



MODERN MONTESSORI SCHOOL

STUDENT MANUAL

ACADEMIC YEAR 2007/2008



MODERN MONTESSORI SCHOOL

MISSION STATEMENT

The Modern Montessori School aims to provide a rich and stimulating environment where children can develop to their full potential. Understanding and appreciating the differences that make every student unique, each child is valued as an independent thinker and encouraged to make choices on his or her own.

Our system of personalised education encourages every student to develop his or her own talent, to respect the differences in others and to be a responsible member of a community, thus achieving the finest possible holistic education. This aims to instill a pride in accomplishments, providing the students with the confidence needed to use their abilities to the fullest and enabling them to define and achieve success in college, career and, above all, in life.

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WHAT THE MODERN MONTESSORI SCHOOL WANTS FOR YOU

SCHOOL OBJECTIVES: The Modern Montessori School wants:

- To offer you a balanced curriculum, founded on the principles of Maria Montessori and the IBO;
- You to aspire to meet the highest international standards;
- To provide you with an education that is firmly rooted in the Arab heritage and culture;
- To support the whole development of your social, emotional, intellectual, physical and cultural needs, to enable you to be better prepared for life and adjust to the changing conditions of your environment;
- To educate you to become one of the self-reliant young men and women, capable of initiative and critical thinking, who will serve as leaders in your society;
- To provide a balanced programme of curricular and extra-curricular activities to meet your intellectual, moral, social, physical and aesthetic needs;
- To give you an equal opportunity, regardless of gender, race or creed.

The School aims to be a centre of excellence by attempting to bring out the best in you by encouraging your overall development.

YOUR DEVELOPMENT: The aim of the Modern Montessori School is:

- To provide you with a pleasant and stimulating working environment in which you may achieve your maximum potential;
- To foster in you a love of learning and to motivate you to become an independent, life-long learner;
- To promote your self-expression through extra-curricular activities such as drama, art, music and sports, and to help you realise your innate creativity in curricular activities as well;
- To develop your critical thinking skills, that will help you base reasoned judgements on logical consistency and empirical verification;
- To develop multi-dimensional instructional and extracurricular activities that cater to your cognitive, affective and psychomotor development;
- To develop your physical and motor skills through structured games and team activities, that provide for your interests, leisure and physical welfare;
- To encourage the development of your decision-making abilities, spirit of self-discipline and strength of taking responsibility for your own actions.

YOUR EDUCATIONAL DEVELOPMENT: The Modern Montessori School sets out to:

- Help you to reach your potential as a confident, competent and creative thinker who strives for excellence and values learning as a life-long pursuit;
- Establish high expectations for you and to challenge you to reach your full potential;
- Encourage you to use technology in all curriculum areas;
- Provide a body of knowledge and skills consistent with the International Baccalaureate Programme, thus preparing you for further study and career choices;
- Encourage you to take responsibility for your own learning and to allow you to take part in the planning process, as is appropriate according to your age and ability;
- Encourage the use of "study skills" in order that you may be able to increase your knowledge.

COMMUNITY/GLOBAL AWARENESS: The Modern Montessori School wants:

- You to be socially and ethically responsible, respectful of self and others, and adaptable to a changing world;
- To educate you to become a global citizen who understands and respects other peoples and their cultures;

The school community, including parents, teachers, administration and the governing body, to work together to provide a safe, supportive environment that promotes teaching and learning;
To promote your appreciation of and access to other cultures, particularly in the areas of drama, art and music, and to promote international understanding, communication and awareness;
You to be aware that world citizenship denotes the ability to interact peacefully and productively in a heterogeneous society, accommodating differences in nationality, culture, language, religion, colour, gender and other human characteristics;
To equip you with a deep understanding of yourself and others that will lead to the open-mindedness, empathy and tolerance required of a world citizen, one whose knowledge of, and respect for, human differences is matched by a full awareness of human similarities;
To encourage you to take an active part in helping individuals and groups who are less fortunate than yourself.

