



مدرسة المشرق الدولية
Mashrek International School

Parent's Guide



2018 - 2019



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1. Welcome

We would like to welcome you to the Mashrek International School Community. We are delighted to have you as part of our well-connected and influential community. Together, parents, students, teachers and the administration team work closely for the benefit of our students and overall community.

At Mashrek, there is a strong sense of family atmosphere, of community, of mutual caring, of belonging, a sense of the parents sharing common bonds and common values; the school administration's open-door policy and quick response to concerns or complaints; the focus on gracious communication with parents; the relationship between students and teachers and developing a lifelong set of valuable friends.

In this booklet, you will find a summary of the main areas that any new parent should know once he/she becomes a member of our community. Furthermore, detailed information is available on our website, which you can browse over a cup of coffee at your own convenience (www.mashrek.edu.jo)



2. Who We Are?

2.1. Mashrek International School's History

Mashrek International School (**MASHREK**) is a private, bilingual, co-educational IB World School recognized by the Jordanian Ministry of Education. It was established in **1992**. **Mashrek** offers the International Baccalaureate Diploma Programme (**IBDP**) for grades **11** and **12**; the Middle Years Programme (**IBMYP**) for grades **5** to **10** and the Primary Years Programme (**IBPYP**) for **PreKG** to **grade 4**.

The school was founded with the aim of providing high quality education, international understanding and appreciation for diversity while preserving the Arabic culture in a small campus located in Khalda, Amman. The students' enrolment during the first scholastic year **1993-1994** was **172** students, with **28** teachers throughout KG to grade 7.

In 2004, due to the increase of the students' numbers and the need for bigger facilities, the campus of the school was relocated to Dabouk - Al Hashmieh, about 15 minutes from central Amman. The campus comprises spacious facilities and classrooms that are colourful and conducive to a comfortable and secure learning environment.

Now, the school has approximately **1400** students, representing more than **26** nationalities and enjoys an outstanding reputation nationally and internationally. In 2018, the school was accredited by the Council of International Schools.



2.2. The School's Guiding Statements

2.2.1. The School's Vision

Our vision is to become a leading educational entity through building a school community that provides a caring and stimulating environment and emphasizes the development of the whole child. Fostering students' leadership, advocating ethos of international understanding and promoting active citizenry, through the diversity of education, technology and human resources.

2.2.2. The School's Mission Statement

Our mission is to teach students critical thinking, international understanding and appreciation for diversity while preserving the Arabic culture. Mashrek raises the individuals to become proud of their identity, responsible and productive citizens in their country and the whole world as well.

2.2.3. The School's Values

- Justice
- Temperance
- Empathy
- Respect
- Integrity
- Equity
- Leadership

2.2.4. Learning Principles

1. Learning should be driven by authentic application; therefore, learners should be aware of the purpose of learning.
2. Learning should be framed in terms of core concepts, skills and transferable ideas; therefore it should be contextualized.
3. Learning should be deepened through classification, reasoning, analysis, evaluation, synthesis and metacognition; therefore learners should be engaged in problem solving, creative, critical and reflective thinking.
4. Learning should enable learners to use and transfer their knowledge to innovative situations and find solutions to problems.
5. Learning should stimulate learners' prior knowledge to construct meaning as they learn.
6. Learning should provide opportunities for learners to develop their cognitive, social, emotional, intellectual and spiritual well-being.
7. Learning should be driven by the school's mission, vision and values.

8. Learning should be dynamic and should involve learners in developing core concepts and processes.
9. Learning should focus on understanding goals, producing quality work and meeting high expectations; therefore learners require regular, timely and user-friendly feedback.
10. Learning should be inquiry-based, conceptually driven and research based.
11. Learning should be differentiated to address learners' different learning styles, prior knowledge and interests.
12. Learning and language are intertwined.

Internationalism / Interculturalism

"The ability of students to be proud of their cultural identity, **respect** others despite cultural differences, call for **justice, equity and integrity**, interact with local, national and global issues, show **empathy** and care for the planet they live on."

2.2.5. The School's Motto

“Maximizing Each Student's Potential”

This statement represents what we stand for, how we are perceived by our community and how we want to continue to be. The school culture at Mashrek maximizes each student's potential by supporting the specific needs of every student and flourishing each student's talents. Every student, teacher, staff member and parent should know, understand and do whatever it takes to maximize each student's potential. All our students are unique and appreciated.



3. The School's Governance and Leadership Structure

The Board of Directors consists of representatives from the school and local community as outlined. The Senior Leadership Team consists of the school's heads of departments, meets on a semi-annual basis and reports to the School Principal.

The Academic Leadership Team consisting of the academic heads of departments and programme coordinators, meets on a monthly basis and reports to the School Principal.

3.1. Board of Directors



Mashrek International School is governed by the Board of Directors that meets on a quarterly basis or as needed. All matters that pertain to creating the policy for the school will rest with the Board. The School Director is responsible to oversee the school by directing the School Principal and Director of Administration and Finance. The School Director is directly responsible to the Board through the School Principal and Director of Administration and Finance for the implementation of the Board's decisions and policies and serves as a non-voting member of the Board.

