies of these inventories are filed in the General Manager's Office.

### **SECTION THREE: SCHOOL/BUILDING/PREMISES**

#### **Policy 3.1 School Buildings and Grounds**

It is the policy of the Board that school properties be maintained in good physical condition: as safe, clean, sanitary, comfortable, properly equipped and aesthetically suited as the facilities will permit or their use requires.

#### **Policy 3.2 Security Services on Campus**

The School campus must be secure at all times in order to safeguard the health, safety and welfare of students and staff. Therefore, the Executive Board approves the resources for appropriate security services on the campus. If additional services are provided by a contractor, bids shall be arranged in accordance with the Board's policy on procurement of goods and services.

#### **Policy 3.3 Security of the Buildings**

The General Manager and the Head of School in accordance with civil authorities and insurance authorities will maintain a program of security for the buildings and grounds at all times.

#### **Policy 3.4 Building Maintenance**

The General Manager and the Head of School will maintain rules and regulations for the safe use and care of the facilities, furniture, playground or other equipment for School personnel. The General Manager and Head of School or School Principal shall have the general responsibility for the care, custody and safekeeping of all school property. he/she shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

Teachers shall be responsible for monitoring students in the proper use of buildings, grounds, and equipment in the classes that they teach or in the activities for which they are responsible. Staff shall report promptly to the Principal any defects in buildings, furniture, playground apparatus, or other equipment that might be injurious to the health, safety and welfare of teachers, students or other persons.

#### **Policy 3.5 Cleaning Services**

A clean and sanitary school environment is essential for effective student learning experiences. This concept applies equally to the internal areas of the buildings as well as external areas of the School campus. The Executive Board supports the resources that are necessary to maintain at all times a high standard of cleanliness in all areas of the campus. These services are provided by a contracted company in accordance with the Board's Policy on procurement of goods and services. Staff shall report promptly to the Principal any instances of uncleanliness that need to be addressed.

**Policy 3.6 Smoking on School Premises**

Smoking is not permitted in any area of the campus.

**Policy 3.7 Alcohol on School Premises**

Alcoholic beverages are not permitted to be served on the campus for any reason.

**Policy 3.8 Non-Instructional Operations and Services**

The Executive Board shall endeavor to provide, in accordance with budgetary parameters, those student services (medical, admissions, technical support etc.) that are necessary to promote the educational goals of the School. The General Manager and the Head of School are responsible for recommending to the Executive Board those non-instructional services that are required for efficient and effective pursuit of the School's educational goals.

**Policy 3.9 Building Use***Facilities & Resources*

The primary use of the building is to provide a secure and quality environment for teaching & learning. All other activities taking place in the building must not interfere with the primary use. The secondary use of the building is to provide a facility to foster a sense of community among the students, parents, teachers and friends of the School. To that end, the School facilities shall be made available for appropriate activities to support this sense of community. Lastly, the School facilities may be made available on occasion for community activities that will enhance the school's relationship with the wider community.

**Policy 3.10 Emergency Plans**

The Head of School and the General Manager shall adopt proper procedures to provide for the safety of the students and personnel of the School in emergencies. The Head of School and the General Manager are responsible for the overall planning that is required to maintain facilities which safeguard the health, safety and welfare of the students and employees within the campus. These procedures shall be reviewed with the Head of School and the School Leadership Team at the beginning of each calendar year. At that time, the Head of School shall also report to the Executive Board on the status of the full program and possible ways to improve emergency preparedness in the School. When possible the school will seek advice from local agencies to review and enhance emergency preparedness.

**Policy 3.11 Student Transportation**

Safe and efficient student bus transportation will be provided; fees for this service are separate from tuition fees. Buses will be provided by the School through an independent contractor as available, for students who require transportation for commuting home-school-home, and local student field trips which are scheduled during the school day or are school related outside normal school hours. Buses may also be provided as needed for School-designated student trips outside the city for additional fees. Since these services are provided by a contractor, bids for student transportation services shall be arranged in accordance with the Executive Board's policy on procurement of goods and services.

### **Policy 3.12 Student Transportation Safety**

The Contractor will maintain the legal rules and regulations for the safe operation of the buses operating for the students. These will be combined with the school regulations and these joint regulations will be part of Parent/Student Handbooks and will be reviewed on an annual basis. The contractor posts the joint regulations in the interior wall of the student buses in accordance with Turkish law and the School's own specifications.

### **Policy 3.13 Food Service in the School**

The General Manager and Head of School will monitor the food offered at the school. The program will be subsidized by the operational budget. The Nutrition Committee composed of administration, teacher and parent representatives will meet once a month to advise the school's Food Service on the quality and variety of food services. The lunch menu will be set and reviewed by the School Nutrition Committee. Parent, student, teacher, staff representatives should be encouraged to be members of the Nutrition Committee. The menu will be prepared in accordance with daily nutritional requirements for children and adults.

### **Policy 3.14 Insurance Management**

MEF Schools of Turkey has the following kinds of annual insurance:

- Natural Disaster Insurance (Compulsory Earthquake Insurance),
- Machinery Insurance Policy,
- Electronic Device Insurance Policy,
- Commercial Fire Insurance Policy,
- Traffic Insurance

Third party financial liability policy is purchased for security personnel that work at MEF Schools of Turkey as payroll employees.

Students can choose to come to our school campus via service bus. This service is provided by a contracted service transportation company for a fee. Parents can choose to bring their children to school by other means. The students are covered by insurance during the transportation process between home and school if they use the contracted service bus services.

In case of injury to students, parents, and visitors that may occur in any of the all campuses belonging to MEF Schools of Turkey, the school management covers the treatment costs.

MEF Schools of Turkey also pays for Social Security rights to the Department of National Social Securities for each employee in accordance with the law. All employees benefit from Social Security and Health care under this system. In addition, all employees also receive private health insurance coverage under a group scheme.

*Revised: 5 March 2024*

## **SECTION FOUR: PERSONNEL**

### **Policy 4.1 Staffing Philosophy and Goals**

MEF Schools Senior Management recognizes that a professionally competent, dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. Therefore it recognizes its responsibility for promoting the general welfare of the staff. The Executive Board is committed to providing a highly competent, motivated and well-trained staff, able to fit each discipline and area of responsibility into a balanced, well-run School program.

Duties of Faculty and Staff shall be outlined by the Head of School and Principals and revised and approved in an Leadership Team Meeting, along with the arrangements for the regular evaluation of all Faculty and Staff.

The Head of School seeks:

- To recruit, select and hire the best qualified staff for the School,
- To develop a staff compensation package that will attract and retain the best staff members,
- To use staff talent as effectively and economically as possible, for the benefit of the total School program,
- To conduct an appraisal program that will contribute to the improvement of staff performance,
- To provide funds, within budgetary limits and priorities, and the opportunity of staff development training programs for all staff members which will improve their performance and their chances for retention and promotion.
- To develop the quality of human relations necessary to obtain maximum staff performance and satisfaction

### **Policy 4.2 Employment in line with Ministry of Labor and Ministry of Education Laws**

During the hiring process, the stipulations of Ministry of Labor and Ministry of Education Laws pertaining to recruitment requirements apply.

