

KEYSTONE INTERNATIONAL SCHOOLS
TEACHER HANDBOOK



ISTANBUL | TORONTO

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Overview

Leadership and Being a Role Model

- Value diversity and encourage respect for different perspectives and experiences.
- Develop students' sense of social responsibility.
- Raise awareness of legal rights at both local and international levels.

Critical-Thinking

- Promote proper social media literacy.
- Support critical thinking.
- Guide students in project and research work to develop creative solutions to global issues.
- Teach students to research and evaluate the credibility of sources.
- Present academic challenges as opportunities for preparing for higher education.

Communication

- Ensure students do not fear their teachers but respect them.
- Consistently apply and monitor classroom and school rules established at the beginning of the year; provide feedback regularly. Allowing a single violation will make it harder to restore order.
- Freedom within the framework of rules strengthens mutual respect.
- Teachers must collectively uphold school rules; they should not allow inconsistent practices between teachers, as students will quickly notice them.
- All teachers should communicate with students according to the same standards.
- Create environments where students can express their ideas openly.
- Remember that the moment a student asks a question is the most valuable time for learning.
- Never discuss a student with another parent, unrelated staff member, or in public spaces. If there is an issue, speak privately with your supervisor or the guidance department. Keep student and family matters confidential.

Collaboration

- Leverage the strengths of your colleagues to achieve common goals; contribute in your areas of strength.
- Show empathy towards colleagues and students from different languages, religions, and cultures, and reflect this diversity positively in the classroom.
- Do not allow discussions about someone who is not present; remind others that this behavior is against school culture.
- Act with honesty during conflicts and set an example for both staff and students. Make a positive impact on students' lives and leave a lasting impression.

Ethics

- Maintain professional boundaries.
- Make decisions that are fair, transparent, and responsible.
- Demonstrate attitudes that reflect the values of the school.

Job Description & Responsibilities: Teachers

Monday Morning Whole-School Assembly – Our School Promise

- We start with a smile: “Good morning, hello, hi!”
- We value and respect each other.
- We tell the truth, even when it’s hard.
- We take responsibility for our actions.
- We keep our school clean and protect the Earth.
- We learn, grow, and know our worth.
- We act with kindness, strength, and unity.

Planning & Coordination

- Read the Teacher and Student Handbooks before orientation.
- Collaborate on course outcomes and upload them by the educational director’s deadline.
- Organize at least two interdisciplinary activities per year and evaluate their effectiveness.
- Plan and confirm field trips with the educational director; follow all protocols.
- Submit updated yearly and unit plans using provided templates before classes begin.
- Join assigned committees and contribute actively.
- Attend all required meetings:
 - Weekly: staff, department, guidance
 - Termly: ŞÖK
 - Interdisciplinary, committee, and coordinator meetings

Academic Planning & Communication

- Upload instructional materials to **Canvas** at least two weeks in advance.
- Maintain and share exam calendars with students and parents; notify of any changes.
- Homeroom teachers supervise students from 8:20–8:30 for attendance, phone collection, and uniform checks.

Monitoring & Reporting

- Notify parents of academic concerns, including missing work or risk of failure.
- Homeroom teachers send monthly parent updates and copy school leadership.
- Submit term-end lists of students at risk or who have failed.
- Provide timely feedback and grade all assignments within one week.
- Participate in parent seminars.
- Prepare report cards using **PowerSchool**.

Social-Emotional Development

- Monitor student well-being and collaborate with the guidance team on support strategies.
- Attend teacher-guidance meetings to discuss and evaluate student needs.

Administrative Duties

- Adhere to academic and professional procedures.
- Homeroom teachers are responsible for contacting parents in case of student absences.
- Follow duty schedules and uphold school calendar and values.
- Participate in extracurricular activities, school events, and promotional efforts.

Working Hours

- Weekdays: 08:00–17:00
- Friday: 08:00–16:00
- Weekend participation may be required for events or meetings.

Teacher Dress Code

- Dress appropriately, neatly, and cleanly for the educational environment.
- On casual days, neat jeans and school-branded clothing are acceptable.
- PE, Visual Arts, and Science teachers may wear functional attire when necessary.

