



الجمعية الثقافية العربية
Arab Cultural Society



مدرسة الرائد العربي
Al-Ra'ed Al-Arabi School

Student Handbook

Al-Ra'ed Al-Arabi Vision

A merit-based inclusive educational institution, that inspires its individuals who are deep-rooted in their heritage, to be creative, entrepreneurial critical thinkers to foster active citizens to positively contribute to their community and the world.

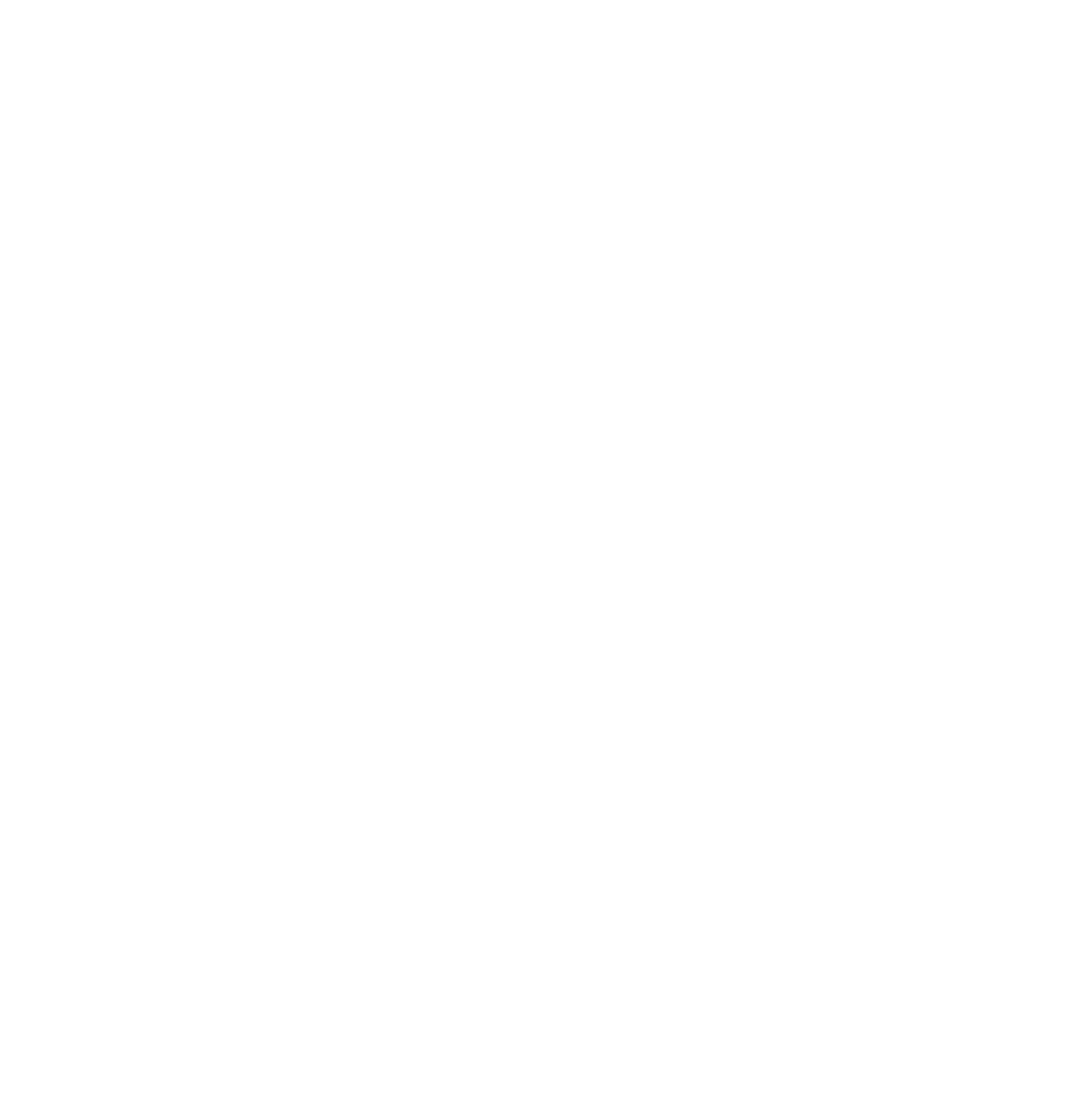
Al-Ra'ed Al-Arabi Mission

Our mission is to graduate leaders who understand, positively contribute to, and excel in a rapidly changing global society empowered by knowledge, life and character skills essential to compete successfully.