The Board's primary responsibilities are to provide:

- (i) Education for students
- (ii) A leading environment for faculty and staff
- (iii) Facilities and a safe learning environment
- (iv) Financial sustainability

Who We Are

The Board consists of a total of nine (9) members, seven of which are voting:

Mr. Bassam Malhas: Founder and Chairman of the Board

Mr. Munther Hattab

Mr. Basil Marji

Mrs. Nadia Abu Judum

Ms. Huda Malhas: Vice Chairman of the Board

Ms. Tamara Malhas: Secretary of the Board

Ms. Mais Malhas

and two of which are non-voting members:

Dr. Hana Nasser Malhas: Co-Founder and School Director

Mr. Ahmad Malhas: Director of Administration and Finance

To view the biographies of our board members please visit the school's website:

www.mashrek.edu.jo



Who We Are



Board of Directors

3.2. Mashrek's Advisory Board



To serve the school's vision and to build bridges between our educational system and global education in different cultures, the school established an Advisory Board that consists of two international educational experts with vast experience in the educational field:

1- **Ms. Theresa Forbes:** An international educator with extensive experience in school leadership and headship, new school development, government advisory roles, online learning and curriculum review and design. Theresa has worked as Director of the

Who We Are

International Primary Curriculum, Senior Advisor for the English National Curriculum and Head of Regional Development AEM for the International Baccalaureate Organization.

- 2- Mr. Jaap Mos: As the founding Principal of The International School of The Hague, Jaap started working with the IB in 1998 and continued to do so ever since. He has been a member of the IB Regional Council for MEA since 2011 and a member of the Advisory Council of Dubai International Academy since 2009.

The Advisory Board was created for guiding and making non-binding recommendations to the School Director regarding academic issues and to advise on matters concerning the educational program or any other school matters.



3.3. The Senior Leadership Team (SLT) Consists of:

- 1- School Director
- 2- School Principal
- 3- Heads of Schools
- 4- IB Programme Coordinators
- 5- Education Technology Coordinator
- 6- Director of Administration and Finance
- 7- Head of Activities / Head of Physical and Health Education Department
- 8- Procurement Manager
- 9- Admissions and Registration Manager

Who We Are

- 10- Service and Action Unit Leader
- 11- IT Manager

The SLT meets on a semi-annual basis or upon need. The SLT's main responsibilities are to:

- Review the school's strategic plan and monitor its implementation and outcomes
- Raise a well-managed and disciplined working environment
- Promote the school ethos of raising standards and achieving excellence
- Supervise and ensure that the school facilities are facilitating the learning process
- Monitor the school's safety and security
- Communicate with the school and local community

3.4. The Academic Leadership Team (ALT) Consists of:





- 1- School Director
- 2- School Principal
- 3- Heads of Schools
- 4- IB Programme Coordinators
- 5- Education Technology Coordinator

The ALT meets on a monthly basis. The ALT's main responsibilities are to:

- 1- Ensure and monitor students' well-being academically, physically, emotionally and socially
- 2- Monitor students' performance and analyse their work to set plans for further progression and better achievement
- 3- Plan for teachers' professional development
- 4- Approve school curriculum and assessments
- 5- Approve material uploaded to the school's website
- 6- Observe school facilities and ensure their safety for students

4. Admission and Registration

Admissions Department Code of Ethics:

- 1- All students are eligible for admission if it is believed that the school can meet their particular needs.
- 2- The School receives applications from any applicant regardless of his/her gender, nationality, religion, social status and/or special needs.
- 3- The School provides walk-through tours without any fees or previously scheduled appointments.
- 4- The School does not engage in any marketing outside the school premises.
- 5- The School only considers applications that come into the school or are submitted online. No attempts to target/attract any students enrolled in other schools are initiated.
- 6- The School facilitates the student's transfer process (provides all necessary documentation and conducts any required assessment(s) on its premises).
- 7- The School finalizes acceptance once the student's file is received from his/her previous school, which must include the transfer certificate (a clearance for a transfer) (e.g. bills are paid).
- 8- The School is a member of the Private School Council in Jordan and takes all school requests seriously.
- 9- The School conducts a fair interview following an entrance exam, to determine if the transfer will be for the benefit of the student.

Please refer to the Admissions and Registration Policy and Appendix A: School Fees

5. Student Welfare and Services



5.1 Mashrek Code of Conduct

The Code of Conduct Policy is displayed to students from grades 3-12 to be discussed and explained by the homeroom teachers in reference to the rights and responsibilities of students in various areas. The Code of Conduct is sent to parents via email in order to be read and shared with the students. Parents are required to acknowledge receiving it, sign the form and return it to the school. (Keep in mind) that this policy has been developed to help students gain the greatest possible benefit from his/her education.

www.mashrek.edu.jo



Life at Mashrek



Code of Conduct

5.2 Annual Calendar

The school calendar is subject to change; for accuracy please check the school calendar on the school's website:

www.mashrek.edu.jo



Calendar

5.3 School Working Hours

	KG Students	Grades (1-12)	Administration
Sunday - Thursday	7:45 am - 1:00 pm	7:45 am - 2:25 pm <i>Except Tuesday</i>	7:35 am - 3:00 pm <i>Except Tuesday</i>
Tuesday		7:45 am - 1:00 pm	7:35 am - 3:30 pm
Saturday	-	-	9:00 am - 1:00 pm
Summer Sunday - Thursday	-	-	9:00 am - 2:00 pm

- ❖ The DP students have customized schedules based on their subject choices, they may have an extra lesson that finishes at 3:15 pm.

5.4 School Uniform

- The school uniform reflects students' discipline. Hence, all students (PreKG - 12) should adhere to wearing the uniform from the first day of school. Winter school jackets are considered part of the uniform.
- Hats, scarves, belts, accessories and nail polish are not allowed.
- Shoes should be neat, sandals and flip-flops are not allowed.
- Students from grades (1-6) are allowed to wear the PHE uniform the entire day, only if they have a PHE lesson. However students from grades (7-12) should bring their PHE uniform with them and only wear it during their PHE lesson.

*Uniforms can be purchased at Mashrek's **Supplies Department** after finalizing all payments at the Accounting Department. Please refer to the Uniform Policy on the school's website.