MATERIALS NEEDED IN SCHOOL

We want you to use your time well in school. This means that you should be ready to work at the start of each lesson, and to do that you must have the right equipment. Please have the correct books with you for each lesson. Depending on which grade you are in, you will also need some or all of the following:

1. Pens, including a spare pen or refills;
2. Pencils – lead pencils and coloured pencils;
3. Eraser;
4. Ruler;
5. Pair of compasses;
6. Drawing and mathematical instruments – protractor, etc.
7. Highlighter pens;
8. Calculator – a simple calculator in the lower grades will be sufficient, but IB students, especially students studying Higher Mathematics or Mathematical Methods, will need a Graphics Calculator; please talk to the Mathematics Department about which models are recommended.

COUNSELLING

The School has highly qualified counsellors who are trained to help you solve any difficulties you may experience, either in the academic or personal sectors of your life. They will, where necessary, coordinate with your teachers and/or the Pastoral Office to resolve any educational or other problems you may encounter. You should feel free to seek their advice at any time.

The counsellors are well aware that confidentiality is a means of providing you with safety and privacy and that, for this reason, any limitation on the degree of confidentiality offered is likely to diminish the usefulness of their counselling. They will treat any information they have about you in the strictest confidence, whether it is obtained directly or indirectly, unless you give your consent to the breaking of confidentiality.

LIBRARY REGULATIONS

You may not enter the Library unless the librarian or a teacher is present.
Only one book may be borrowed at a time.
Books must be returned after one week.
Reference books must be kept in their respective rooms.
No food or drinks may be brought into the Library.
These rooms should be quiet places at all times.

HOMEWORK POLICY

A reasonable amount of homework will be assigned to you, in order to reinforce the material covered in class. It is also intended to help you acquire good study habits and to encourage independent work. As a student in the school, you will be required to keep a homework diary and to write all homework assignments in it. Teachers are required to check to see that the assignments are being written down. This will assist us in promoting effective communication of the school's requirement to your parents, as well as to you, the student. Students who frequently fail to complete homework assignments will have their parents contacted, and parents will be requested to check the diary entries, to ensure that assignments are completed.

The homework diary also acts as a medium of communication between parents and teachers. If teachers wish, they may write notes to your parents regarding your performance on a regular basis and may receive responses as well.

GUIDELINES:

The following are general guidelines for homework assignments in the different grades:

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| Pre-School: | Reading and general discussions about different topics. |
| Grade 1: | A total of no more than 30 minutes. |
| Grades 2-3: | A total of no more than one hour per day. |
| Grades 4-5: | A total of no more than one and a half hours per day. |
| Grades 6-8: | A total of one and a half to two hours on average. |
| Grade 9 & above: | Students are expected to work independently for a minimum of two to three hours daily. |

Occasional project work may require prolonged effort over a period of weeks.

EXAMS

School exams will be held at the end of each semester, at the beginning of January and the beginning of June, 2008, for Grades 1-11. Mock external exams will take place for Grade 12 in February, 2008.

SCHOOL GRADING POLICY

The school year is divided into two terms equal in grade distribution as follows:

1. Grades 1-3: An average of the student's overall achievement per subject.
2. Grades 4-10 are as follows:
 - a. 2 x 20% based upon homework, quizzes, etc.;
 - b. 20% for participation, which takes into consideration:
 - i. Student's maturity and how he/she affects others.
 - ii. Student's ability to relate to others.
 - c. 40% end of semester exam, which should include all material covered. The exams should be of the following durations:

Grades 4-6:	1 hour
Grades 7-12:	1-2 hours
3. Grades 11-12: IB Grading System

SCHOOL EXAM INSTRUCTIONS

1. You must arrive at least ten minutes before the start of the exam.
2. You should wear correct school uniform for each exam. If you are wearing incorrect colours and are clearly not in uniform, you will be sent to the relevant Head of Pastoral Affairs.
3. You must sit in the place allocated to you.
4. During the first five minutes of each exam, questions may be asked on instructions and where typing or printing cannot be read. Other questions may not be asked. You should raise a hand to ask a question, and not shout out.
5. If you arrive late, you will receive no extra time.
6. You should bring your pencils, pens, rulers, erasers and calculators and will not be allowed to borrow from friends during the exam.
7. Cheating: Cheating includes talking to other students, passing notes between students or using information taken into the examination room. Any student found cheating will take a zero in that exam.
8. You must not leave before the end of any exam. Invigilators will enforce this regulation.