Ref. Ministry of Education Regulation on Private Education Institutions no. 5580, Labor Law No. 4857, Occupational Health and Safety Law No. 6331, International Labor Law No. 6735

*Adopted: 4 November 2009 / Revised: 19 June 2014 / Revised: 26 January 2022*

### **Policy 4.3 Organizational Chart and Job Descriptions**

The General Manager is responsible for the maintenance of an organizational chart. The Head of School together with the Principals & HR are responsible for the creation and revision on a regular basis of the job descriptions for each position in the School.

Job descriptions shall contain the following elements:

- Title of position,
- Reports to,
- Purpose,

- General Responsibilities

The Executive Board is responsible for the creation and revision of the job description of the Head of School. To enhance transparency, job descriptions for all Staff and Faculty are made accessible to the staff and teachers.

#### **Policy 4.4 Planning for Recruitment**

The School believes that planning for effective staffing of the School's programs is essential for the maintenance of high quality instruction. Therefore, the Head of School will annually prepare with the input of the School Principals & HR, an outline of teaching positions and the principal duties assigned to each position.

The Head of School may change and re-assign duties if necessary; however, in the creation or elimination of a position the Executive Board must provide approval. Following the November deadline for the administrators', December deadline for the foreign teachers' and no later than June for local teachers' intentions for the next academic year, the Head of School shall define staffing needs and recommend staffing actions for the next academic year to the Executive Board. The Head of School shall initiate action to continue employment of current staff members and/or recruit new staff members.

*Revised: 5 March 2024*

#### **Policy 4.5 Teacher Recruitment and Staff Classifications**

The classifications of professional staff positions are:

- Foreign Hire,
- Local Foreign Hire,
- Native Speaker of English / Dual Citizens,
- Local Hire,
- Substitute Hire

**Foreign Hire:** A foreign hire is a staff member recruited outside of Turkey and is specifically brought to Turkey by the School as a sponsored faculty member of the School/s.

Sponsorship means that the school initiates the hiring process, provides an allowance for transportation as well as shipping and functions as the individual's sponsoring organization while working in Turkey. The minimum qualifications for a foreign hire teacher are a bachelor's degree in the subject area or its equivalent, MA degree or teaching certification in the subject area or a letter of service in the subject area for min. two (2) years successful teaching experience in a school (approved by the Ministry of Education/Department of Education or the consulate from the teacher's home country or worked in). Wherever possible language teachers and primary homeroom teachers will be native speakers of the language they instruct in.



**Local Foreign Hire:** A local foreign hire is a faculty member at the School who was already residing, or intending to reside, on a long or short term basis in Turkey, or was brought to Turkey by another organization. The minimum qualifications for the local teacher are native in the language of instruction, a bachelor's degree in the subject area or its equivalent, MA degree or teaching certification in the subject area or a letter of service in the subject area for min. (2) years successful teaching experience in a school (approved by the Ministry of Education/Department of Education or the consulate from teacher's home country or worked in) and preferably at least two (2) year of successful teaching experience in Turkey with a pre-approval in the subject area and a valid residency permit in Turkey. Locally Hired Foreign Staff contracts exclude incoming & outgoing baggage and flight benefits. All other benefits are the same as foreign recruited teachers.

*Revised: 19 February 2024*

**Native Speaker of English / Dual Citizen:** Native speaker of English / dual citizen is a faculty member of the School who is a native speaker of English and a dual citizen (both Turkish and other nationality). Teachers who are native speakers of English will be recruited as a foreign hire, or a local foreign hire and paid in USD. If the teacher has dual citizenship (one of them Turkish), then salary is paid in TL due to current Turkish regulation. If the teacher studied abroad, both Bachelor Diploma and Teaching Certificate/Formation must have equivalence from the Turkish Higher Education Institution (YÖK). Dual citizen but may have housing allowances and/or private health insurance benefits.

*Revised: 19 February 2024*

**Local Hire:** A local hire is a resident of Turkey hired as a faculty member at the School. The minimum qualifications for the local teacher are fluency in written and spoken English, a bachelor's degree in the subject area or its equivalent, an appropriate teaching certificate/license and preferably at least two (2) years of successful teaching experience. Local hire contracts exclude baggage, flight, and housing allowances and private health insurance benefits. They may receive unfurnished subsidized school housing in Umraniye upon request and availability, in Istanbul.

#### **Policy 4.6 Recruitment**

The HR will determine the equivalency of certification and degrees between National and International systems. In all cases, the teaching certificate must qualify the staff member to hold a professional teaching position in his/her home country. However, due to the requirements of the Turkish Ministry of Education and the Labor Department, all degrees and certificates must first receive the approval of the aforementioned governmental agencies.

Faculty require a Bachelor degree in their area of specialty by the Turkish Ministry of Education. All universities need to be listed on the Turkish Higher Education Authority list to be eligible for employment.

Only full-time relevant teaching experience in primary or secondary school shall be recognized and given credit for initial salary placement. Tutoring and volunteering or experience outside an educational institution will not be recognized and given credit for purposes of initial salary placement.

Faculty on unpaid leaves of absence granted for pedagogical reasons at the sole discretion of the Head of School may be deemed to be equivalent to actual service at the School. Such cases will be dealt with separately and on a case by case basis taking into account the nature of the pedagogical reasons and the outcome of such leave. It is however essential that such reasons and outcomes should be documented properly.

The School requires that copies of University/College diplomas, transcripts, teaching certificates, a dossier providing verification of prior teaching experience, a copy of passport details, medical check and police clearance must be submitted as a condition for hiring and will be maintained in the personnel file. It is the responsibility of the teacher to provide such signed and sealed documents as much as possible upon accepting the position offer. This period can be extended based on the extraordinary times.

Newly-recruited faculty members are required by the Ministry of Labor and the Private Health Insurance Company to present an updated medical examination certificate to the School. Such a report can either be received from a Hospital or a family practitioner in the country of origin or in Turkey upon a full check-up.

Newly-recruited faculty shall be informed in writing within their contract of their initial placement on the salary scale and may request an explanation of the placement. If the initial salary placement is subsequently adjusted for any reason, the employee should be informed of the adjustment.

The contract includes initial salary, starting date, term of contract and monthly net salary, also other benefits entitled to.

In situations where one staff member reports directly or indirectly to a relative in the school, caution should be exercised in areas that may be deemed as a conflict of interest.

*Revised: 24 January 2022*

#### **Policy 4.7 Professional Staff Arrangements for Substitutes**

Substitutes are hired by the School Principal upon the approval of the Head of School. No private arrangements can be made between a teacher and a substitute, and all payments shall be made through the regular channels of the accounting department. Substitute teachers can be preferable from Turkish citizenship.

In filling these temporary vacancies, an effort shall be made to secure substitutes who have similar credentials to the full time professional staff, or who at least have training or experience at the teaching level or in the subject specialization of the teacher who is absent. Fully qualified

substitutes, to the extent possible, shall be assigned to classes whose regular teachers are on long-term leaves of absence.