5.5 Books and Supplies

Digital and textbooks in English for grades (1 - 12) are available to purchase at the school; prices vary depending on the grade.

Books are purchased at the **Accounting Department**.

5.6 School Policies and Procedures

It is essential to be aware of all school policies and procedures; kindly check them on the school's website:

www.mashrek.edu.jo



Life at Mashrek



School Policies

5.7 Parent-Teacher Meetings



The school recognises the importance of good relations between parents and teachers.

- There are two StudentLed Conferences each year, where students lead the conference and teachers facilitate the presence of their parents.
- Parents can schedule an appointment with teachers if the need arises by calling or emailing the Community Desk.
- Teachers are NOT allowed to receive phone calls from parents.
- Unannounced meetings between parents and teachers are declined.

5.8 Absence

Parents should inform the Administration by phone in case their son/daughter is absent. Nevertheless, the School will send an SMS (text message) to inform the parents of the absence.

Students must provide a medical report to the Student Affairs Department if:

- He/She is absent for 3 or more consecutive days
- If he/she fails to be present for a quarterly or end of semester examination, in order for the exam to be referred or the student to be given an estimated level of achievement.

5.9 Tardiness

Late students will be verbally warned upon the first 2 late arrivals to school. After the third tardiness, parents will be informed through a written notice signed by the School Principal.

5.10 Leaving the School

- Students are allowed to leave during school hours **only** if the Head of School is provided with a written note from the parent(s) stating the case of emergency.
- In case of traveling, parents must provide the School Principal with a written note stating the travel dates, which will then be handled according to the procedures.
- Parents should pick up their children from the school's main gate.
- Parents who pick up their children from school should be punctual, as the responsibility of the duty teachers ends at 2:40 pm.
- Students should wait for their parents behind the main gate for their own safety.
- Parents must not call their children or receive any messages directly from them. Emergency messages or emails should be addressed to the Student Affairs Department.
- KG and Primary School students will not be permitted to leave school with anyone other than their parents, unless they show the student's guardian identification Card.
- KG and Primary School parents should pick up their children from their classrooms.

5.11 Request for Documentation from the School

If you require any documentation regarding your child from the school, please inform the Student Affairs Department in writing and give the school prior notice.

5.12 Personal Possessions

While the school takes precautions to ensure the safety of students' personal possessions, each individual student is responsible for his/her personal belongings and equipment. The school cannot accept responsibility in the event of loss of personal possessions or money and thus discourages students from bringing large sums of money or unnecessary valuable and expensive items to school.

5.12.1 Lost and Found Property

Any item found should be given to the Student Affairs Department where it will be logged in a "Lost and Found" book. You or your child may check with the Student Affairs Department for any lost items. The school reserves the right to discard unnamed lost property at the end of each year.

5.12.2 Cameras, Mobile Phones and other Digital Devices

In order to avoid the disruptive and inappropriate use of students' personal cameras, mobile phones and other digital devices, students are not allowed to be in possession of these items during school hours from 7:45 am till 2:25 pm. If students bring these devices to school, they are to be switched off and kept in their bags or lockers during the school day. Any devices that are found in students' possession during the school day will be confiscated and only be returned to their parents directly at school. Mobile phones and/or laptops may be used in class if allowed by teachers for educational purposes.

5.13 Student Council

The Student Council consists of:

- Middle School Student Council
- Senior School Student Council

Election Procedures:

- A representative of each class will be elected by his/her classmates.
- The council's president and his/her deputy will be elected for each level in the main hall in the presence of the administrative and teaching staff of that level.
- One vote per student.
- Votes will be tallied publicly.
- The Senior School President must be in grade 11.
- The Middle School President must be in grade 8 and his/her deputy must be in Grade 7.
- When a student nominates himself/herself for the council president or deputy position, he/she is not allowed to run for class representative in the Student Council.
- Elections take place at the end of October of each academic year, meanwhile the preceding council continues its duties until the new council is completely formed.
- Two teachers are elected to supervise and support the council.

The Student Council's Responsibilities:

- The council's president and his/her deputy participates in part of the disciplinary committee meetings.
- The Student Council organizes activities throughout the school year, while each activity plan must be approved by the Respective Head of School and School Principal, in addition to the Student Council's supervisors. These activities include events such as:
 - ❖ Representing the school within the outside community
 - ❖ Trips
 - ❖ Parties
 - ❖ Cultural and sport competitions
 - ❖ Cinema (Movie night)
 - ❖ Contributions in the graduation ceremonies
- The Student Council organizes charitable activities to raise funds for various organizations within the local community.

5.14 School Health and Medical Provisions

The school has three qualified nurses on duty: one for KG students, one for Primary School students and one for Middle and Senior School students. A number of school teachers are also qualified first-aiders.

Parents of students with any special cases (allergies, diabetes, epilepsy, etc.) are requested to send a medical report for any updates concerning their child's health condition.

Any health condition and/or medication specified by parents on the medical form is highlighted and recorded on the student's designated file and entered into the school clinic's system.

5.15 Annual General and Physical Examination

Physical examinations and vision screening are only carried out by the school doctor. Height, weight, and head lice checks are carried out by the nurse.

5.16 Head Lice Checks

- This procedure is done twice a year; at the beginning of the academic year and at the beginning of the second semester (after the winter break).
- Positive cases are documented and followed up.
- The Head of School, one of the homeroom teachers and the Student Affairs Department are notified.
- The Student Affairs Department is the only authorized person to inform the parents of an infected student by phone. (Home notes are never to be forwarded to infected students).
- The whole class including the infected student(s) will be rechecked (after 2 weeks) following the required treatment. If there are still positive cases, follow up is done accordingly.