We also strive to maintain a leading position among educational centers of excellence by adopting practical and theoretical models fostering a collaborative learning environment, and nurturing innovative and passionate teachers.

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Dear Students

This handbook provides a comprehensive overview of Al-Ra'ed Al-Arabi School, including its laws, rules, regulations, and communication policies to help you understand your role in preserving and enhancing the stature of our school. It is imperative we all work together to build a strong foundation of knowledge and skills that will prepare you to face the challenges of the world, which have intensified and will continue to intensify as communications and modern technology evolve.



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AL-Ra'ed AL-Arabi School

Al-Ra'ed Al-Arabi School is a non-profit, co-educational secondary school founded in 1975. It is an offspring of the Arab Cultural Society established in Amman to support and enhance the educational, cultural, and social movement in Jordan.

It is supervised by the Educational and Learning Council designated by the Arab Cultural Society's Administrative Committee, who assesses the performance of the school's educational policy and ensuing issues.

We hope to provide distinguished and effective educational opportunities for our students and to exhibit the ideal attributes of a modern school.

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School Stages

AL-Ra'ed AL-Arabi has the following stages:

- * Stage one - Kindergarten.
- * Stage two - Primary stage (grades 1-6).
- * Stage three - Secondary stage - upper primary (grades 7-10) and secondary (grades 11-12).

School Premises

The school campus is currently comprised of the following:

- * Administrative offices.
- * Classrooms.
- * Two libraries.
- * 4 Computer labs.
- * 4 Specialized Scientific labs (Physics, Chemistry, Biology and Science).
- * Robotics lab.

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- * Vocational education workshops for male and female students.
- * Art education workshops.
- * Multi-purpose hall and Drama/Music hall.
- * Prayer Hall.
- * Swimming Pool.
- * 2 Gymnasiums.
- * Canteens.
- * Dental Clinic.
- * Tartan green courtyards.



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School Admission Policy

The admissions policy for new students at RAS takes into consideration a number of factors including the school's capacity for new students and its desire to admit distinguished students. These and other policies for admission are as follows:

a- Kindergarten: the child is interviewed by a committee, headed by the Kindergarten principal and consisting of the school's doctor and one of the kindergarten teachers.

b- First Primary Stage (grade1 to grade3): a personal interview of the student is conducted by a committee which is headed by the principal of the primary stage and includes the school doctor, an educational counselor and two teachers, Arabic teacher and English teacher.

c- Upper Primary and Secondary Stage (Primary Grade4 to 2nd Secondary): a student applying to join one of the classes from grade4- to 2nd secondary grade must pass the writing-

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level placement test with a score of 75% or above for all the stages in the following major subjects:

- Arabic, English, Math, and Physics for the scientific stream the National Programme.
- Arabic, English, and Math for the International Programme.
- A fixed fee is charged for students who wish to sit again for the writing-level exam for all subjects and to complete the admission and registration process. (For more details, please check with the student personnel department).

The following documents are to be attached to the school's admissions application:

1. A copy of the student's birth certificate carrying the national number and certified by the Civil Status and Passport Department (applicants for all classes).
2. For all classes, a copy of the parent's civil status identity card.
3. For all classes, a copy of all the pages of the child's Family Book.



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4. For all classes except KG1 and KG2, a certificate of health.
5. For all classes, a certificate of good conduct from the last school the student attended.
6. Immunization records: only Kindergarten and Primary stage students.
7. Student's personal file from the school where he/she came from. This is to be presented once the student is finally admitted.
8. Four personal photos (only Kindergarten students).

*** The Registration Section cannot accept any file if:

- a. It lacks any of the above mentioned documents.
- b. School fees are not paid.

*** Note:

The parent/guardian, at the time of registering his/her child(ren), vows to keep them at school together, and, in case he/she decides to transfer one of them, for any reason whatsoever to another school, he/she is obliged to transfer

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the rest of his/her children all together.

Excellence and Scholarships

* Starting with grade 7 and up to grade 11, students who excel academically are granted scholarships.

* A student's Grade Point Average (GPA) determines whether he or she is eligible for a scholarship. The GPA is based on his/her scores in the primary academic subjects, namely Islamic Education, Arabic, English, the Sciences, Social Studies, Math, and Computer Science.