A substitute teacher who replaces the same regular teacher will receive a payment which the amount in USD will be determined at the beginning of the new academic year by the General Manager and Head of School. Those substitutes whose term of substitution in one assignment extends for longer than 1 year are subject to all the policies which applies to other educational personnel.

Teachers on short-term absences are required to leave all necessary documents according to the procedure with the appropriate administrator prior to the day of absence. Regular daily substitutions are covered internally. Rates of compensation for daily, weekly, monthly external substitute teachers will be set by the Head of School and the General Manager and will be reviewed annually.

*Adopted: 4 November 2009 / Revised: 19 June 2014 / Revised: 5 March 2024*

#### **Policy 4.8 Professional Staff Recruitment and Selection**

The Executive Board shall be informed about the staffing plan for the program of instruction offered by the School. The Head of School will inform the opening of the new positions after reviewing the recommendations of the Administrators.

The Head of School is responsible for selecting appropriately qualified individuals to fill the professional staff positions established. The Head of School shall establish recruitment and selection procedures to maintain an exemplary professional staff to carry out the program of instruction.

The Head of School is authorized to recruit qualified staff in the manner that he/she deems most effective in recruiting high-quality professionals. This may include overseas recruiting trips as well as working with agencies.

#### **Policy 4.9 Teacher Orientation**

The Head of School, Principals, Deputy Principals, Curriculum Coordinators and other related parties such as representatives from Human Resources will organize a planned program for the induction of new teachers to the school.

The purposes of the orientation program are:

- To acquaint new teachers with School policies, employment procedures, curriculum and teaching protocols of the School,
- To help teachers with housing, setting up of utilities, banking, taxing, health insurance and other services as deemed necessary by the school,
- To acquaint new teachers with their co-workers and the community,
- To help teachers to adjust to new assignments,
- To help teachers learn about local government formalities and Turkish customs as well as campus policies,

- To acquaint new teachers with the Turkish Ministry requirements in terms of assessment and planning

#### **Policy 4.10 Length of Day**

Working hours are determined by the Turkish Labor Law, and instructional times are carried out in line with the information announced by the related Governor of City and/or the Turkish Ministry of Education every year.

*Revised: 1 February 2022*

#### **Policy 4.11 Tutoring**

Professional responsibility requires that instructors make themselves available during the school day for student conferences and extra help outside of the regular class periods for the subjects taught. No reimbursement may be accepted for such extra help.

Teachers or counselors may recommend to parents, through the Principal or Deputy Principal, that a student receives tutorial assistance outside of school hours, provided that such tutorial assistance is the responsibility of the parents. Faculty and Staff are not permitted to tutor MEF International School students for a fee.

#### **Policy 4.12 Evaluations of Professional Staff**

The Board delegates to the Head of School the responsibility for developing and implementing a continuing school program for evaluating the instructional process, which shall take into account the following guidelines:

- Evaluation should be based on the total performance and effectiveness of the teacher. It must include, but should not be limited only to, classroom observation.
- Formal observations should be done regularly, at least twice a year.
- At least one written evaluation will be made each year for teachers employed at the MEF International School. Each completed document relevant to the performance management process should be reviewed by the teacher and the evaluator and each document will be placed in the teacher's personnel file. The evaluation will be completed before the end of the academic year.
- Informal observations of all newly hired staff will be completed in the first quarter of the academic year.
- The appraisal should be a positive process, which enables the teacher to become more aware of their strengths and areas for development. Staff should be assisted in capitalizing on their strengths and eliminating or overcoming any weaknesses.
- Findings of the evaluations should be taken into account in the assignment of teaching duties and be reflected on the summative evaluation.

#### **Policy 4.13 Annual Contractual Timelines**

- **Initial Contract for Teaching Staff**
  - Contractual changes will be shared with Staff and Faculty in the first week of December.

- Head of School sends written notice to all teachers whose contract expires at the close of the current school year indicating the school's intention of renewal or non-renewal of initial contract by December 10th.
  - Notice of intention of employment from staff and faculty must be received in writing by the Head of School by December 15th.
  - Contracts for the coming academic year will be signed prior to the December holiday break.
  - All foreign faculty not intending to continue their employment with the school must submit and sign a letter of resignation by December 15th. The teacher must sign a letter of resignation in English and Turkish for the purposes of the Ministry of Education and Ministry of Labor.
- **Initial Contract for Administrators**
    - Contractual changes will be shared with the administrator in the third week of November.
    - Head of School sends written notice to all administrators whose contract expires at the close of the current school year indicating the school's intention of renewal or non-renewal of initial contract by November 30th.
    - Notice of intention of employment from administrators must be received in writing by the Head of School by November 30th.
    - Contracts for the coming academic year will be signed prior to the December holiday break.
    - All administrators not intending to continue their employment with the school must submit and sign a letter of resignation by November 30th. The administrator must sign a letter of resignation in English and Turkish for the purposes of the Ministry of Education and Ministry of Labor.

Any changes of decision regarding employment require the approval of the Head of School.

## **Policy 4.14 Professional Staff Termination of Employment**

### *Termination and Reduction in Number of Employees and Disciplinary Measures*

#### **1. Introduction**

The Head of School is authorized to take all such action regarding the employment of the School's employees, which is not the prerogative of the Board nor precluded by law or Policy. This power includes, but is not limited to, the following action:

- a. to request the resignation of an employee;
- b. to act upon the resignation of an employee;
- c. to discipline an employee;
- d. to suspend an employee prior to taking final action;
- e. to reduce the number of employees;
- f. to terminate the contract of an employee;
- g. to decide not to renew the contract of an employee.

## **2. Resignation**

- a. The Head of School may accept and request resignations and shall inform the General Manager and the Executive Board.
- b. In a case of emergency (e.g. health, economics, personal or family problems), an employee may request that his/her contract be terminated, subject to the approval of the Head of School, and in compliance with the termination clause in the contract.

## **3. Reduction in Number of Employees**

While the School will make every effort to ensure that good planning will result in staffing levels being justified by enrolment, it is recognized that the enrolment may not be predictable and could result in under-enrolment leading to a deficit budget. Also, due to non-payment of tuition and fees by the families due to the crisis in the economy, the school budget may receive a severe deficit. Also, curriculum changes may result in the need to reduce staff in a particular subject area. In such cases, the School shall attempt to initially reduce non-personnel expenditures, if possible, through elimination or deferral, to address the deficit. If that is insufficient and a tuition fee increase is deemed by the Executive Board to be unfeasible, then a reduction in the professional staff will be undertaken, upon recommendation of the Head of School, taking into account the following considerations in priority order.