5.17 Vaccination

- Vaccination is only given to Grade 1 students (MMR, OPV, DT) and Grade 10 students (MMR, DT).
- Vaccines are administered only in school by the nurse(s) and under the supervision of the school doctor.

For more details on the school's health and medical provisions, parents are kindly requested to review the School's Health Care Policies and Procedures which are found on the school's website:

www.mashrek.edu.jo



Life at Mashrek



School Policies

5.18 School Safety and Security

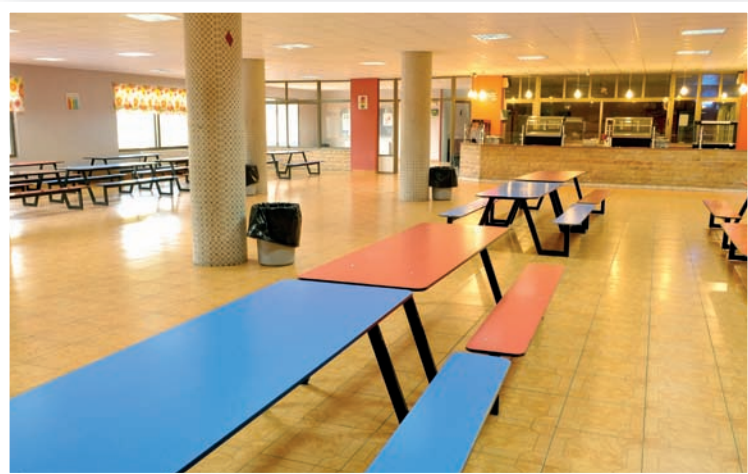
Students' safety and security is one of the school's highest priorities. The school has well-trained and qualified security guards during and after school hours. No guests are allowed into the school unless they wear a visitor's badge with an orange ribbon. For KG and Primary School students, only parents are allowed to pick up their children. If parents request that their children be picked up by an escort, the Guardian Identification Card must be presented to the Homeroom Teacher.

Surveillance cameras are installed at all high-risk areas inside the school campus and the areas surrounding it. The KG and Primary School are secured with electronic doors to ensure that no one can pass through them without being accompanied by a staff member.

The school has a Safety and Security Committee (S&SC) that monitors, reviews and resolves all matters pertaining to the safety, security and health of the entire school community. The committee meets once a week and discusses any issues that have occurred during the past week as well as any preventive measures to be taken. The committee is also responsible for reviewing and assessing school trips outside of Amman and abroad, for all possible risks and means to mitigate them.

The school holds regular evacuation drills to ensure that all procedures are adequate and that all members of the school community are aware and familiar with these procedures.

5.19 School Cafeteria



The school has two cafeterias: one for Primary School students and the other for Middle School and Senior School students. The cafeterias are spacious and include comfortable tables and benches. They encourage a healthy eating concept and promote a balanced diet that consist of fresh foods. Thus, the cafeterias serve freshly made sandwiches, freshly baked bread, pastries, snacks, juices, hot and cold beverages, homemade soups, salads and pastas for both students and teachers. Students can purchase from the cafeteria during recess time. Junk food, including chips, chocolates, fizzy drinks and candy is prohibited. Students also have the option of bringing their own food to school. To ensure the efficiency of food and beverage disbursement, the School's Cafeteria uses a coupon system. Parents/ students can purchase coupon booklets from the school's Accounting Department. Each coupon booklet is of 10JD value. KG students do not purchase from the cafeteria, they bring a snack from home every day.

5.20 Transportation Department



The school owns and operates 30 buses that provide regular, punctual and secure transportation for its students. Each bus is equipped with a GPS system, speed monitor and first aid kit.

All bus drivers are experienced and trained. Each bus is accompanied by a bus custodian that looks after the students' safety, order and discipline.

5.16.1 School Bus Registration

Parents who would like to register their children in the school bus service are kindly requested to pass by the Student Affairs Department to fill the registration form and provide a map. The school will then conduct a trial tour to the location and check the availability of seats within the bus for that area, as registration is based on first come first served basis. The school will also check if the location is within its covered areas. The parents will be notified of the approval accordingly.

5.16.2 Making Changes to Bus Routes

- Parents should inform the Student Affairs Department in advance for any change in their children's bus route. They will check the availability of seats in the bus taking the new route. The school is under no obligation to meet these requests, if they are impractical. Adjustments to the system will be implemented when feasible.
- If parents decide not to use school transportation on any particular day and plan to pick up their children from school, they should send an email to the School Community Desk at communitydesk@mashrek.edu.jo and the Student Affairs Department at studentaffairs@mashrek.edu.jo to inform them of the changes **before 9:00 am** Parents will receive a confirmation once the note is communicated to the related staff.

5.16.3 School Bus Policies and Procedures

Parents are kindly requested to thoroughly read the School Bus Policy and Procedures for Parents and Students which can be found on the school's website:



6. IT Infrastructure

- Mashrek Intranet is a communication platform between parents, students and teachers where teachers upload worksheets, homework, assignments and newsletters. It is a cloud-based platform provided by Microsoft, which can be accessed from anywhere at any time.
- Each student has an individual email account through which he/she can access this platform.
- To access the Mashrek Intranet go to www.mashrek.edu.jo → Login → Webmail Login
- The Parent Login is specifically for parents' use, where they can access their son's/ daughter's report cards and financial statements. Parents receive an SMS with the username and password to be able to login to this platform.
- The school provides each student with 5 free licenses for Microsoft Office 2016.
- Each student also has One Drive Storage, where he/she can save all data on this cloud storage.



7. Parent Associations and other Parent Forums



As an inclusive community, Mashrek International School believes in the importance of the role of parents/guardians in their children's education and holistic growth. Therefore, forming a partnership with parents was one of the school's strategic goals.