MORNING ASSEMBLIES

1. Students in Grades 4-6 must be in school by latest 7:45 a.m., whilst students from Grades 7-10 must be in school by 7:50 a.m.
2. The assembly starts at 7:50 a.m. for Grades 4-6 and at 7:55 a.m. for Grades 7-10.
3. Students must enter from Gate 8.
4. Each class must line up in their assigned area, behind their Group Tutors.
5. The assembly consists of a reading from the Holy Quran, the National Anthem, the School's song and any necessary announcements.
6. When the assembly is over, students must walk quietly and in an orderly fashion behind their Group Tutors, keeping to the right, to their classrooms.
7. Morning attendance is then taken by the Group Tutors in the classrooms, where students remain until the commencement of the first period.

SPORTS PROGRAMME

The "Eagle" is the emblem for the School Teams.

The school offers a varied sports programme, including swimming, gymnastics, Taekwondo, basketball, football and Kidsfit.

There will be school teams in 2007/2008 for swimming, gymnastics, football (male), basketball (male and female), volleyball (female). All students are eligible to try out for teams, subject to their fulfilling certain requirements.

Fees will be charged for membership of Little Leagues and for Sports Clinics. Although no fees are normally charged for team membership, a charge has to be paid by the swimming team, since extra training is required in a swimming pool outside the school premises.

EXTRA CURRICULAR ACTIVITIES – THE AMIN HASAN AWARD SCHEME

The fundamental aims of the Amin Hasan Award Scheme are the development and nurturing of the following character traits:

- Self-reliance and self-discipline.
- Perseverance, commitment and determination.
- Initiative and originality.
- Respect for body and mind.
- Responsibility and loyalty.
- Tolerance and respect for others.

This is a six-year programme, split into three levels: Bronze for Grades 7 and 8, Silver for Grades 9 and 10, and Gold for Grades 11 and 12. All students are required to complete a specified number of hours per year in each CAS category. **Creativity** covers a wide range of artistic activities, outside the curriculum, including creative thinking in the design and execution of service projects. **Action** includes individual and team sports and physical education activities outside the curriculum, as well as a compulsory expedition. **Service** consists of interaction with and working for others in the community.

A wide range of extra-curricular activities are offered and a challenging expedition is organised for each grade every year. There are also compulsory first-aid courses and civil defence workshops for each grade.

THE STUDENT COUNCIL

The Student Council operates under the auspices of the Amin Hasan Award scheme. The role of the Student Council is to promote student interests and to set an example to other students. It is responsible for fundraising and social events among the student body.

It is the role of the Student Council to work in co-operation with the school administration in order to reinforce the academic and pastoral ethos of the school.

It is a constructive body, whose members are elected by democratic process.

Members of the Council should be elected on the basis of exemplary behaviour and should be able to communicate clearly the wishes and needs of the students to the school administration, in a responsible fashion.

Representatives hold office for one year only.

The executive committee is made up of a president, a treasurer and a secretary.

Student Council projects are undertaken by committee.

Student Council representatives act as an aide to their teachers and, in particular, their Group Tutor.

The president is required to address a school assembly at least once a term, to remind the school body of the ethos of the school.

Projects include the yearbook, parties, environmental issues, fund-raising and the school newspaper.

The liaison person between the school administration and the Student Council will be the University Advisor.

THE CAFETERIA

If you do not bring a packed lunch from home, hot meals are available from the cafeteria during break times. You are expected to behave in an appropriate fashion, to complete your purchase as quickly as possible and to leave the canteen area.

LOST AND FOUND

As the school is unable to take responsibility for items that get lost, you are strongly encouraged to refrain from bringing any valuables or unnecessary items to school. Please make sure that name tags are attached to all your clothing to enable easy identification. You are also reminded to use your locker with caution and discretion. All items that are found should be handed to the Public Relations Officer, Mrs. Hala Aghabi. ***We stress that the school cannot take responsibility for any lost property.***

WE WISH YOU ALL THE BEST!

Discipline policy for the Academic year 2007-2008

The Rules and Regulations of the Modern Montessori School are in conformity with the requirements of the Ministry of Education.

Student-related violations have been divided into two categories:

1. Serious offences
2. Minor offences.

Accordingly, punishments and consequences have been defined.

First: **Serious offences:**

Offences for which the following procedures/punishments will be implemented, not necessarily in sequence.