Parent Interaction & Social Media

- Do not establish social relationships with parents outside of official school events.
- Do not share your personal phone number with parents or students.
- According to the Ministry of Education Disciplinary Regulations, providing private lessons to students enrolled in your school is considered an ethical violation and is subject to disciplinary action.
- As per the Ministry of Education Teaching Profession Ethics Principles, maintain professional distance with students and parents, separating personal life from professional responsibilities.
- The Ministry of Education Social Media Use Guidelines prohibit befriending, sharing photos with, or messaging students and parents on social media.
- Student photos may only be taken with school devices and with administrative approval.
- Do not take student photos with personal devices.

Smoking Policy

- By Law No. 4207, smoking is prohibited within school premises.
- Smoking is only permitted at least 50 meters away from school boundaries.
- Do not smoke in places visible to students.
- Follow personal hygiene rules after a smoking break.
- Teachers may take a maximum of two off-campus breaks per day.

Duty Policy

- Arrive at school 30 minutes before your duty day starts and leave 30 minutes after classes end.
- Complete and sign the duty log without omissions.
- Monitor student behavior, building safety, and visitors.
- Do not allow unauthorized visitors into the building without administrator approval.
- Do not use a cell phone during duty; use the walkie-talkie only.

Electronic Use Policy

- Email is the official means of communication; check it at least three times daily and respond within the same day.
- Do not use cell phones in classrooms, libraries, or duty areas (unless in special circumstances).
- Use your phone only in the teachers' lounge during breaks or free periods.

Receiving Gifts from Parents

- We appreciate parents' thoughtful gestures, but gifts should be simple and heartfelt.
- No expensive or high-value gifts are accepted.
- Handmade cards, notes, or flowers are sufficient. If offered more, politely decline and inform the administration.
- This approach promotes equality, prevents favoritism, and aligns with international school standards.

Sharing the Curriculum

- Clarity and consistency in communication with students and parents is essential.
- All teachers must share their subject curriculum at the start of the year.

Teacher-Child Class Placement

- Teachers or guidance counselors may not have their child in their class.
- **Reasons:**
 - Risk of unintentional bias
 - Perceptions of favoritism from students or parents
 - Maintaining professional boundaries
 - Managing parent expectations

Staff Absences, Late Arrivals, and Early Departures

- Teachers who will be late, absent, or leaving early on a given day must email personel@keystoneschools.com.tr
- The email should include a signed copy of the *Leave Request Form* along with the reason for the leave.
- In cases of unexpected absence (e.g., illness), the form should be submitted as soon as possible upon return.

Guidance Counseling Policy and Procedures

KIS provides academic, social, and emotional support aligned with the Turkish Ministry of Education, Prince Edward Island, and international standards.

Counseling Services

- Individual, group, and class support
- Focus areas: study skills, time management, emotional well-being, relationships, and conflict resolution
- Confidentiality maintained, with exceptions for safety concerns

Counselor Requirements

- Bachelor's in Psychology, Counseling, or related field
- Counseling certification (pedagogical formation)
- School-based experience and ethical practice knowledge

Prevention & Safety

- Orientation before school starts
- Bi-monthly classroom guidance activities
- Staff monitor student well-being and safety
- Zero tolerance for bullying
- Emergency drills conducted regularly

Roles & Responsibilities

Students

- Counseling for academic, emotional, and social needs
- Character education and well-being programs
- Regular assessments to monitor growth
- Confidentiality with clear boundaries

Parents

- Interviews at admission and annual updates
- Monthly communication and resources
- Support for developmental concerns
- Guidance on online safety

Teachers

- Collaboration on student support
- Twice-yearly progress reviews

- In-class observation for early intervention
- Training and classroom guidance integration

Records & Confidentiality

- Files kept securely (digital and hard copy)
- Access limited to counselors/admin as needed
- Transfers documented when students change grades
- Consent required for sharing information externally
- Procedures follow MoNE regulations

Admissions

Counselors support student admissions by conducting interviews and collecting relevant background information.