Mashrek International School has established a department with 3 sub-committees: the Parent Teacher Committee (PTC) which served for almost one scholastic year and then was merged with the Parent Consultation

Committee in 2016, the Cross Community Relations Committee (CCRC) and the School Community Awareness Committee (SCAC). Each committee has its own mission, objectives and scope of work.

During these committees' meetings, information, opinions, ideas and initiatives are brought to discussion. When decisions are made during these meetings, they will be guided into the right communication channels within the school for guidance and approval in order to start accomplishing them.

The school community members are always encouraged to express their ideas, opinions and suggestions that would be of value to the overall well-being of the students in order to create a positive learning environment within the whole school community.

In addition to these committees, Mashrek launched a **Parent Ambassador Program** in February 2016. The Parent Ambassador Program is a volunteer service program that aims at:

- Systemizing and continuously improving the existing culture, values and spirit of Mashrek
- Building loyalty towards the school by influencing all bodies representing the school community
- Increasing the level of transparency by the school, as parents will be part of the admission process and will represent the school internally and externally as ambassadors
- Raising the pride of being a Mashrek student, a Mashrek parent and a member of the Mashrek Community.
- Increasing interaction and improving communication between parents and the administration for the benefit of the students

If you are interested in joining any of our parent forums, please do not hesitate to contact the Ambassador Program's Coordinator to assist you with the related program.

8. Kindergarten (PreKG-KG2)

a. Curriculum Overview

Mashrek Kindergarten is authorized to teach the International Baccalaureate® Primary Years Programme (IBPYP). The Primary Years Programme is a framework guided by six transdisciplinary themes. These themes have global significance intended to help children engage with their world and the world around them. Teachers and students are guided by these transdisciplinary themes, as they design units of inquiry for exploration and study. Through this process, students develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action. At Mashrek Kindergarten, we value inquiry-led and play-based learning as it plays a central role in providing meaningful learning opportunities as children explore new media, skills and ideas. In the Kindergarten, students can inquire into four or six units of inquiry.



The themes are:

1. **Who We Are**
2. **Where We Are in Place and Time**
3. **How We Express Ourselves**
4. **How the World Works**
5. **How We Organize Ourselves**
6. **Sharing the Planet**

Mashrek is a bilingual school where the languages of instruction are English and Arabic. Each class has two homeroom teachers who work together in co-teaching partnerships to

differentiate instruction. Physical Education, Music and Drama classes are conducted by specialist teachers on a weekly basis.

The school has a specialized **occupational therapist** and **speech therapist** that provide support for students when required.

Personal, Social and Physical Education (PSPE)

The PSPE curriculum aims to develop habits of healthy, balanced living, as well as gross and fine motor skills. PSPE fosters the development of the whole child by engaging in enjoyable games and physical activities that lead to a healthy lifestyle, movement and motor skills development and creative expression. Lessons on cooperation and the importance of rules, boundaries and safety, support the social and emotional development of students.

Mindfulness

The school has implemented a Mindfulness Program which has an extraordinary capacity to build a strong body, mind and spirit in students. In the KG, we focus on the following practices:

- Mindful eating
- Mindful movement
- Mindful seeing
- Mindful listening
- Breathing techniques
- Gratitude

b. Student Faculty Ratio

1:8 (all staff except administrative staff and cleaning staff)

c. Extracurricular Activities

The Activities Department at Mashrek Kindergarten offers an extensive activities program under the supervision of qualified and experienced coaches. We believe that students' involvement in activities is extremely important for the process of growth and the development of skills and abilities. Students are given the option to choose from the below activities:

- Taekwondo
- Ballet
- Football
- Basketball
- Gymnastics
- Violin
- Drawing

The activities run from 1:00 pm-2:00 pm.

d. Reading Program

The school has a strong **Reading Program** in both languages: **English** and **Arabic**. The class is divided into 4 groups based on their readiness in reading. The KG has 2 special teachers for this program to support the homeroom teachers in its application.

The school's *KG Information Resources Center* is rich with a collection of resources that support the mother tongue as well as the diverse backgrounds of our students, with a range of stories that support teaching and learning (12500 resources).



9. Primary School (Grades 1-4)



a. Curriculum Overview

Mashrek Primary School is authorized to teach the International Baccalaureate® Primary Years Programme (IBPYP). The curriculum is arranged and taught through large, cross-curricular units of study known as units of inquiry. The transdisciplinary themes include and transcend subject areas and are used to classify knowledge about the world. Using structured inquiry, the Primary Years Programme gives children a strong foundation in languages, mathematics, social studies, science, visual arts, music, physical education and personal and social education. All the grade levels cover the six transdisciplinary themes, which are:

1. Who We Are
2. Where We Are in Place and Time
3. How We Express Ourselves
4. How the World Works
5. How We Organize Ourselves
6. Sharing the Planet



We are a bilingual school where the languages of instruction are English and Arabic. Each class has two homeroom teachers who work together in co-teaching partnerships to differentiate instruction. Physical Education, Music and Drama classes are conducted by specialist teachers on a weekly basis.

b. Personal, Social and Physical Education (PSPE)

The PSPE curriculum aims to develop habits of healthy, balanced living, as well as gross and fine motor skills. PSPE fosters the development of the whole child by engaging in enjoyable games and physical activities that lead to a healthy lifestyle, movement and motor skills development and creative expression. Lessons on cooperation and the importance of rules, boundaries and safety, support the social and emotional development of students.

c. Student Faculty Ratio

1:7 (all staff except administrative staff and cleaning staff)

d. Extracurricular Activities



i. Afterschool Extracurricular Activities

The Activities Department at Mashrek offers an extensive Activities Program for Primary School students under the supervision of qualified and experienced coaches. . We believe that students' involvement in activities is extremely important for the process of growth and the development of skills and abilities. Students are given the option to choose from the below activities:

- Taekwondo
- Ballet
- Football
- Basketball
- Gymnastics
- Violin
- Drawing
- UCMAS
- Mandarin Chinese Language

ii. Genius Hour (during school hours)

When it comes to personalized learning within the classroom, no single thing has been as powerful as *Genius Hour* for the Primary School students.