1. A Teacher's Report is placed in the student's file, along with a verbal and written warning issued to the student.
2. An internal formal warning is issued if the offence is repeated.
3. The student is suspended for a period of 2 to 10 days at the school's discretion.
4. A Ministry of Education's Formal Warning will be issued to the student if the student repeats the violation.
5. The Disciplinary Council will be asked to review and study the student's disciplinary status at the school and then either issue a final warning, suspend the student till the end of the semester with the necessary academic materials being provided, or expel the student.

Serious offences are:

1. Smoking on the school premises.
2. Smoking in the vicinity of the school premises.
3. Associating with or covering for smokers.
4. Leaving school grounds during school hours without permission from the School Administration.
5. Uttering socially unacceptable or obscene comments or words.
6. Defacing, vandalizing, and damaging school equipment. The student will be held responsible for said equipment's immediate repair.
7. Possession, promotion, and transport of printed material, programs, or any paraphernalia that is socially unacceptable or referring other students to said material on the school grounds.
8. Possession of sharp objects or any tools that may be harmful and used in violent acts.
9. Cheating in exams, damaging answer sheets, answering on another student's answer sheet, or any behavior that is meant to disrupt and hinder the exam process.
10. Facilitating or inciting the disruption of a class or any obstruction of the learning process.
11. Insulting deities, religions or prophets.
12. The theft of any property belonging to the school, fellow students, or staff. As a penalty, the student must pay an amount equivalent to the value of the stolen property as well as immediately return said item.
13. Drawing out a sharp object to assault, or with the intent to harm, a student or any of the school's staff.
14. Causing or assisting in damaging school property and equipment.
15. Insulting all or any of the workers or school staff.
16. Drug or alcohol consumption.
17. Dressing or acting in an immoral way, behaving in a provocative way, engaging in any form of sexual contact or abuse, initiating malicious rumours, causing conflict between fellow students.
18. Attacking, or planning and agreeing with others to attack, teachers or any of the school's staff.
19. Causing deliberate harm to any other student by using sharp or solid objects.
20. Drug or alcohol promotion and trafficking.
21. Endangering the safety of the school.
22. Vandalizing school property, whether acting alone or within a group.
23. Forging a parent's, teacher's, or any of the staff's signatures.
24. Physically assaulting any student, whether during school hours within the school grounds or off the grounds after school hours.
25. Any violation committed by a student during official school hours whilst off the school grounds. For example: when representing the school, such as in sports, arts or social events.

26. Insulting institutions or persons in authority in Jordan or any member of the Royal Family.
27. Disrespecting Ramadan's code of behavior.
28. Using cellular phones during a class or anywhere in the school's premises.
29. Any other similar acts of misconduct.

Second: **Minor Offences.**

Offences for which the following procedures/punishments will be implemented, usually in sequence:

1. An "Incident Report" is issued twice.
2. Detention for one and a half hours after school hours will be enforced, for grades (9-12) and one hour for grades (7-8).
3. An "Incident Report" is issued twice.
4. An internal formal warning will be issued.
5. The student is suspended for a period of 2 to 10 days at the school's discretion.
6. A Ministry of Education's Formal Warning is issued to the student, when the violation is repeated.
7. The Disciplinary Council will be asked to meet the student.

Note: Electronic equipment such as mobile phones, radios, cassette players, Discmans, and mp3 players will be confiscated first for a week, then for a semester and subsequently for a year.

Minor offences are:

1. The school uniform: not abiding by the school uniform. Only one of the following t-shirt colors may be worn underneath the school uniform shirt: white, grey, black, (without any writings or drawings).
2. Absence from school without an excuse.
3. Lateness for school or class without permission.
4. Causing disturbances within the classroom. Punishments are dependant on the nature and severity of the disturbance caused by the student.
5. Inappropriate appearance. (Hair, makeup, uniform, etc.)
6. Causing disturbances on school buses, whether when coming to or leaving the school.
7. Lying with the intent of misleading the school's administration regarding the truth of an issue that is being investigated. Punishments will depend upon the nature and severity of the issue.
8. Not following a teacher's instructions during school hours. (Classes, recess, buses.)
9. Cheating or plagiarizing school homework and assignments.
10. Bringing to school any material or equipment unrelated to education, such as mobile telephones, radio/cassette players, Ipods, cameras, playing cards, etc.
11. Any other similar acts of misconduct.

23rd August, 2007