- a. The current needs of the school;
- b. The anticipated future needs of the school;
- c. An evaluation of the current professional staff in relation to such needs;
- d. The length of service of individual professional staff or seniority.
  - i. Basis: If it should become necessary to reduce the number of employees (e.g. teachers in a given subject area, grade or program or to eliminate or consolidate positions or programs), the decision for retention or dismissal shall be made on an individual basis, depending primarily upon the overall effectiveness of the employee in conjunction with the needs of the School.
  - ii. Needs of the School: The following factors shall be considered when assessing the needs of the School; curricular needs, projected student enrolment, positions of extra duty to be filled, extra-curricular activities to be supervised, and safety of students, employees and facilities.
  - iii. Overall Effectiveness: Overall effectiveness means demonstrated ability and willingness to fill the needs of the School.
  - iv. Equal Qualifications: When determining which employees of equal overall effectiveness shall be retained, the employee with the longest service at the School will be given preference.
- e. School Principals and Deputy Principals will be consulted before the decision to dismiss teachers is finalized.

## **4. Termination for Cause**

- a. The school may terminate this contract at any time and without prior notice if;

- b. The unlikely event that a teacher is not granted full teacher status with the Turkish Ministry of Education.
- c. The teacher persistently and willfully fails to fulfill his/her duties under this contract, or otherwise fails to observe the terms of this contract, in spite of having been given verbal and/or written warnings during the period of this contract;
- d. The teacher fails to comply with any reasonable instruction of the school's Senior Management/ School Principal;
- e. The teacher does not present the result to the School Administration in case of any courts.
- f. The teacher is shown to have withheld important and relevant information about functioning of the school for any reason at the time of entering into this contract;
- g. The teacher has misbehaved regarding children's rights and/or acted against Child Protection Policies.
- h. The teacher is shown to have submitted false records (credentials, references, experience, etc.) at the time of entering into this contract or during the contract period.
- i. The teacher takes actions that endanger the school, its employees, or pupils, staff, or any member of the school community and its properties in connection with the use of inappropriate and illegal substances such as drugs or alcohol.
- j. The teacher persistently and willfully communicates with parents, students, faculty members, and/or staff in an unprofessional manner, creating a negative environment; communicates or acts in a manner that is counterproductive towards the mission of the school.
- k. The teacher reveals to or shares with third parties (parents, other schools, accrediting agencies, etc.) confidential school related reports/ information;
- l. The teacher uses violence and/or abuse (verbal, non-verbal, email, social media etc) against any of the school, the school's personnel, staff, parents, or students.
- m. The teacher engages in any activity that is deemed unprofessional and detrimental to members of the community.
- n. The teacher enters into employment or supports another employer for the duration of their contract with the school.
- o. Unexcused absence exceeds 3 consecutive days.
- p. The teacher displays sexual harassment or sexual advances towards employees / students / parents.
- q. The teacher does not follow the school's instructions in an emergency situation (earthquake, pandemic, etc.) and/or not following the practices stipulated by the relevant Ministry of Turkish Republic.

*Revised 25 November 2022*

**Immediate Termination by the School:** In the event of immediate termination all foreign hire benefits will cease immediately and any accommodation must be vacated within one week (7 days) of the termination.

## **5. Disciplinary Measures**

The Head of School may exercise disciplinary measures in addition to termination and suspension, such as (but not limited to) verbal or written reprimands or temporary pay deductions for unauthorized absences. Normally, an employee would be informed in advance of any impending disciplinary measures.

## **6. Dismissal for Cause**

Before exercising his/her authority to terminate the contract of an employee "for cause", the Head of School shall inform the General Manager and the Executive Board of these intentions.

## **7. Appeal of Administrative Decisions**

Appeals of administrative decisions shall be conducted according to the School's procedures for staff complaints and grievances. However, if the Head of School takes actions as described in this policy against an employee during the processing of a grievance, he/she shall notify the General Manager and the Executive Board forthwith.

### **Policy 4.15 Premature Resignation by Staff Members or Faculty**

A premature resignation by a staff or faculty member is one that may occur before 31 July of the current school year. If the resignation is for good cause, the School may be liable to the staff Member. A compassionate allowance or equivalent shall be payable only in the event that such good cause is determined by the Head of School and approved by the Executive Board.

If the resignation is without good cause, the teacher is liable to the School in accordance with the Turkish Labor Act. No repatriation allowance or equivalent shall be payable.

In the event of a death in the immediate family, premature termination of employment by a staff or faculty member will be dealt with on a case by case basis by the Head of School. 'Immediate family' shall refer only to dependent children, dependent mother and/or father, siblings or a spouse / partner who shared the same house and had a close and active personal relationship with the staff or faculty member.

In the event of a personal medical situation, or in the event of a diagnosis of an immediate family member with a terminal illness that would require a staff or faculty member's care and attendance requests made by the teacher will be considered on a case by case basis by the Head of School. Necessary evidence for a medical situation must be submitted.

No severance indemnity or holiday indemnity shall be payable in the absence of a good cause for premature termination.

### **Policy 4.16 Salary Schedule Entry Level**

Each new foreign professional staff member will be placed on the salary scale according to his/her education and experience. The highest entry level on the salary scale is Step 15 for those teachers holding a Bachelor's degree with 15 or more years of teaching experience. The



highest entry level on the salary scale is Step 10 for those administrators holding a Bachelor's degree with 10 or more years of teaching experience. Newly hired staff who hold a master's degree will receive an additional monthly stipend. The Head of School has final authority when placing teachers on the salary scale.

*Revised: 9 February 2024*

#### **Policy 4.17 Review of Salary Scale**

The Head of School will review the professional staff salary scales annually and propose any adjustments to said scales to accommodate inflation and/or cost of living fluctuations as is consistent with the financial condition of the School and taking into account the competitive packages offered in the other International Schools in the region. The salary schedule will be presented to the Executive Board for knowledge after General Manager's approval.

#### **Policy 4.18 Teaching Staff Visas and Permits**

Employment shall be conditional upon approval to teach from the Turkish Ministry of Education, the issuance and maintenance of a valid Turkish work Visa. In the event that a Visa and/or Work Permit is not obtained for any staff member, any contract or understanding between the teacher and the School is null and void.

The school will apply on behalf of the teachers and will provide assistance with their authorized dependents (by birth/by marriage) administratively to secure Visas and Residence Permits. Costs of the permits for the staff member will be covered by the school. Dependents' costs for the application to secure residency permits are the responsibility of the contracted teacher. The school will not have any liability if the Turkish authorities refuse to grant dependents a visa or residence permit. Where possible the school will assist employees in such matters, but it can in no way be held for any violation of these requirements.

#### **Policy 4.19 Teacher Housing**

For Istanbul international faculty the School will provide housing either in Ulus or Umraniye lodgings (if there are available apartments) or a housing allowance. For Izmir international faculty the School will provide a housing allowance.

*Revised: 9 February 2024*

#### **Policy 4.20 Staff Development**

It is essential that all instructional faculty maintain the highest and most modern professional skills. MEF International School is proud of the high level of academic achievement of its teaching staff and students. In addition to the methods and requirements required by MEF IS Policy, staff development days serve to assist presenting the latest educational methods to staff.

The School Board, recognizing the value of participation in such experiences, encourages staff to make use of these activities. It delegates to the Head of School the authority to organize local staff development courses and workshops and may make attendance mandatory. The Head of School and Principals will offer professional development as he/she deems appropriate depending on funding, program requirements, and overall school needs.