Genius Hour has its early foundations at companies like *Google*, which gave their employees 20 percent of their work week to study and implement innovative ideas that would better the company. Ideas like *Gmail*, *Google News* and *AdSense* were born from this time.

At *Mashrek*, we adopted *Genius Hour* which is held for 1 hour every week. Students go through the inquiry cycle, where they inquire, research, share ideas, interview people and look for resources; then they create, change, become experts or simply answer an inquiry after learning more about it.

We believe that *Genius Hour* will be the vehicle to help our learners discover their passion while guiding them how to set personal learning standards, research, create, connect and influence the world around us!

iii. Labeeb's Friends

The school has implemented a global program called "Labeeb's Friends". It is designated for children's emotional and social development. This program simulates positive as well as negative feelings of the children, reinforces the positive ones and reveals the negative ones that must be focused on and modified. "Labeeb's Friends" is divided into six units that focus on the following:

1. Emotions: joy, sadness, anger, jealousy, etc.
2. Improving communication, listening skills and self-expression
3. Making friends and solving problems
4. Bullying
5. Accepting loss in life
6. Overcoming difficulties, accepting change and celebrating the end of the program

iv. Mindfulness Program

The school has implemented a *Mindfulness Program* which has an extraordinary capacity to build a strong body, mind and spirit in students. Some practices are practiced daily, such as: breathing techniques, anger management, gratitude and mindful breathing. This program is integrated within the units of inquiry, yet, correlated strategies are used at any time throughout the day according to the purpose.

v. Reading Program

The school has a strong Reading Program in both languages: English and Arabic. The class is divided into 4 groups based on students' readiness in reading. Every two homeroom teachers from two sections assist each other in implementing the program, to support the students and raise their reading fluency level.

For grades 1 and 2, the school adopted the program "I Read Arabic" for Arabic Language levelled reading, which is an online platform with around 500 varied levels of stories, according to the students' needs and potentials.

For grades 3 and 4, students use Arabic Language hard copy stories which also have various levels, according to the students' needs and abilities.

As for the English Reading Program, grades 1 and 2 use the hard copy stories which are arranged in kits that are divided into: below, on, ELL and above levels. For grades 3 and 4, Mashrek adopted the Raz Kids which is an online guided reading program with interactive eBooks, downloadable books and eQuizzes. It provides a library of differentiated books at 29 levels.



10. Middle School (Grades 5-8)



a. Curriculum Overview

The MYP aims to develop active learners and internationally-minded young people who can empathize with others and pursue lives of purpose and meaning.

The Programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.

The International Baccalaureate® (IB) Middle Years Programme (MYP) comprises eight subject groups:

- Language Acquisition
- Language and Literature
- Individuals and Societies
- Sciences
- Mathematics
- Arts, Music and Drama
- Physical and Health Education
- Design Technology, Computer Technology

The student body in the Middle School is represented by the **Student Council**. The Council is elected on a yearly basis in accordance with the regulations recommended by the Ministry of Education and in alignment with our school's mission, vision and values. The class section representatives, the Vice President from grade 7 and the Student Council President from grade 8, are all elected by the Middle School students.

The process of elections is closely monitored and supervised by the student body and an appointed teacher, who assists the council in putting forth their annual action plan including all the activities they intend to arrange.

The council acts as a liaison between the students and the Middle School administration; thus, it has the right to present any suggestions or recommendations by the student body in an official monthly meeting with the Head of Middle School.

The Student Council has the leverage to appoint a committee that will assist them in preparing internal and bylaw organizing drafted by event. The Student Council and the lead supervisor (teacher) to organize the process of meeting and documenting the council's decisions and actions.

The school's Main Information Resources Center is rich with a collection of resources that support the mother tongue as well as the diverse backgrounds of our students, with a range of stories that reinforce teaching and learning (16500 resources).

b. Student/Faculty Ratio:

1:10 (all staff except administrative staff and cleaning staff)

c. Average Class Size

Our classes have an average of 25 students per classroom.

d. Extracurricular Activities

As part of our mission and vision, we, at Mashrek International School offer our students the chance to develop and grow holistically through the mandatory comprehensive co-curricular activities program. This program aims to assist our students to realize their potentials and sharpen their talents and skills as well as provide them with the opportunity to explore new co-curricular realms that help them build positive relationships with their peers and their community. By participating in this program, our students will open up to new experiences that will enhance their self-confidence, critical thinking, creativity and cultural exposure.

The co-curricular activities are weekly assigned sessions that are scheduled every Thursday from 1:30 pm to 2:25 pm, where students are allocated in groups of 17 to 20 students within activities of their choice.

The list of activities offered for students is diverse in terms of outcome and the required set of skills. Activities vary from performing and visual arts, to arts and crafts, design and robotics, in addition to athletic activities such as badminton, fencing and martial arts. Professional coaches and instructors are appointed on a part-time basis to conduct these activities. All Middle School teachers also participate in the co-curricular activities, either as expert coaches, if they have the know-how to conduct a certain activity, or through assisting the hired coaches in monitoring students' performance during the activity and ensuring a caring and nurturing environment that allows students to experiment and discover new hobbies and skills, that help them maximize their potentials.

e. Special Features of this School Level

Since students start the MYP Programme in grade 5 and in order to ensure a smooth transition between the two school levels and programmes, the Middle School team prepares an orientation session for all grade 4 parents at the end of each scholastic year. The orientation provides the parents with a clear briefing about the academic expectations related to the programme and the age criteria and gives them an insight of the method of communication as well as monitoring students' academic and behavioural performance. The session is conducted by the School Principal, Head of Middle School and the MYP Coordinator.