Academic Policies and Procedures

Academic Honesty

Keystone maintains a zero-tolerance policy toward plagiarism. This includes both **unintentional** errors in citation and **intentional** misrepresentation of others’ work, including the use of AI tools without proper attribution.

- **Unintentional Plagiarism:** Incomplete citations despite credit in the bibliography.
- **Intentional Plagiarism:** Omitted citations, copying without attribution, or submitting AI-generated work.

Preventative Measures

- All students must submit a rough draft outlining structure, sources, and stance.
- Middle School: Handwritten drafts with listed sources.
- High School: Research notes, source credibility analysis, MLA/APA citations.

Consequences

Infraction Type	Grade Level	Action Taken
Unintentional Plagiarism	G9–10	30% deduction; may resubmit
	G11–12	30% deduction; no resubmission
Intentional Plagiarism (1st offense)	G5–8	Letter/call to parents, apology letter, resubmit for 75% max

	G9–12	Disciplinary Committee review, apology letter, zero on assignment
Repeat Offenses	All	3+ offenses → suspension (HS), parent meeting (MS)

Assessment Policy

Keystone's assessment framework ensures ongoing evaluation of learning through various tools and strategies tailored to student needs.

Assessment Types

- **Formative** (daily, ongoing): Quizzes, journals, discussions
- **Summative** (end of units/semesters): Exams, projects, presentations

Assessment Cycles

- **Short-Cycle:** Daily check-ins (quizzes, discussions)
- **Medium-Cycle:** Unit-based assessments (projects, reflections)
- **Long-Cycle:** Mid-/end-term exams for academic progress tracking

External Assessments

- MAP Growth
- SAT (with after-school tutoring)
- AP & IELTS (guided by College Counselor)

Early Years (KG–G3)

- Observational tools, portfolios, and game-based assessments aligned with PEI
- No grades—only developmental feedback

Grades 4–12

- PEI curriculum
- Regular formative/summative assessments with standardized rubrics

Quizzes & Exams

- Quizzes: 2 per semester, announced 1 week prior, pre-approved via shared Google Drive
- Exams: 2 per semester (G4–11); standardized templates, approval & answer key timelines strictly followed

Grading Policy

- Feedback must be timely (within 5 days)
- In-person/typed comments with constructive suggestions

- Green pen for handwritten submissions
- Consistency checked by Department Heads and Educational Director

Failing & Retakes

- G10–12: Below 50% in a subject → must retake
- G5–9: Failing a subject triggers a parent meeting but doesn't require grade repetition

GPA Scale

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	91-100	4.3	C	64-66	2
A	85-90	4	C-	60-63	1.7
A-	80-84	3.7	D+	57-59	1.3
B+	77-79	3.3	D	54-56	1
B	74-76	3	D-	50-53	0.7
B-	70-73	2.7	F	49 and below	0
C+	67-69	2.3			

Exam Procedure

Before the Exam

- Exam dates are announced at the start of the year.
- Topics are posted on Canvas two weeks before the exam.
- Use the approved exam template.
- Upload exam questions six days before the exam and answer keys two days before.

During the Exam

- The whole class takes the exam at the same time.
- The proctor is the class teacher unless otherwise specified.
- No mobile phone use is allowed.
- Attendance is taken and absences are reported.

After the Exam

- Exams are returned to students and reviewed together.
- Exams are stored securely and not copied.
- Missed exams may only be made up with a doctor's note.
- If 50% or more of the class fails, a retest is required, with the higher grade recorded.

Cheating Policy

- Middle School: Retake allowed, original score not counted.
- High School: Score of zero, no retake.

Disciplinary Actions

- 1st offense: Warning, parent contact
- 2nd: Parent meeting
- 3rd: Suspension

Note: Teachers may not record or photograph students suspected of cheating

Homework Policy

Homework supports academic progress and student independence. Assignments fall into four categories:

Type	Purpose
Completion	Finish classwork to maintain pacing
Practice	Reinforce learning and build mastery
Preparation	Acquire background for upcoming lessons
Extension	Apply learning creatively and critically

Homework Policy

- Homework supports academic development and independent learning.
- Types: Completion, Practice, Preparation, Extension.
- Post homework on Canvas with clear instructions and a due date.
- Minimum one week for completion.
- No homework during holidays.