* In the International Program and up to grade 9, a student's GPA is based on his/her scores in their relevant academic subjects in addition to the National Program subjects mentioned above.

* GPAs in the International Program for grade 10 and Grade 12 students are obtained after the 2nd semester depending International exam results.



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* In the International Program, a student's GPA is based on their scores in the formal annual tests.

* Scholarship eligibility in both the International and National programs requires that a student's GPA not be below 95% (first rank), 94% (second rank) and 93% (third rank) in the term preceding the exemption, at Al-Ra'ed Al-Arabi School, not any other school.

* The student's discipline and conduct at the time of granting the scholarship is taken into consideration.

***** Note:**

a parent/guardian of a student is legally bound to pay back the scholarship's value, granted to his son/ daughter, in case he/she decides to transfer him/her to another school.

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School Activities

The school participates in:

- * Sporting, Scientific, Cultural and Artistic activities and competitions (locally and internationally), and in competitions organized by the Private Education Directorate, universities, private schools, and other cultural institutions.
- * The Cultural Exchange Programme which comprises of the European Union, Italy, and France.
- * Various activities organized by the school.

Healthcare

- * High quality school healthcare is provided by a doctor and a nurse.
- * Oral healthcare is provided by a school dentist and a nurse.



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- * Comprehensive student health insurance covers accidents at school, including those that occur during student activities, school trips, and their transportation to and from school.
- * Partnering in Care Program (Ri'ayah) covers cancer treatment costs— PCP is a non-profit social solidarity program that entitles members to be treated exclusively in King Hussein Cancer Center, one of the top world cancer centers, in return for a nominal annual subscription fee of JD 13. It is noteworthy that no other insurance entity in Jordan guarantees exclusive treatment at King Hussein Cancer Center.

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Student Council

Student Council members are elected democratically in classrooms, and a section is represented by two students from each class (5-11 grades). Elections are done by anonymous ballot, and the council's duration is for one academic year.

*** Student Council Tasks:

1. Spreading educational, social, and psychological awareness, and promoting the students' concept of volunteer work.
2. Organizing symposiums to discuss important issues relevant to students.
3. Helping new students acclimate to the school environment.
4. Organizing visits to scientific, social, and cultural landmarks.



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5. Enhancing school community services.
6. Participating in disciplinary councils pertaining to student violations at school.
7. Participating and using wall magazines and the council's magazine.
8. Organizing reciprocal visits between the disciplinary council and other school councils.

Parent Teacher Assoliation (PTA)

The Parent Teacher Assoliation (PTA) is comprised of five parents and three teachers, representing the primary and secondary stages, from grade1 through grade12. Parents and teachers are democratically elected by parents and the school administration and their service is for two academic years.

*** Aims of the Council:

- * Strengthening relations between parents and the school to

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develop an atmosphere of security and trust for the students.

- * Educating parents about the role of the school, vision and mission, its goals, and aspirations.

- * Supporting school efforts to solve student problems.

- * Contributing to the implementation of social, cultural, and educational school activities.

- * Helping parents of new students to acclimate, adapt to, and be involved in the school.

- * Participating in social, national, and religious occasions.

Students Attendance: Tardiness and Absences

1. It is necessary that students be present at school before 7:45 for the morning lineup.

2. A tardy student will not be allowed in class unless his/her parent is present.



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3. An inquiry about a student's absence is made on a daily basis; in case the student is absent for one or two days, the parent/guardian must notify the school in writing before the absence occurs or during it; in addition, a parent/guardian should submit a cogent written explanation when the student is actually allowed back to school.
4. If a student is absent for three or more days, an acceptable excuse for absence must be presented, and when illness is the cause of absence, a medical report must be sent with the student.
5. A student has no right to exit school during the school's official working hours unless permitted by the head of a particular stage.
6. The Ministry of Education System is applied to students regarding official vacations and holidays, and an unauthorized absence before or after the holidays is considered unexcused.

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7. Students are not allowed to leave school during working hours to see doctors except for emergency cases and with permission of the school administration.

8. Kindergarten students are allowed to wait for their siblings in other stages (grades 1-12) for a monthly sum. (For more details, please check with Kindergarten Administration).

when students are in violation
of the preceding instructions
the code of standing school discipline regulations
will be applied



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School Uniform

- * It is necessary that all students wear the approved school uniform and keep it neat, clean, and tidy. No other clothes are allowed for any reason.
- * Students violating this policy will not be allowed to continue the school day unless the school administration summons the parent/guardian, who will bring the uniform to the student on the same day. A student will not be permitted to continue the day at school without the school uniform.
- * Students will wear the approved sport uniform for physical education classes only.

