



STAFF HANDBOOK

This is a living document. Your comments and suggestions for clarifications, amendments and additions are not only welcome but actively encouraged. Please send all feedback buyukkolej@buyukkolej.k12.tr.

Accredited by the International Association of Schools.



TABLE OF CONTENTS

INTRODUCTION	3
1. OUR PRINCIPLES AND GOALS	4
1.1. Buyuk College Vision and Mission Statements	4
2. COUNCIL OF INTERNATIONAL SCHOOLS (CIS) ACCREDITATION	4
2.1. To Become Entitled to School Accreditation Status	4
2.2. Characteristics of CIS accredited schools	5
2.3. CIS Accreditation Standards	5
2.4. The Accreditation Process of Buyuk College	6
3. IMPORTANT INFORMATION	7
3.1. Attending Meetings	7
3.2. Photocopy	7
3.3. Classroom Notebook	7
3.4. Duty Guidelines and Procedures	8
3.5. Dress code	8
3.6. Time-off and Sick Leave	9
3.7. Fingerprint	9
3.8. Lunch	10
3.9. Infirmary	10
3.10. Transportation	10
3.11. Purchasing	10
4. BUYUK COLLEGE TEACHER-PARENT-STUDENT COMMUNICATION	11

INTRODUCTION

After Buyuk College stepped into the world of education with the Buyuk Private Teaching Institution in 1951, it opened its primary and secondary schools in the 1986-1987 academic year. The Buyuk College, which has been raising successful students since 1990, serves pre-school and first grade students with its annex building, which was put into operation in 1996.

Buyuk College is determined to be the pioneer of physical sciences education in Turkey with the Science High School thus incorporated in 2011 in order to develop the skills of students with outstanding talents in the field of science and to contribute to the training of researchers that are necessary for the whole world.

In Buyuk College, computer laboratories, indoor sports hall, semi-olympic indoor swimming pool, wellness center, outdoor sports fields, science laboratories, mathematics laboratory, tablet class, ballet and gymnastics hall, drama hall, painting and ceramics workshops, chess room, music rooms, library and media center, infirmary, playground, traffic track, meeting room, table tennis hall, club room, canteen, stationery and dining hall and cafeterias that serve students with an optional food menu prepared by our school dietitian. In addition, there are computer and projection equipment in the classrooms that allow technology-supported education.

Buyuk College consists of five units: pre-school, primary school, secondary school, high school and science high school.

This manual has been prepared to serve as a guide to the functioning, policies, goals and daily life of the Buyuk College.

1. OUR PRINCIPLES AND GOALS

1.1. Buyuk College Vision and Mission Statements

Our Vision:

Büyük College; is an exemplary educational institution where happy, successful and innovative global citizens are raised in mutual respect and tolerance.

Our mission:

In line with this vision, Büyük College:

Strives for academic excellence in light of universal ethical values by creating individuals that are respectful, sensitive, quality-driven, eager to learn with an understanding of the modern world; these individuals are educated in a safe and egalitarian educational environment where individual differences are respected.

We are BIG FAMILY that:

- respect each other, others and environment,
- feel safe,
- believe we can succeed and try to do our best,
- are determined and passionate about their goals,
- are interested in both their country and the world,
- provide world-class education with a strong foreign language program,
- are multidirectional,
- give equal conditions to all,
- are sensitive to society and nature,
- are successful in national and international exams,
- and aim at quality learning.

2. CIS (COUNCIL OF INTERNATIONAL SCHOOLS) ACCREDITATION

2.1. In order to receive accredited status the School:

Undergoes a Preliminary visit or Preparatory visit in order to ascertain the school's readiness for the accreditation process.

- It carries out a comprehensive “Self- Study” process that takes one or two years.
- A visitor group consisting of professionals who examine all aspects of the operation of the school is hosted.
- It proves that it meets the commitments in its own philosophy and aims.
- Demonstrates compliance with rigorous Accreditation Standards set by CIS.

By being accredited, the school joins an ever-growing network of schools around the world that are committed to providing a high-quality education in an international context.