Another step towards smoothing the transition is that all grade 5 parents are given the chance to meet the teachers at the beginning of the scholastic year, during an open day, where they are given the chance to interact with the grade 5 teachers and inquire about the day to day practices, learning experiences and expectations for their children.

Students start their **additional language acquisition** in grade 5, where all the Middle School students are given the chance to opt for either **Spanish** or **French** as a second language acquisition course, designed in accordance to phases that serves for language competency.

In **grade 6**, students participate as groups across the grade level in their first **science fair exhibition**, where students follow the scientific cycle to design an experiment, prepare a report and present their findings.

Grade 7 students participate in a **community project**, during which they are physically involved with the needs of their community to come up with authentic solutions.

Grades 7 and 8 students are given the opportunity to participate in the **Youth Parliament**, a project that opens our students' eyes towards the Jordanian democratic system and the process of law legislation to help them become active citizens by coming up with recommendations that edit the Jordanian laws.

11. Senior School (Grades 9-12)



a. Curriculum Overview

- Grades 9 and 10 continue with the MYP Programme
- The IB Diploma Programme (DP) is implemented in grades 11 and 12

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and in life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The Programme has gained recognition and respect from the world's leading universities.

The Curriculum

DP students must **choose one course from each of the five subject groups**, delivering a breadth of knowledge and understanding in their best language, additional language(s), individuals and societies, mathematics and the sciences.

Furthermore, students must also choose either an arts course from the arts group or a second course from one of the other subject groups. DP courses can be taken at higher level or standard level. At least three and not more than four are taken at higher level (240 teaching hours), while the remaining courses are taken at standard level (150 teaching hours).

In addition, the DP features three core elements that broaden students' educational experience and challenge them to apply their knowledge and skills.

The school's Main Information Resources Center is rich with a collection of resources that support the mother tongue as well as the diverse backgrounds of our students, with a range of stories that reinforce teaching and learning (16500 resources).

b. Student / Faculty Ratio

1:6 (all staff except administrative staff and cleaning staff)

c. Average Class Size

Our classes have an average of 23 students per classroom.

d. E-Assessments

Mashrek International School requires IB-validated grades for students in grade 10 (MYP Year 5). Therefore, students are registered within the International Baccalaureate Information System (IBIS) for the MYP Certificate, which is awarded at the end of grade 10 (MYP Year 5), after successfully completing the on-screen examinations and the e-portfolios done in May of each academic year.

Students are registered for: History, Math, English Language & Literature or Acquisition, Arabic Language and Literature or Acquisition, a choice of two sciences, a choice of one e-portfolio either Digital Design, Product Design or Visual Arts and Interdisciplinary Learning.

Award of the IB MYP Certificate

The IB MYP Certificate will be awarded when all conditions have been met in compliance with the General Regulations: Middle Years Programme and as described below.

A candidate may register for any number of subjects (including language acquisition, arts, physical and health education and design), but only six subjects contribute to the award of the certificate. A candidate must also register for the personal project and an interdisciplinary on-screen examination. If a candidate takes more than one subject from the same subject group, the highest grade will count towards the certificate. Where a candidate chooses to take multiple subjects from arts, physical and health education or design, the highest single grade from these subject groups will count towards the certificate.

A grade from at least one subject from each of the following six subject groups, must contribute to the award of the certificate:

- Language and Literature
- Language Acquisition (or a second language and literature)
- Individuals and Societies
- Mathematics
- Sciences
- Arts, Physical and Health Education or Design

The IB will award an IB MYP Certificate to each candidate who has:

- Gained a grade total of at least 28 from six subject groups, the interdisciplinary on-screen examination and the personal project combined, out of a possible maximum of 56
- Gained at least a grade 3 in at least one subject from each subject group
- Gained at least a grade 3 for the personal project
- Gained at least a grade 3 for the interdisciplinary on-screen examination
- Completed the school's requirements for community service

Award of a Bilingual MYP Certificate

A Bilingual MYP Certificate will be awarded to a candidate on successful completion of at least one of the following additional conditions:

- Achieve at least a grade 3 for two language and literature on-screen examinations
- Achieve at least a grade 3 for a science, individuals and societies or interdisciplinary on-screen examination project in a response language that is not the same as the candidate's chosen language and literature examination subject

- Achieve at least a grade 3 for the submission of an ePortfolio for arts, physical and health education, design or the personal project in a response language that is not the same as the candidate's chosen language and literature examination subject
- The candidate must also achieve at least a grade 3 in the language and literature examination subject

Extra fees are due for the IBDP and IBMYP External Examinations.

e. Extracurricular Activities

Mashrek has partnered with Injaz Company in various projects. Grade 9 students spent a day in the field of banking, insurance, medical sector (pharmacy and laboratory) and engineering, according to each student's preference. This "Job Shadowing" Program enhanced their understanding of financial, economical and medical practices. Moreover it prepared them for different careers in the near future.

Another program adopted with Injaz Company is "Destination Imagination" which is an application of the STEM approach, where Science, Technology, Engineering and Math integrate to produce an outcome. Students of grade 10 participate in this kind of competition against numerous schools in Jordan. Mashrek won first place in the structural and technical category of the competition. Such a program enriched the students' experience in collaborative, team building and presentation skills. More importantly, they thoroughly enjoyed it.