Time Guidelines

- KG: No homework.
- Grades 1–6: Light activities.
- Grades 7–9: Maximum 1 hour.
- Grades 10–12: Maximum 2 hours.

Extended Absences

Parents must contact teachers to develop a homework plan during extended absences.

Project Policy

- Projects must be posted on Canvas with objectives, instructions, and assessment criteria.
- Minimum one week allowed for completion.
- Submit both the draft and final work.

Displaying Work

- Displays must meet ethical and academic standards.
- Labels must include subject, grade, student name, title, date, objective, and sources.
- No plagiarized work may be displayed.

Field Trip Policy

Each class will take field trips annually, scheduled during August planning. Parents are notified in September.

Before the Trip

- Submit trip details (date, location, time, participants) to the administration.
- Trips must relate to the curriculum.
- Related project work should start at least three days before the trip.
- Permission forms issued two weeks prior; reminders one week prior.
- Assign chaperones.

During the Trip

- Uniforms are required.
- No phones allowed.
- Use worksheets to support trip objectives.

After the Trip

- Take attendance.
- Return the first aid kit to the nurse.
- Complete the trip project.

Photo & Communication Expectations

- Use school iPad to take high-quality photos
- One teacher submits Instagram photos; another sends updates to parent WhatsApp group

Professional Development Policy

Orientation Program (August)

Covers curriculum planning, assessment, field trips, behavior expectations, and policy alignment. Finalized by the second week of August.

Professional Training

Planned by the leadership team based on budget, schoolwide goals, and areas for improvement. Teachers are encouraged to share insights from external training sessions with colleagues.

Ongoing Development & Observations

Classroom observations are conducted by the Head of School, Educational Director, Heads of Department, Guidance Counselor, and peer teachers to promote continuous growth.

- The Head of School observes to ensure overall instructional quality aligns with school vision and policy.
- The Educational Director focuses on curriculum delivery, assessment practices, and instructional strategies.
- Heads of Department (HODs) observe for subject-specific alignment, pedagogical effectiveness, and departmental consistency.
- The Guidance Counselor observes to identify classroom dynamics related to student well-being, behavior, and emotional support.
- Peer teachers observe each other to share best practices and foster a culture of collaboration and mutual learning.

Teacher Observation and Confidentiality Policy

- Before the school year begins, all teachers must sign the school's confidentiality agreement.
- During training, teachers will participate in sessions on teacher observation criteria and are expected to be mindful of these criteria throughout the year.
- Teachers are informed that salary increases for the following year will be based on the results of these observations.
- Each year, the school leadership team will conduct **10 classroom observations** for each teacher. Observations will take place both during scheduled times and during general school hours. Some observations will be announced in advance, while others will occur randomly.
- After each observation, the observing leader will provide feedback to the teacher.
- The teacher must review, sign, and date the observation document, ensuring that all information is complete.

Student Council Policy

The Student Council provides students with a voice in school operations and fosters leadership.

Structure

- House captains, school president, and elected class representatives serve as council members
- Overseen by guidance counselors

Responsibilities

- Hold regular meetings
- Manage subcommittees and budget
- Plan and execute events, gather feedback, and suggest improvements

Learning Goals

- Develop leadership and communication skills
- Practice budgeting, project planning, and problem-solving
- Foster accountability and community engagement

Code of Conduct

Keystone expects all community members—students, staff, parents, and volunteers—to uphold a respectful, inclusive, and safe environment. These standards apply on school property, buses, and at school-authorized events.

Expected Behavior

- Respect all individuals; use appropriate language
- Practice honesty and integrity
- Support diversity and inclusion
- Speak only English during school hours
- Follow teacher instructions and uphold the right to learn
- Care for school and personal property
- Resolve conflicts peacefully; report violations
- Avoid inappropriate physical contact

Technology Use

Grades 1–5

- No cell phone use allowed.
- Phones must be kept in bags, switched off or on silent.
- Emergency communication is through the school office.