CIS Accreditation NAIS (National Association of Independent Schools-USA) has been recognized by the National Association of Independent Schools through the NAIS Certification Program.

2.2. Characteristics of schools accredited by CIS:

The school is attached to its goals. It takes sufficient care in its practices to be recognized by a competent accreditation body.

- The school is aware of itself. It has given deep thought and concern to its services to students, parents and society.
- The school is student centered. Its educational philosophy is appropriate for its students and aims at the development of the individual as a whole.
- The school fulfills its commitments and only makes commitments that it is able to fulfill.
- The school accepts objective evaluation. It is ready to open its doors regularly to school communities and expert inspection companies.
- The school continually strives to improve its performance in curriculum implementation and other areas.
- The school makes plans for the future, follows the developments in education and adopts innovations that it believes to be useful and suitable for its mission. Due to the ongoing nature of the evaluation process, accredited schools continually plan their future development.

2.3. Accreditation Standards Accreditation is proof that the school has met the required CIS standards in the areas below:

Accreditation is important for all the members of the school community.

- Guiding Statements (Vision-Mission)
- Teaching & Learning
- Governance & Leadership
- Faculty & Support Staff
- Access to Teaching & Learning
- School Culture & Partnerships for Learning
- Operating Systems

Professionals in education and parents naturally look into the best forms of education for children. Especially families living in a foreign country find it difficult to choose the school that will best meet the needs of their children in a foreign environment. In certain areas there may only be the choice of one international school for such families. Having accreditation status ensures that a school can guarantee the qualities outlined above.

2.4. The Accreditation Process of Buyuk College

Buyuk College has become a member of ECIS, now known as CIS, in 2000. Since its membership started, Buyuk College has been involved in most of the national and international activities of the institution. Some of these activities include educational conferences that enabled us to enrich our educational services as well as workshops that allowed Buyuk College administrators and teachers to participate in team visits to other schools.

After hosting a preliminary visit in Buyuk College completed its self study. The submission of the self-study was followed by a team visit in April, 2005. In June 2006, it was awarded with full accreditation by CIS (Council of International Schools). After the second pre-visit paid in 2013, Buyuk College entered into the second process of 10-year-accreditation. Finally, after a committee visit by CIS in 2015 it was accredited for the second time.

With the award of accreditation, Buyuk College,

- is the 5th fully accredited school in Turkey.

- is the only school in Turkey that received the award with an enriched and integrated National Curriculum without international programs such as IB, MYP or PYP
- is the second fully accredited school in Ankara.
- is the only accredited K-12 school in Ankara.
- is listed among the internationally accredited schools.

The process of accreditation is repeated every 10 years. Our school has been accredited twice.

3. IMPORTANT INFORMATION

3.1. Attending Meetings

All teachers are required to attend meetings, workshops, seminars, and in-service trainings set up by the Head of Departments and/or the Governing Body. According to the Buyuk College Staff Performance Evaluation System, teachers with unexcused absences from meetings will receive a written warning and be asked to write a letter of explanation. Unexcused absences may result in termination of employment.

3.2. Photocopy

Teachers who want to have a copy for their studies such as; worksheets, materials, exams, etc. should get a clean copy of their work to be checked by the head of department and make necessary corrections if any.

Photocopy requests must be made using the photocopy request form signed by the head of department. In cases where the head of department is not present at the school, the approval of the assistant principal is obtained. Then the document is handed over to the secretary of the Assistant General Manager along with the approval document. A copy of each photocopied document is delivered to the head of department to be filed.

3.3. Classroom Notebook

All teachers who have a lesson in the first period are required to take the class notebook from the respective assistant principal's office. As soon as the bell rings, absences are recorded by the teacher in the class register book for each lesson. Delivers the attendance slips to the hall monitor (student) who enters to class in the first period. According to the decision taken in the first general teachers meeting meeting at the beginning of the academic term, it has been decided that late students are allowed in the class until the last ten minutes of the lesson and

the teacher is to put (G) next to his/her name on the register notebook. After checking the attendance the teachers must write the subject of the lesson briefly in the register book with a blue or black pen. No other pen colors or decorative pens are allowed.