#### **Policy 4.21 Sick Leave / New Parent / Adoption Leave**

The school follows the leave policies as outlined by the Turkish Labor Law. The Head of School will ensure that leave policy is covered in individual contracts.

#### **Policy 4.22 Emergency Visitation Leave**

If overseas travel is involved, a five day compassionate leave will be granted in the case of the death of a sibling, child, parent, or spouse/partner. The Head of School will ensure that this leave policy is covered in individual contracts.

#### **Policy 4.23 Personal Leave**

With the approval of the Head of School, absences due to circumstances beyond the control of a professional staff member and outside of the individual employment contract shall be considered as personal leave. Staff members may have 3 personal days and 2 sick days without a doctor note. Requests for personal leave shall be submitted to the Head of School or his/her delegates prior to the date of absence, when possible.

In the case of hardship, special consideration should be given for leave purposes. Personal leave requests before and/or after vacations will not be considered. Personal leave will be allowed as outlined in contracts to be used at the discretion of the employee. Any request for personal leave beyond what is contractually permitted may be granted at the discretion of the School Principal, but may incur a loss for each day missed.

*Revised: 9 February 2024*

#### **Policy 4.24 Recruitment Leave**

Staff will receive three days paid Recruitment Leave in the final year of the contract. The Head of School will ensure that this leave policy is covered in individual contracts. If teachers/admins need to attend a second overseas fair, they may be given up to three unpaid personal days off, if the request is approved by the senior management.

#### **Policy 4.25 Long Term Sick Leave**

The teacher/admin will be permitted up to a maximum of 20 consecutive work days long term sick leave per year with pay provided by the school upon receipt of a written hospital report. Long term sick leave is used when there are unavoidable (emergency) surgeries, infectious diseases, etc that would require the teacher/admin to be admitted to a hospital for inpatient treatment.

*Revised: 9 February 2024*

#### **Policy 4.26 Staff Development Absence**

The Head of School has authority to grant permission for instructional employees to be temporarily absent from their regular duty and place of employment for the purpose of performing other educational services such as, participation in professional meetings, instructional visitations, workshops and curriculum development. Services performed during such absences will be considered equal to the assigned duties of the individuals concerned and

shall not be counted as leave, provided that a formal request is made by the agency for the attendance of the school employee and there is no cost to the school.

#### **Policy 4.27 Notice of Intent to Terminate**

All foreign professional staff members are required to advise the Head of School, in writing, by December 15th, if they do or not plan on returning the following year. The Head of School will extend additional contract years by December to professional staff as appropriate. The Head of School offers either a contract / notice of non-renewal by December 10th. If a faculty member does not meet the target date they will not be offered a contract in the following year.

*Revised: 9 February 2024*

#### **Policy 4.28 Support Staff Positions and Qualifications**

It is a policy of the MEF Board to staff the School with well qualified, non-instructional and support staff. The term "support staff" in this manual is used to mean those employees who serve the School in a support, rather than an administrative, teaching or similar professional function. The recruitment and selection of support personnel is the responsibility of the Head of School. Insofar as possible, it is a policy of the Board to employ support personnel from within the community. The establishment of wages, salaries, and terms and conditions of employment for support personnel shall be the responsibility of the Head of School, within the limits specified by the Executive Board.

#### **Policy 4.29 Compensation and Benefits of the Support Staff**

Support staff members are sole contract employees of MEF IS. Support staff employees shall be compensated for their services as follows:

- Each support staff employee will be issued a contract at the beginning of their employment.
- Employees will work under the Turkish Labor Law regulations.

#### **Policy 4.30 Support Staff Evaluation**

The supervisor for whom the support staff employee works will evaluate his or her performance annually. The Head of School and General Manager shall review the evaluations with a view to ensure that procedures and safeguards have been correctly followed. The relevant supervisor shall complete the evaluation no later than June 15 of each academic year.

*Revised: 15 February 2024*

#### **Policy 4.31 Corporate Affairs**

As Staff and Faculty and their families reside in Turkey they are subject to the laws of the Republic of Turkey with an additional expectation to be respectful of the customs and traditions of the host country.

Interviews shall not be given to the media by staff without prior consent of the Head of School. Posts on electronic/social media involving school personnel, students or school related events must fall in line with MEF IS Responsible and Acceptable Use Procedure. Permission to make posts about the school should be sought from the Head of School.

### **Policy 4.32 Staff Complaints and Grievances**

Appeals of administrative decisions other than dismissal for cause shall be conducted according to the following procedure:

- In the event of a complaint or grievance, the employee will, in writing, describe the said complaint or grievance and submit this to his/her immediate supervisor.
- The written document will be reviewed by the supervisor and a conference will be held, within five (5) working days, to discuss the complaint or grievance.
- If the employee is not satisfied with the solution found with the meeting, he/she may request a hearing with the Head of School. The written document plus minutes of the hearing with the supervisor must be forwarded to the Head of School.
- The Head of School will meet with the employee and the supervisor separately within five (5) working days of receipt of the original written document and the minutes from the hearing, to ascertain the charges and solution to the situation.
- The ruling by the Head of School on the matter will be final and cannot be appealed.

In the case of the unavailability of the Head of School, or upon his/her determination that due to the nature of the grievance the case should be heard by someone other than the Head of School, he/she will in writing designate the General Manager or an impartial third party to fulfill this role.

### **Policy 4.33 Head of School**

The Head of School is appointed by the Executive Board. The Head of School is a non-voting member of the Executive Board

Reports to: The Executive Board

Appraised by: The Executive Board

### **Responsibilities:**

#### **1. General**

- a. Supervise and monitor MEF IS Istanbul / Izmir International schools in all affairs,
- b. Represent the 'common good' of all International schools,
- c. Work as an effective team member and help build consensus,
- d. Ensure the effective and quick resolution of conflicts

#### **2. Board**

- a. Be an active member of the Executive Board,
- b. Contribute to the Executive Board deliberations,
- c. Provide information to the Board regarding school finances, significant curriculum developments, issues related to personnel, on-going projects, student enrollment, results of student, parent and other surveys, professional development,

- d. Keep the General Manager and Board members advised of appropriate community reactions

### **3. Administration**

- a. Oversee the implementation of the policies adopted by the Board,
- b. Review and revise; adopt and evaluate school procedures,
- c. Supervise the implementation of school procedures by the principals,
- d. Develop the school admission procedures and supervise its implementation,
- e. Provide direction / guidance / leadership to administrators through policy,
- f. Hold meetings with educational administrators regularly, as appropriate,
- g. Delegate to committees and maintain effective working relations with them,
- h. Monitor instructional and managerial processes,
- i. Work with school principals to develop and accomplish school improvement goals,
- j. Evaluate the goals and objectives established during the previous year. These goals and objectives should be consistent with an approved strategic plan,
- k. Maintain the school's accreditation with CIS, NEASC, IB PYP, DP and the Cambridge programs,
- l. Lead the planning and implementation of the school's strategic plan across all areas of the school, including the long term planning of improvement and development of facilities and IT

### **4. Finance**

- a. Revise the budget proposals.
- b. Develop and adopt budgets for the international schools.
- c. Submit the proposed budget to the Executive Board for approval.
- d. Act as arbitrator of approved budget and curriculum matters.
- e. Develop and manage the approved budget.