Grades 6–12

- Phones must be stored in bags or lockers during class.
- Messaging, calls, and social media are prohibited.
- Academic use is allowed only with teacher approval.

Laptop Policy (Grades 6–12)

- Devices are for school-related activities only.
- No games, social media, or messaging.
- Devices must be fully charged before coming to school.
- Misuse will result in restricted access.

Punctuality & Dismissal

- Students must be in class on time
- Parents must inform the school of changes to pickup/shuttle plans
- Students commuting alone require signed permission
- After-school pickup must be by 16:45

Absenteeism

- Parents must notify teachers of absences in advance
- Excessive absences (20+ days) may lead to automatic failure, per Turkish and Canadian ministry regulations

Uniform Policy

- Uniforms must be worn Monday–Thursday; Fridays allow casual attire within dress code
- PE uniform required on PE days
- Uniforms must be worn on school trips
- No makeup, offensive imagery, or excessive accessories allowed
- Students must maintain personal hygiene
- Repeated violations result in progressive disciplinary action and may include parent intervention, written warnings, or disciplinary committee involvement

Schoolhouse System Policy

Keystone’s house system fosters community, leadership, and friendly competition. Students and staff are assigned to one of four houses: Orcas, Lynxes, Caribous, or Hawks.

Core Values by House

- **Orcas:** Teamwork, intelligence, cooperation
- **Lynxes:** Agility, independence, precision
- **Caribous:** Endurance, resilience, unity
- **Hawks:** Vision, leadership, courage

House Structure

- Balanced assignment by grade/gender
- Kickoff assembly held each fall
- Annual competitions include Spelling Bee, Olympics, Science Fair, and Debates
- Points awarded for participation, achievement, and behavior

House Leadership

- House Captains lead meetings and coordinate events with teacher advisors
- Captains are senior students (Grades 11–12) and serve on Student Council
- Teachers must fulfill assigned house duties or face point deductions

Captain Responsibilities

- Organize and lead house activities
- Communicate updates and mentor younger students
- Track house points and maintain records

Disciplinary Committee

The Disciplinary Committee ensures a fair and consistent approach to student conduct. It promotes accountability, behavioral improvement, and a safe school environment.

Committee Members

- Head of School
- Homeroom Teacher
- Guidance Counselor
- Faculty Representative(s)

Responsibilities

- Investigate reported incidents
- Allow students to share their perspective
- Determine appropriate consequences
- Maintain formal records
- Provide counseling or support if needed

Sanctions

- Verbal/Written warnings
- Parent-teacher conferences
- Reflection assignments
- Counseling or behavior improvement plans
- Temporary suspension
- Referral to external professionals (if necessary)

Administrative Policies and Procedures

Admission Policy

Keystone and Kilittaşı Schools offer a rigorous, inclusive admissions process aligned with our academic values.

Language Requirement

- Instruction is in English from age 3+
- Language proficiency assessed during admission
- Students with limited English may be enrolled with a support plan

Grade-Level Admission Criteria

- **Pre-K & Kindergarten:** Limited English accepted; parent cooperation required
- **Primary to High School:** English and academic assessments required
 - High school students may take the MAP Growth Assessment

- Missing credits must be addressed with an academic action plan

Admission Process

1. Parent inquiry → Appointment with principal/VP and guidance counselor
2. Submission of Pre-Registration Form 1
3. Entrance assessments for Grades 4+
4. Psychological evaluation and class visit
5. Transcript review for Grades 7–12
6. Final decision by admin team
7. Registration via Pre-Registration Form 2 and database update

Non-Admission Criteria

- Academic level mismatch
- Social, emotional, or behavioral incompatibility

Registration & Fees

- Tuition announced each February
- Re-registration deadline is two weeks before school starts
- Once confirmed, student is added to PowerSchool and Canvas

Attendance, Dismissal, and Visitors

- **Attendance:** Teachers record attendance at the start of each lesson on the shared Google spreadsheet. Late slips are stapled into the classroom notebook. Any unexplained student absences are reported to the Head of School and Counselor.
- **Late Arrival:** Students arriving after 8:40 wait in the gate area until break and must obtain a late slip from the Head of School before entering class.
- **Early Dismissal:** Two dismissal slips are issued: one remains in the classroom; the other is handed to security upon student exit. Parents must inform the bus company if their child will not ride the bus.
- **Visitors:** All visitors must sign in at security. KG and Pre-K parent visits are also logged.