3.4. Duty Guidelines and Procedures

Every teacher is assigned duty at least once a week. Area of responsibility is determined by the School Administration. Teachers are expected to be at their duty location no later than 7:50 am after signing the duty roster which is located in one of the assistant principal's offices. Teachers on duty are expected to be at their duty locations during all recesses and the lunch break. Teachers on duty have a responsibility to ensure that all students within their duty area are behaving in an appropriate manner and give warning to those who act to disrupt school discipline. Those students that are creating problems need to be reported to the relevant assistant principal immediately. In order to ensure that the school is a safe and secure environment for students, it is important that the teachers on duty do not remain stationary or take a seat but are continually roaming throughout their duty area. At the end of the duty day, duty teachers are to check their areas of responsibility and report any incidents in the duty book. In addition, teachers on duty are also expected to perform additional duties as required by the School Administration such as covering the lessons for absent teachers. The last final responsibility for teachers before being relieved from duty is to insure they sign out in the duty roster book.

3.5. Dress Code



Appropriate dress for females:

Dresses, trousers, skirts must be clean, neat, ironed and plain; shoes and/or boots with plain and normal heels, dyed; the head is always uncovered, the hair is neatly combed or updo, and the nails are trimmed normally. However, if there is a special work outfit for some services, this outfit is used with the permission of the head of the institution.

It is not allowed to wear sleeveless shirts, low cut blouses, see-through clothing, off the shoulder as well as stretchy jeans and similar trousers. The slit of a dress or skirt must come no higher than the knee. Beach style flip-flops and sandals without a back strap are not acceptable attire.

Appropriate dress for males:

Suits should be clean, neat and ironed and plain, shoes clean and dyed. Sandals without a back strap and beach style flip flops are not acceptable attire. Hats or other head coverings are not to be worn indoors. Hair sideburns should not be left below the middle of the ear. The hair can be extended in a way that does not cover the ear and does not exceed the shirt collar from the neck in normal posture, should be clean, well-groomed and combed. The beard should be shaved every day and the beard should not be grown. Mustaches must not cover the upper lip, not be taken from the top, the sides should be at the level of the upper lip, the lower ends should be cut at the level of the lips. It is required to wear ties; turtlenecks or similar sweaters should not be worn to cover the tie. Uniform clothing given in accordance with the requirements of the service can be worn.

3.6. Time-off and Sick Leave

All staff requests for time-off first notifies the head of department he/she is affiliated with the day, time or period of time he/she wants to leave. If the head of the department approves the permission request, the permission form is filled and delivered to the administration by the teacher. When a medical report is received, the teacher informs the head of the department and the administration by phone and delivers the report to the administration within three working days at the latest.

3.7. Fingerprint

The school uses a staff member's fingerprint to set up an account to access the food service, and payment systems. The employee is issued a Buyuk College Card by the school's accounting department when fingerprints can not be obtained. In order to be able to shop within the school, money must be deposited into the fingerprint account or the Buyuk College card via the Accounting Department or mikro market. If the card is lost, it is necessary to immediately report the lost to the Accounting Department and the card must be renewed.

3.8. Lunch

Buyuk College staff is provided daily school lunch on school days. It is not recommended to take the food out of the dining hall by the employees. No visitors allowed. On special occasions such as conferences, seminars, or special meetings, Buyuk College will offer its guests a free meal from the dining hall. These special occasions should be reported to the authorized dining hall staff in advance. All employees must have a "fingerprint" account set up in the school's Accounting Department prior to using the dining hall services.

3.9. Infirmary

Buyuk College employees are provided infirmary services for free. There is a specialist doctor and a nurse in the infirmary. The nurse works between 09.00 to 17.00 and the doctor between 08.30 to 16.30 on weekdays during school hours. The school doctor provides initial treatments and required prescriptions to teachers and other personnel by registering them into the medical register. The doctor can issue a two-day rest report if necessary. If and when the health conditions of Buyuk College employees cannot be improved by the services provided in the infirmary, the patient is advised to visit a general hospital, and if required, an ambulance is called and the patient is transferred to the hospital.