### **5. Curriculum**

- a. Supervise the IB Program operations and act as IB DP/IB PYP Supervisor,
- b. Supervise the Cambridge Programmes,
- c. Supervise and monitor all incoming / outgoing correspondence with external agencies (eg. IBO, Cambridge, CIS, etc.),
- d. Evaluate academic programs operations,
- e. Supervise all curriculum issues,
- f. Monitor, supervise and approve the provision of instructional resources and materials recommended by principals to support teaching staff,
- g. Approve / disapprove selected textbooks and resource material in accordance with the approved budget, working collaboratively with the school principals,
- h. Support efficient use of school facilities,
- i. Supervise the schools with respect to personnel, equipment, supplies and curriculum

## **6. Staffing**

- a. Evaluate principal and deputy principal performance,
- b. Observe employee performance and conduct evaluation conferences with staff,
- c. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public. Delegate when appropriate,
- d. Communicate and promote expectations for high- level performance to admin staff, faculty and students,
- e. In collaboration with the Principals, plan and provide adequate and effective personnel for staffing the school programs,
- f. Organize, meet and discuss with administrators and faculty if/ when necessary all school related issues, including the contractual concerns,
- g. Upon receiving principal's feedback appoint, allocate, appraise and dismiss teaching faculty, acting in the best interest of the schools,
- h. Monitor/ lead school principals during the interview, selection and orientation process of new admin staff and faculty,
- i. Address employment terms and policies and implement approved terms and conditions,
- j. Encourage and support improvement by continuing staff Professional Development,

## **SECTION FIVE: INSTRUCTION**

### **Policy 5.1 Curriculum Development**

The curriculum of MEF IS, in accordance with the School's philosophy and its instructional goals, is closely parallel to the curriculum of international schools serving the same grade levels, and is designed to prepare students for further schooling around the globe.

The Head of School, working with the professional staff, shall be responsible for designing a curriculum for the School within the guidelines established by the Board. The proposed overall curriculum model must have Board's approval.

In keeping with the educational philosophy and the instructional objectives that have been established by the Board, instruction is to be centered on the learning process of the individual child, with the learning of international mindedness as one of the School's most important goals. In developing the School's curriculum therefore, professional staff members are expected to individualize programs and to integrate the teaching and reinforcing of internationalism in the various subject areas, and to make recommendations for curriculum content consistent with this goal and made in line with school procedures.

In light of the changing needs of students and the ongoing process of educational research, curriculum development at MEF IS shall be a continuing process.

### **Policy 5.2 Instructional Guidelines and Objectives**

MEF IS will strive to provide quality education that will permit and assist every student:

- To acquire a mastery of academic skills,
- To acquire a positive attitude toward learning,
- To acquire the greatest possible understanding and appreciation of oneself and the world around us,
- To acquire an understanding and appreciation of persons belonging to the many social, cultural groups different from his/her own, and develop the concept of international mindedness,
- To learn to be a responsible citizen, aware and responsive to the needs of others,
- To understand how to keep healthy-emotionally, physically and mentally,
- To receive the opportunity and the encouragement to be successful and creative in one or more areas,
- To understand and appreciate human achievements in the natural sciences, the social sciences, the humanities, and the arts,
- To prepare for and live in a world of technology and rapid change

To achieve these goals, the curriculum of MEF IS will reflect the following guidelines:

- The curriculum will be international, and follow the school philosophy, and reflect the philosophies of our accrediting agencies.
- The curriculum should be complete and balanced.
- The curriculum in each subject should reflect a coherent, orderly progression through the grades.
- Because most students attend our School only a few years, the curriculum should be designed to permit students to enter this School and other schools with minimum academic dislocation.
- Within the availability of our resources, the curriculum should offer special opportunities for students of all needs.
- The curriculum should be enriched by taking full advantage of our situation in an international setting.
- The curriculum should be continuously reviewed by the professional staff and periodically evaluated to ensure that it meets the needs of our students and in order that it can be improved.

### **Policy 5.3 Controversial Issues**

The Board encourages the consideration within the instructional program of any controversial issue. These may arise in the normal pursuit of the school curriculum or particularly as they occur in contemporary affairs, which have political, economic, religious or social significance and concerning which the student should have an opinion. The teacher should deal with any controversial topic as impartially and objectively as possible. In addition the teacher should:

- Not intrude personal biases or prejudices.
- Be aware of their own personal beliefs and ideologies and maintain objectivity.
- Be mindful of cultural perspectives and sensitivities.
- Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of the students.
- Have teaching materials dealing with all possible aspects of the topics readily available.

- Not expect or require that the class reach an agreement.
- Whenever a teacher is in doubt about the advisability of taking up a given hot topic, consult with the Principal.

The policy of the Board is designed to protect the teacher, as well as the students, from inappropriate criticism whenever students are studying a controversial subject.

#### **Policy 5.4 Review of Instructional Programs**

It is the policy of the Board to review the effectiveness of the instructional program and the progress of students. The Board requires that instructional improvement efforts include adequate evaluation as the basis for recommending program changes. A regular schedule of student assessment will be established for the purpose of program planning and/or academic counseling.

The Head of School will monitor progress and a report will be made to the Board at the June meeting each year.

#### **Policy 5.5 Language Programs**

The basic language of instruction at MEF IS is English. In order to help students who do not have an adequate working knowledge of English, the School will provide an English Language Learning program.

To accommodate the students from the international community who wish to learn other foreign languages, the School will attempt to provide facilities in these languages at an appropriate level. It is not the intention of MEF IS to offer language instruction at appropriate levels for native speakers of those languages. The School offers host country language and culture studies. The Head of School will review and determine the feasibility of offering extra foreign languages during the annual budget cycle when staffing patterns for the subsequent year are approved.

#### **Policy 5.6 Class Size**

Pre-School/Reception 1 class size is limited to 16, Pre-Kindergarten/Reception 2 and Kindergarten/Year 1 is limited to 18 students. A full-time teaching assistant is hired to assist the teacher. Total enrollment in Grades 1-5/Year 2-6 is limited to 22 students. A teaching assistant is appointed for Grades 1 / Years 2-3 if enrolment is at full capacity. Total enrollment in Grades 6-12/Years 7-13 is limited to 24 students.

#### **Policy 5.7 Clubs and Athletics Programs**

The School shall offer clubs for students. The scope and variety of extracurricular activities may vary from year to year. Continuity shall be encouraged in the major areas of extra class activity, e.g. student publications, dramatics, athletics, and music. A portion of the School day is scheduled by the Head of School for extracurricular activities in the form of clubs. Athletic programs may also be scheduled outside of regular school hours.