Child Protection Policy (CPP)

Goal

Ensure student safety through preventative measures, reporting protocols, and collaboration with parents and authorities.

Definitions

- **Child:** Refers to any individual under 18, as defined by the United Nations Convention on the Rights of the Child.

- **Child Abuse:** Refers to any action or omission that results in harm, possible harm, or danger to a child's physical, emotional, or sexual well-being.
- **Reporting:** Informing appropriate authorities, such as the Ministry of Family and Social Services or designated personnel, about suspected or known incidents or child abuse or neglect concerns is crucial for ensuring prompt intervention and protection.
- **Child Protection Officer:** The person in charge of the Child Protection Team, responsible for the institution safeguarding their students.

Core Actions

- Concerns are taken seriously and addressed promptly with child-centered approaches.
- Staff and students are trained in recognizing and reporting abuse.
- The Child Protection Team (CPT) includes the CPO, admin, counselors, nurse, and teachers.
- Reports can be made anonymously via CPO boxes. External referrals are made when required.

Record-Keeping

- Student files include personal, academic, health, and behavioral information. Files are stored securely and retained for two years after a student leaves.

Recruitment

- All staff must pass child protection checks, including a criminal background report from their home country. Child protection questions are included in interviews.

Allegations

- Any allegation against staff is investigated confidentially and reported to legal authorities as necessary.

Training

- All staff and volunteers receive ongoing training on child protection and appropriate conduct.

Roles of Volunteers, Students & Parents

- Volunteers must report concerns, follow privacy rules, and not photograph students without approval.
- Students are taught their rights, boundaries, and reporting channels.
- Parents are encouraged to engage, report concerns, and support child protection efforts.

Relationship Education

- Follows PEI guidelines and allows parental opt-out. Promotes a safe, respectful environment for open discussions.

Communication Policy

- **Language:** English is the primary language; French is the only exception.
- **Students:** Use classroom channels, surveys, and class reps to share concerns and ideas.
- **Teachers:** Weekly meetings, peer observations, and department leads ensure communication and alignment.
- **Parents:** Receive monthly newsletters, attend orientation and scheduled meetings, and communicate through PTO representatives and class teachers.

Emergency Policy

Infrastructure & Training

- Buildings meet Ministry standards. Staff receive annual emergency training.
- Emergency bags, fire extinguishers, and whistles are available on all floors.

Drills & Response

- Two fire and two earthquake drills annually.
- Floor officers oversee evacuation and headcounts.
- Evacuation protocols include buddy systems, class emergency leaders, and designated meeting points.

Parent Communication

- Parents are notified only after the emergency is under control.
- Phone chains are used for updates. Parents may only pick up students listed as emergency contacts.

Safe Environment

- **Campus Safety:** CCTV, secured entry, routine checks, and well-maintained facilities.
- **Bathroom Policy:** Staff accompany younger or special-needs students. Restrooms are regularly inspected.
- **Transport Safety:** Licensed drivers, monitored buses, and regulated student pick-up/drop-off procedures.

Digital Safety & Photo Use

- Students are trained in digital citizenship and online safety.
- Internet use is filtered and monitored.
- All media use requires parent consent. Only school devices are used for documentation. School cameras are managed by administration.

Field Trips & Excursions

- Risk assessments, parent permissions, and medical preparations are mandatory.
- Teacher-to-student ratio: 1:17 for field trips, 1:10 for excursions.
- Required documentation is collected by VPs and carried during trips.
- After trips, students are handed directly to parents.

Anti-Bullying Measures

- Bullying and harassment are not tolerated.
- Programs, counseling, and mentorship are in place to support affected students.
- Confidential reporting channels are available.

Accident Reporting

- All incidents are documented using Accident Report Forms.
- Reports include time, place, witnesses, and action taken.
- Nurse notifies parents and stores records in a secure Accident Book.