Student General Appearance

It is necessary that female students observe the following: Clipping their nails; tying up their hair properly; wearing no make-up, nail polish, trinkets or any kind of accessories to

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school; and maintaining general hygiene.

It is necessary that male students have their nails clipped, their hair cut, and their faces shaved. They must also maintain general hygiene.

*** Notes:

* Cell phones, cameras, or any type of electronic devices are not allowed in school. If students are found with these devices, they will be immediately confiscated and kept until the end of the academic year, in line with the policy of the Ministry of Education (MOE).

* Chewing gum is strictly prohibited during school hours.



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Expected Student Conduct

1. On the Bus:

- * Students shall wait for the bus at the specific time in the morning, and shall not be late.
- * Students must remain quiet on the bus so as not to distract the driver.
- * Students shall comply with the school bus regulations and instructions.
- * Students shall sit in the seat assigned by the bus attendant.
- * Students shall respect the school bus attendant and follow her instructions which are for the best interests of all students.
- * Students shall keep the buses clean.
- * Students shall refrain from using loud voices or indelicate words on the bus.

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- * Students shall refrain from eating, drinking, or chewing gum on the school buses.
- * Students shall behave kindly and respectfully with all colleagues from the various stages.
- * Students shall refrain from putting their hands or heads out of the bus windows, or throwing things through them.
- * Students shall immediately go to the buses after school and at the specific time.

Those who violate the school bus conduct regulations shall not be allowed to use them.

2. Conduct in the classroom:

- * Students shall not leave the classroom or linger in the corridors.
- * Students shall enter the classroom at the specific time



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after recess.

- * Students shall never leave the classroom without the teacher's permission.
- * Students shall effectively participate during class.
- * Students shall be self-disciplined in class, and shall not impede the learning process or instigate to do so.
- * The administration has the right to take suitable measures against students who impede or disrupt the learning process, and the right to apply the school disciplinary regulations issued by the Ministry of Education (MOE).

3. Conduct in the school yard:

- * Students shall refrain from running lest they cause accidents, bumping into each other.
- * Students shall always throw trash into wastebaskets and keep the schoolyard clean.

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- * Students shall be prompt to line up immediately after they hear the bell ring.
- * Students shall always line up and respect others when they go to the canteen.
- * Students shall never bring food and drinks to the tartan courtyards.

4. Conduct in the school interior:

- * Students are banned from entering the school buildings or staying in them after the school hours, unless prior coordination or a written approval is obtained from the administration.
- * Students are strictly prohibited from entering the teachers' rooms.
- * Students are prohibited from lingering in the corridors, vocational workshops, and all other labs unless accompanied by a teacher, or if they have a permit in writing.



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- * Students are strictly prohibited from using playgrounds for training or competitions during breaks or recess, unless they obtain a permit in writing.
- * Students shall refrain from running inside the buildings and on the stairs for public safety considerations.
- * Students should always be on the right hand side when they go up and down the stairs.
- * Students are strictly forbidden from tampering with the paintings hung on the walls.
- * Students should refrain from coming later than the morning assembly start, unless they have a permit in writing.
- * Students shall not refer to the counseling section unless they have permission to do so from the administration of a particular stage.

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Prohibited Conducts

- * Bringing a friend or a colleague without prior permission from the administration.
- * Offending others by way of swearing or insulting.
- * Using indecent or impertinent words.
- * Inflicting harm whatsoever on colleagues or tarnishing the school's reputation or those working therein.
- * Cheating.
- * Smoking or possession of cigarettes or lighters.
- * Instigating collective quarrels.
- * Stealing.
- * Bringing sunglasses, indecent magazines, or banned tapes.
- * Bringing prohibited items such as tobacco, fireworks,



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explosives, sharp tools, balloons, or chewing gum.

- * Collecting money without permission in writing from the administration.
- * Bringing gaseous beverages to school.

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Interior School Discipline

In line with the Ministry of Education (MOE) instructions, students are expected to be aware of and heed school disciplinary regulations, which are explained to students by the administration and counseling section of each school stage at the beginning of each academic year.

Any breach of these regulations will force the administration to apply the regulations and rules commensurate with the magnitude of each violation.