Formula One is another competition that has been running for almost 6 years in Jordan. It requires the participation of students with high qualifications and skills. Our students designed a mini F1 Car and won the Pit Display Award. The team received 169 out of 170 on their F1 Car Design and Manufacturing. Through this experience, students demonstrated decision making and problem solving skills as well as transferring knowledge through authentic situations.

Besides being part of the local conferences that are conducted in Jordan, we are keen to participate in a number of global conferences, where our students visits different countries, such as in Georgetown University MUN - Qatar and the International Youth Conference of Science and Environment in India.

Students' personalities are sharpened by being exposed to different cultures and debating various topics, such as: "Development of advanced artificial intelligence" and "The Rise of China". A group of Mashrek students participate yearly in the World Schools Debating Championship (WSDC) in Croatia.

The students organize and participate in the annual Mashrek Model United Nations (MMUN). The Student Council successfully launched the Arab League; a debate simulation that involves Arab countries discussing issues facing the Arab world today, using the Arabic Language. This newly developed conference was fully organized and implemented by students. They communicated the concept of this conference to students from 4 other schools in Jordan, which led to the participation of a number of students with different backgrounds.

In addition to the above-mentioned experiences, our students practice internationalism during their trips to Turkey for the Theory of Knowledge Conference, as well as the in-house TOK Conference, where students host guest speakers from different fields of expertise to discuss knowledge questions.



12. After School and Summer Programs



At Mashrek, we believe that a student's involvement in an activity is extremely important for the process of growth and the development of skills and abilities. Each student has the option of participating in any athletic, musical or cultural activity under the supervision of professional coaches, teachers and in cooperation with various specialized centers.

a. After School Programs

- 1- **School Teams:** These comprise the school's sports, musical, robotics and theater teams. Members are selected through tryouts and auditions by qualifying and meeting specific requirements. The school provides training as well as transportation back home for all members of teams.

After School and Summer Programs

- 2- **School Clubs:** These clubs include a variety of optional sports, musical and cultural activities, which are offered by the school in order to improve specific skills related to the chosen activities.
- 3- **Mashrek Little League:** An annual optional activity, where participating students are divided into teams sponsored by various companies, according to their age category. The aim of this activity is to improve students' skills in order to progress through a fun, social and supportive atmosphere and potentially join the teams in the future.

b. Summer Camp Program

The Annual Mashrek Summer Camp Program includes many interesting activities, such as: sports, enrichment activities, fitness, amusement trips and a variety of activities within the school premises. The participating students acquire various skills throughout the camp's duration. Our main target at Mashek's Summer Camp is to provide our students with an opportunity to develop new skills in a safe and pleasant environment.



13. Contact Information

Student Affairs:

studentaffairs@mashrek.edu.jo or ola.alzoubi@mashrek.edu.jo

Telephone: +962 79 9577771 ext. *119

Community Desk:

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Admission and Registration Department:

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Telephone: +962 79 9577771 ext. *117 or *116

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Activities Department:

Phone: + 962 79 957 7771 ext.: *132 or *133

activities@mashrek.edu.jo

Safety and Security Committee:

saftey@mashrek.edu.jo

Telephone: +962 79 9577771 ext. *119

Prc – KG	IBPYP	3300 JD
	IBPYP	3510 JD
KG 1	IBPYP	3620 JD
KG 2	IBPYP	4410 JD
Grade 1	IBPYP	4620 JD
Grade 2	IBPYP	4830 JD
Grade 3	IBPYP	5040 JD
Grade 4	IBMYP	5400 JD
Grade 5	IBMYP	5610 JD
Grade 6	IBMYP	5930 JD
Grade 7	IBMYP	6140 JD
Grade 8	IBMYP	6930 JD
Grade 9	IBMYP	7030 JD
Grade 10	IBDP	8710 JD
Grade 11	IBDP	8710 JD
Grade 12	IBDP	8710 JD

- New students' admission fee is (300) JD. This amount will be refunded upon the student's graduation or if the student transfers to another school, provided that the Administration is notified in writing prior to December 31st of the previous scholastic year. This is applicable under the condition that the student has spent at least one scholastic year at Mashrek and paid the whole year's tuition.
- Students who leave the school and later re-register will be required to pay this fee a second time.
- Current students' registration for the following scholastic year takes place between December 1st to 23rd of each year. Registration is confirmed by making a payment of (500) JD per student, which will be deducted from next year's tuition. This amount is non-refundable.
- Students' registration is completed upon making a full tuition payment during the period from July 1st to 31st.
- Textbooks in English for grades (1 to 12) are available for purchase at the school; prices vary depending on the grade.
- External Examination fees for the IB Middle Year Programme and the Diploma Programme are paid on the due dates.

- Sibling Discount:
- First Sibling: 10 %
 - Second Sibling: 15 %
 - Third Sibling: 20 %
 - Fourth Sibling: 25 %

- Bus Fees:
- Two ways: 750 JD Per annum
 - One way: 500 JD Per annum

Information technology, stationary and educational resources, as well as extracurricular activities during school hours, (only national curriculum textbooks from the Ministry of Education are included in this fee)

- All Grades 350 JD Per annum

Accident Insurance and Medical Services 60 JD Per annum

This covers accidents that the student may endure on the school premises during school hours or on the school buses (insurance covers doctors' fees, x-rays and hospital accommodation, determined by the school). The coverage covers up to (1000) JD each year per student.

Fees for Support Education (if applicable) will be billed based on the SEN Department's evaluation results.

After School Optional Activities According to activity Per semester

All fees are non-refundable under any circumstances. In case of a student's withdrawal before the beginning or during the scholastic year, all paid amounts are non-refundable and non-transferable.