Risk Assessments

- Regularly conducted for all facilities and events.
- Drills and precautionary systems are reviewed each term.

Whistleblower Policy

- Good-faith reports are protected. Retaliation is not tolerated.

Policy Implementation & Enforcement

- Policies are shared via website, newsletters, and training sessions.
- Multilingual versions are provided where needed.
- Violations result in fair disciplinary action and follow-up support.

Policy Review & Compliance

- All policies are reviewed regularly and updated to align with legal standards and stakeholder feedback.
- Compliance is monitored through internal audits and external reviews as needed.

Nurse Responsibilities & Health Procedures

The school nurse oversees student health, first aid, medical reporting, and health education. They coordinate with the administration and workplace physician for preventive care, emergencies, and chronic illness management.

Key Duties:

- Maintain medical records, emergency reports, and student health forms.
- Manage infirmary supplies and monitor expiration dates.
- Administer prescription medications only with written parental consent.
- Observe students for signs of illness or distress and notify relevant staff.
- Conduct regular health screenings (lice checks, BMI, etc.).
- Coordinate vaccinations and screenings with the Ministry of Health.
- Deliver health education on hygiene, nutrition, safety, and first aid.
- Provide end-of-day health reports via school automation.

Procedures:

- Students visit the infirmary with teacher escort.
- In emergencies (e.g., head trauma), the nurse is called to the scene.
- Parents are notified for serious cases or when external care is needed.
- Medication for trips is handed over with a signed form.

Lice/Nits Policy:

- Checked 3 times per year post-holidays.
- If found, nurse notifies teacher, parents, and bus company.
- Confidentiality is maintained.

Nutrition Policy

General

- Meals are balanced, cooked fresh with seasonal ingredients. No chicken, pork, GMOs, or processed/packaged foods are used.
- Snacks include fruits, salty/sweet items on rotation. Water bottles must be brought from home.

Habits & Hygiene

- Students clean up after meals.
- Teachers model positive eating habits.
- Leftovers stay in serving bowls for kitchen portioning.

Food Waste

- Served in small portions; seconds allowed.
- Notify the kitchen 1 day in advance for special events or absences.

Staff Snacks

- Tea, coffee, and water are available. Staff must use covered mugs and bring their own.
- No staff-specific snacks are provided.

Special Days

- Homemade food only, no nuts, ingredients must be labeled.
- Birthdays celebrated in class only; parents do not attend.

Event Catering

- Specific snack setups are designated for staff meetings, parent events, and school-wide celebrations.
- School trips require 1-week notice with participant numbers.

Withdrawal Policy and Procedure

Parents must submit a signed withdrawal letter to Admissions. It should include:

- Reason for withdrawal
- Transfer school
- Date of withdrawal

All departments (MEB, Finance, Academics) are notified by the Admissions Coordinator. Refunds follow the school's financial policy.

Recruitment Policy

Keystone and Kilittaşı Schools recruit diverse, qualified faculty year-round. Applicants must:

- Hold teaching certifications
- Have degrees in the subject taught
- Meet English proficiency standards (ELA applicants must hold citizenship from English-speaking countries)
- Pass child protection screening and submit a criminal background check

Recruitment Steps:

1. Submit CV
2. Initial review and phone call
3. Online interview
4. Demo lesson (video or in-person)
5. In-person interview (if in Turkey)
6. Offer extended upon document verification

Benefits:

- Group health insurance
- Fee discounts for staff children
- Professional development opportunities

Working Hours & Leave Policy

Teachers:

- Work: 08:00–17:00 during the year; 09:00–16:00 during training
- 6 weeks of summer holiday
- No children during June/August working periods

Management (Head of School, Coordinators):

- Start first week of August
- Coordinate schedules and school needs

Guidance Counselors:

- Same schedule as coordinators

Admin Staff (HR, Admissions, Accounting, etc.):

- Academic Year: 08:00–17:00
- July–August: 09:00–16:00
- 14 working days leave, extra leave with HR approval
- Overtime managed by HR in coordination with school leadership