3.10. Transportation

If shuttle buses are provided to the destination, the teachers can use transportation services for free up to three teachers per bus. In case the number of students per bus is lower than required, more than three teachers can use the shuttle bus. The children of teachers are charged by the transportation company. It is not advisable to use the shuttle bus on duty days lest it can be late.

3.11. Procurement

The teachers inform their head of departments of their required materials list for any kind of contest, activity, study, etc. in line with the educational program. The head of their departments fill in the demand ledgers and sign them. Then the ledgers are submitted to the

Secretary of the Vice General Manager. If and when the demand is approved, the materials can be provided from the related units of the school. . In case that the department is not in possession of a demand ledger, the demand ledger of the Principal's Office can be used in line with the same procedure.

5. TEACHER-PARENT-STUDENT COMMUNICATION OF BUYUK COLLEGE TEACHERS

Buyuk College Teachers

- Establish an open, honest, and unbiased communication.
- Have a genial, positive communication that employs eye contact.
- Listen using efficient listening skills and provide feed-back.
- Are aware of communication barriers (sarcastic, insulting, derogatory, rude, aggressive, naming, slanging, and swearing communication) and communicate without them.
- Are patient. They express their feelings in the right place at the right time to the right person.
- Do not gossip. They do not let anyone else gossip as well. They are constructive in their criticisms. They express their requests face to face.
- Pay attention to the words they use when speaking.
- Are aware of body language and use it well.
- Are aware of good touch/bad touch. They use physical contact in communication within this frame.
- Embrace the institutional policies and do not criticize these policies or the school itself in the presence of parents or students.

When interacting with the students, Buyuk College Teachers

- Bring forward the strengths of their students and try to improve their weaknesses.
- Care about their success as well as their failures; they appreciate national and/or international achievements of the students in their home-room classes and call the respective parents to congratulate them.
- Do not humiliate students in the classroom and/or in front of their friends and express the necessary reaction in a healthy way. They hold a private session with the student after the class, however, and help the student step forward toward the solution of the problem.
- If needed, criticize the behavior, not the personality.

- Do not share their own problems and/or private life with the students.
- Do not establish friendship with students in social media before their graduation and they keep to the boundaries between students and teachers. (This does not prevent the teachers from communicating with their students on social media for projects or homework.)
- Keep secrets and establish trust, however, inform the related authorities if the student is going to harm him/herself or others.
- Hold a mediatory position on problems their students are experiencing.
- Communicate with the students using short stories and anecdotes without giving direct advice.

When interacting with their fellow teachers, Buyuk College Teachers

- Keep the same distance to all. They respect everybody although they may not love everyone.
- Try to solve their problems with their fellow teachers by employing open and effective communication techniques. If they come across communication barriers and think that conflicts may arise, they try to solve the problem by expressing their feelings using the “I language” without judging and/or criticizing. If no solution is forthcoming, they try the official channels.
- Communicate with teachers from other departments for the improvement of the students. They collaborate for the solution.
- If there are students talking against their colleagues, they do not listen to them and make them stop talking. However, if such problems arise, they try to hold a mediatory position.

When interacting with the parents, Buyuk College Teachers

- Communicate face-to-face or on the phone with every parent at least twice in every semester notwithstanding the Parents-Teachers Meetings.
- Appreciate national and/or international achievements of the students in their home-room classes and call the respective parents to congratulate them.
- Use the honorifics such as Mr. and Ms. when addressing one another in front of the parents in the school.
- Inform the home-room teacher before contacting students’ parents.

- Get the situation under control using conflict resolution techniques and display a solution orientated approach if a parent is having conflicts with the school or his/her child.
- Get the parents to sign their parent-teacher meeting reports. They invite the home-room teacher and the guidance counselor for the meeting if possible.



Ulusal ve Uluslararası Kuruluşların üyesidir.