In school clubs have great educational value in broadening outlook, deepening social relationships, providing practical experience in various fields, offering opportunity to pursue more intensively areas of particular talent and interest, providing a means outside the curriculum for students to gain the satisfaction of superior performance, fostering school spirit and morale, and adding to the pleasure of educational experience.

### **Policy 5.8 After School Activities**

The school may offer after school activities for students. The scope and variety of after school activities may vary from one session to another. Continuity shall be encouraged in the major areas of after school activity, e.g. sports and the arts.

After school activities are offered by specialist teachers at an hourly rate. School employed teachers may offer after school activities. Every year, an athletics director will be appointed by the Head of School. The stipend will be determined for after school activities. A separate budget will be set for the after school activities no later than June of each academic year.

### **Policy 5.9 Textbook, Library Resource, Software, and other Instructional Material Selection**

The Head of School delegates authority to the professional staff to evaluate textbooks, library resources, and other instructional materials with the expectation that the Head of School will approve after receiving Principals comments the texts and other materials which the staff believes are necessary to meet the goals and objectives of the curriculum.

### **Policy 5.10 Field Trips and Excursions**

A field trip is defined as an educational activity that meets the following criteria:

- a. it involves a specific class or classes,
- b. it is intended for all students in the class(es),
- c. it takes the class away from the classroom,
- d. it has an identifiable educational objective,
- e. it includes preparation of students for the activity and evaluation of outcome

Such trips are encouraged so long as they do not seriously interfere with the educational routine of students who must remain in school. Parental permission is required for participation in field trips. Local field trip arrangements and schedule must be approved by the Deputy Principal/Principal in advance and must adhere to criteria as stipulated by the Turkish Ministry of Education. Transportation, if necessary, will be provided for all local trips. Transportation for beyond the city limits or out of Turkey will be arranged with the costs borne by the participants' families.

On all School trips involving students, provision will be made for proper supervision by School employees. Parents may be permitted to assist in supervision of Primary School field trips. Some field trips require parental payments and the Head of School ensures that procedures are defined and implemented according to the nature of the trip. The supervising teacher in charge of a trip has sole authority regarding the enforcing of all rules.

### **Policy 5.11 Grading Systems**

It is the philosophy of this Board that students will respond more positively to the opportunity for success than to the threat of failure. The School shall seek, therefore, to make achievement both recognizable to and possible for the student.

The administration and teaching staff shall use grading systems for use throughout the School as appropriate to the programs and to the Ministry regulations and requirements. The Board urges all teachers to devise and apply assessment carefully and to conduct student evaluations as objectively as possible.

### **Policy 5.12 Homework**

Meaningful, regularly assigned homework is useful for students to develop academically and support learning. Homework should never be "busy work", but should be a learning activity that increases in complexity as the student progresses from grade to grade. Purposes of assigning homework are to make a student increasingly responsible for scheduling and completing his/her work on his/her own, to provide an opportunity to investigate topics for him / herself and to work independently.

The Head of School and School Principal will oversee that the guidelines for homework are implemented and will discuss these guidelines with the Administration and teaching staff. There are many other learning activities in the life of a student besides homework. School activities, cultural interests, family obligations, and personal interests can be equally educational, and teachers should take care not to overload the students. Homework is not to be used as a form of punishment.

### **Policy 5.13 Promotion and Retention of Students**

Students will progress annually from grade to grade in the Primary School. Middle school students must fulfill all the requirements in order to be promoted to the next grade; re-sit examinations in accordance with the Ministry specifications will be set for those who do not pass. In the High School, if a student does not satisfactorily pass the grade after resit examinations, will not be able to register in the following academic year unless they agree to repeat the grade level failed.

### **Policy 5.14 Guidance and Testing**

The School Counselors are responsible for the guidance of the students. If additional information is required in the best interest of the child, the school can require external professional consultancy services, expenses for this will be met by parents.

### **Policy 5.15 Graduation Requirements**

Graduation from the School means that the student has satisfactorily completed the prescribed course of study. Graduation requirements are established by the Head of School in line with the requirements of the Ministry of Education. The School grants its diploma to Grade 12 students who have satisfactorily completed the prescribed courses of study.

*Revised: 9 February 2024*

## **SECTION SIX: STUDENTS**

### **Policy 6.1 Admissions and Placement Policies**

The school does not discriminate on the basis of race, creed, color, sex, or national origin and seeks to accept all qualified students who apply. However, under Turkish law, the registering student must hold an international passport. Applications for admission are accepted throughout the year. All applications to the school must be accompanied by previous educational records starting from Grade K/Year 1, any appropriate medical records, and proof of age. The student's application should also include recent academic recommendations.

All students are eligible for admission if it is believed that the school can meet their particular needs. The school is not equipped or staffed to educate students with learning, physical or mental disabilities, or severe emotional or behavioral problems and these students will not be admitted to the school. Students with mild physical, mental, emotional, or learning disabilities may be admitted if in the Head of School's judgment adequate provision and /or special programs can be made. Fees for any special materials, supplies, and/or additional instruction may be required and will be the responsibility of the parent. These fees are in addition to the regular tuition fees.

All children whose native language is not English may be required to take oral and written English assessments to determine whether they can be admitted. Admission may be probationary and may be dependent on the child receiving extra assistance in an English as an Additional Language program. Fees for special materials and supplies are in addition to the regular tuition fees if recommended by the Head of School.

### **Policy 6.2 Termination of Enrollment**

Termination of Enrollment in the Primary and Secondary School: Student acceptance is based on the assumption that programs being offered are the best available to meet the needs of the students. When, in the judgment of the professional staff, programs and personnel resources do not adequately meet the needs of the students, and counseling has failed, a recommendation for termination of enrollment will be made by the Head of School.

### **Policy 6.3 Student Welfare and Safety**

All employees of the School shall use their best effort to develop sensitivity among students and employees to the importance of safety, knowledge of emergency procedures, and the importance of responsible individual action so that these procedures work smoothly. Student safety is the prime consideration in any emergency. The Head of School, guided by the overriding consideration for student safety, shall maintain appropriate regulations and procedures in so far as the nature of these types of disturbances can be anticipated. In preparing emergency action, the Head of School in collaboration with the General Manager shall take into account the advice of civil authorities. Final responsibility rests with the Head of School for determining when the school shall take emergency action and what action the school shall take.

In addition, MEF IS will make every effort to implement the highest standards of selection, recruitment and verification in hiring practices to ensure the safety of children. All staff will sign and abide by a code of conduct confirming their understanding of, and commitment to Child Protection following the training at the beginning of each year. Students will also be informed and educated about their rights.

MEF IS's Child Protection Policy is based on international law and on the United Nations Convention on the Rights of the Child, of which Turkey is a signatory and MEF fully endorses. The School communicates this policy annually to all teachers and the community.

*Revised: 26 January 2022*

#### **Policy 6.4 Attendance and Academics**

Regular School attendance is essential to the progress and achievement of the student and shall be strongly encouraged by the Head of School and staff. Teachers are authorized to require a satisfactory explanation from the parents or guardians, either in person or by written note, or e-mail of any student absence.