* The enforcement and observance of the school regulations is limited only to the school premises, extending to the vicinity of the school, the school buses, and tours.

* The administration's response to conduct violations shall be initially governed by advice, guidance, and preventive methods, as well as remedial work. Then penalties will gradually ascend to the level of dismissing the student from school after he/she had been warned through (MOE)



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by the disciplinary council, in line with MOE instructions pertaining to school discipline.

Following the steps in this system (MOE),
ascending penalties might be deactivated
in case the damage resulting
from conduct violations is extensive

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Penalties system

1. Oral warning to the student alone, signed by the teacher, home room teacher, or head of a particular stage and the concerned student.
2. Written warning, signed by head of a particular stage, to a student who repeated the wrong conduct for which he was warned alone, and the parent/guardian will be informed in writing.
3. Warning: temporary internal detention, as recommended by the head of a particular stage and approved by the school Principal.
4. Temporary dismissal from school: this decision must be approved by the School Principal and taken up by the Disciplinary Council, which is comprised of the head of a particular stage, four teachers selected at the beginning of an academic year, a parent-teacher representative from PTA, a student council representative and the home room



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teacher subject to the problem.

5. Transfer to schools within the Educational Directorate: this decision is made by the Disciplinary Council, and is approved by the School Principal, and Director of Private Education.

6. Dismissal from school till the end of an academic year: this decision is made by the Disciplinary Council, and is approved by the School Principal, and Director of Private Education.

7. Irrevocable dismissal from school: this requires a recommendation from the Disciplinary Council, the approval of School Principal, a recommendation from the Private Education Director, and approval of the (MOE) Minister.

Such ascending penalties shall be followed if a student continues repeating the violation.

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Notes to Parents / Guardians

- * You are kindly requested not to analyze the distribution of students to the various sections. Students are distributed according to their academic or behavioral achievements.
- * Encourage children to go to bed early to get enough rest.
- * Ensure that children are present on the school premises before the morning lineup, otherwise, specified penalties will be applied.
- * Help children in doing their homework.
- * Make sure children have prepared their books and notebooks as required in their weekly timetable.
- * Ensure that children have eaten breakfast before going to school.
- * Make sure children eat healthy food.
- * Ensure children maintain their personal hygiene.



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- * Refrain from making appointments to visit doctors during the school hours, except in the case of an emergency and after informing the school administration to take proper action.
- * Don't send a sick child to school. Notify administration if a child is sick.
- * Avoid travel arrangements during times that conflict with school hours.
- * Be aware that test dates cannot be changed for purposes of travelling, except in emergency cases, and after obtaining the school administration approval.
- * Keep in mind the school's goals to educate the children. Please do not tarnish, in any way, the sanctity of the school or the dignity of the people therein, directly or indirectly, or through any social media outlet.
- * When addressing administrative or teaching staff, please observe respectful language; offending the dignity of any

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person employed by the school will not be taken lightly.

* Be aware that new students, who at the time of their acceptance signed an undertaking to attend paid extra lessons to boost their academic performance, are obliged to do so at school.

* Please observe the office hours of the heads of stages and the principal when inquiring about children's academic or behavioral performance.

* Encourage children to respect their teachers and colleagues, and refrain from raising chaos or disorder in class.



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Channels of Contact with the School

Dear parents/guardians, in consideration of the fact that we are all partners in the educational process, we always prioritize constant communication with you. We work to improve and raise the academic and conduct performance level of our boys and girls in many ways, foremost among them are the following:

1. Organizing constant educational meetings for parents/guardians and the teachers.
2. Allocating specific office hours for the administration (the School Principal and heads of the various stages) to meet with parents/guardians and listen to them.
3. In the case of desiring to meet a teacher, parents/guardians can contact the secretary of a particular stage to arrange a meeting. The stage head will, in turn, take the necessary and appropriate steps.
4. Financial matters and fee installments are to be discussed

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with the Financial Department of the Arab Cultural Society.

We welcome you and hope to maintain
open communication with you for the best interests
of your sons and daughters, who are our students



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Undertaking

I the undersigned, the parent/guardian of student from Grade have read Al-Ra'ed Al-Arabi's Student Handbook, and I agree to all the terms there in, and solemnly pledge that my son/daughter will comply with Al-Ra'ed Al-Arabi's school rules and regulations, which are in line with the Ministry of Education's (MOE) regulations pertaining to private schools.

Parent/guardian: Signature:

Student's name: Signature:

Copy: student's file

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