Absences may be excused or unexcused. If an absence is excused the student has the right to make up the work and tests, which were missed. The absence must be supported by a medical certificate for the purposes of making up a test. If an absence is unexcused, the student may not be allowed any make-up examination.

Parents of students who plan to miss several days are required to notify the teachers and the office at least ten (10) days before the anticipated absence. In the Secondary School, this will allow teachers time to prepare the list of assignments, which will be missed during the absence. The student is responsible for contacting the teachers for all assignments. These assignments must be turned in to the respective teachers either before leaving or shortly after returning from the absence. The School is not responsible for preparing advance work without adequate notice.

Regulations outlined by the Ministry of Education will be followed regarding student absences.

#### **Policy 6.5 Reporting**

The school will report student progress to parents and guardians on a timely basis. A comprehensive plan for school/home communications is essential if clear understandings are to take place. Therefore, a plan with combinations of written and oral communications has been devised in order to ensure that clear and concise information is transferred. Teachers will also use a variety of methods to be sure parents know the progress of each student.

- Parent/Teacher Conferences: They will be held each semester/in Trimester 1 and 2.
- Report Cards: They will be issued at the end of semesters/each Trimester.

In addition, the school encourages teachers to check in regularly with students to discuss progress and invites conversations between staff and families throughout the year.

### **Policy 6.6 Student Records**

Individual student information will be collected in the cumulative record which will be both electronic, on the Student Information System, and hard copy, in individual folders.

- Admission information is official administrative records that constitute the minimum personal data necessary for operating the educational system. It includes: identifying information, academic work completed, grades, standardized test results, attendance records, passport information as well as health data, family background information, systematically gathered School official ratings and observations, verified reports of serious or recurrent behavior patterns, etc.
- The MEF IS Student Records procedures will be used in maintaining the cumulative record and disseminating student records.

### **Policy 6.7 Student Eligibility for Interscholastic Activities**

Interscholastic activities (meetings between schools) are considered important by MEF IS. These interscholastic activities include sports, academics, music, speech/debate, drama and others that require preparation beyond the normal school day. Participation in these activities may also involve missed class time. These activities help to provide an extension of class work in areas of interest and ability to the student. They promote excellence in the development of self-discipline, sportsmanship, teamwork, and they stimulate both mental and physical fitness. Students must, however, maintain an adequate academic standard to be eligible to participate in interscholastic activities.

### **Policy 6.8 Student Conduct**

The Executive Board believes that development of individual personality and love of learning flourishes best in a pleasant, supportive and secure environment. MEF IS follows the Ministry of Education discipline policy both in the Primary and Secondary Schools. The Discipline Committees and the administration are charged with the responsibility within this guideline to provide clear rules and regulations set forth in the parent handbooks in accordance with the Ministry guidelines. The rules and regulations will be reviewed by the administration on an ongoing basis.

### **Policy 6.9 Student Health**

**1. Parental Responsibility:** Parents should inform the school administration Principal or Head of School immediately if a child has an infectious disease so that the School is properly informed and a decision made with respect to advising other parents, when applicable, about possible symptoms to watch for.

When requested by the School, parents are obliged to obtain confirmation from their doctor/physician about the nature of a suspected disease and the potential risk to other students. A letter from the doctor/physician explaining the disease and potential risk should be provided.

**2. Communicable Diseases:** A student having a communicable disease and/or a parasitic infestation may be excluded from School attendance by the school administration after consultation with the school health center. If the student has been excluded from School he/she will not be allowed back until a medical practitioner or school health center has approved re-entry to the School.

The laws of Turkey regarding communicable diseases shall be complied with; the advice of local health authorities / facilities shall be solicited and adhered to.

**3. Infectious Diseases:** The School administration should be informed about all infectious diseases. This includes the more serious ones like hepatitis, tuberculosis, herpes, HIV infection etc. but also less serious ones like head lice, measles, chickenpox, etc. for instance . All cases reported should be accompanied where necessary/possible with a letter from the doctor /physician clearly identifying the disease and also recommendations for treating as well as precautions to prevent spreading the disease.

Parents should keep their children at home until the doctor/physician has declared the child clear of the infectious disease. In the case of head lice, all eggs must be removed from the child's hair before the child will be allowed to attend school. In the case of a serious infectious disease, the School may ask for evidence in the form of the test results to ensure the safety of other children.

The school rests assured in the solid medical opinion that HIV infected persons pose no threat whatsoever to the health of their companions or associates in the School setting. Health Center Procedures : Doctor and nurse should wear gloves when dealing with broken skin/open wounds.

**4. Vaccinations and Immunizations:** The School Administration through its Admission Policy requires all students to provide a copy of health immunization records prior to the entry to the School. The documentation of these health records will be photocopied and the copies will become part of the student's permanent record file maintained at the School.

In extraordinary circumstances, the decisions taken by the Ministry of Health are implemented.

*Adopted: 8 October 2009 / Revised: 24 January 2022*

**5. Student Physical Examinations:** The Head of School may order a physical examination of any child applying for admission or attending the School. Failure of a parent/guardian to conform with the request will result in the child being suspended from attending MEF IS or, in the case of applicants, in denial of admission. Students participating in physically demanding activities may be required by the administration to have a physical examination to determine if participation is approved by a physician.

## **SECTION SEVEN: COMMUNITY INVOLVEMENT**

### **Policy 7.1 Involvement in the Community**

The Board encourages students at MEF IS to be involved in community projects, both within the local host country community and the wider international world. These projects should be based on community service and can involve official registered charities as supported by the School.

Furthermore the Board encourages the promotion of the School and students through organized international/inter-cultural events. MEF IS will continue its affiliation with recognized international organizations which include but are not limited to, Model European Parliament and Model United Nations.

### **Policy 7.2 Community Involvement**

Members of the community are encouraged to take an active role in the education of their child including but not limited to volunteering in school, school activities and special events. All parents are encouraged to take part in the Parent Teacher Association/ Parent Council and all activities connected with it.

## **SECTION EIGHT: INTER-ORGANIZATIONS**

### **Policy 8.1 Relations with Other Schools**

#### *School-to-School Program*

MEF IS may cooperate in any school-to-school program, which is sponsored by/linked to appropriate international or national educational agencies. The Head of School shall supervise School participation and shall foster activities, which will improve the education program of the School. Any financial commitments to the school-to-school program, if not provided for in the budget, shall have prior approval of the Head of School.

### **Policy 8.2 Accrediting/Authorizing Agencies**

It shall be the policy of the Board to seek the highest status of membership for MEF International School in agencies that promote school improvement. In cooperating with these agencies, MEF IS will give importance to the evaluations provided and include recommendations in the school's strategic plan.

- IBO Affiliation: MEF IS shall be an active member of the International Baccalaureate Organization.
- CIS & NEASC Affiliation: MEF IS shall continue to be an active member of the Council of International Schools (CIS) and the New England Association of Colleges and Schools (NEASC).
- CIE Affiliation: MEF IS will maintain membership and be active with Cambridge International Examinations (CIE).