



Ahliyyah&Mutran Handbook

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A Message from our Superintendent



We believe that genuine learning is learning that has an impact on students, where it focuses on the metacognition, productivity, creativity, and intellect of our students. We do not seek mere meaning, but rather the deeper meanings behind inquiry. We are not only concerned that our students read literature and history, and know the laws of natural sciences, but look far beyond this, where our students have the capacity to probe into the depths of what they know and critically process it. As a school, we have gone beyond textbooks and school premises to experience the glories of the world. We aim to co-construct knowledge, peace, and compassion; and deconstruct any traces of sectism, hatred, and exclusion.

Our dreams are limitless, and we shall not put a halt to them under any circumstances. We shall continue to dream and create the change we want. We shall continue to sow the seeds of goodness and hope wherever we tread. And we shall continue to crack walls to allow light to seep into the crevices of the soul, and expel the ghosts of ignorance and despair. For we are a representation of humans, humanity, mother earth, and justice, and we shall continue to nurture life in all its shapes and forms.



Senator Haifa Najjar

Superintendent

The Ahliyyah School for Girls

The Bishop's School for Boys



About Ahliyyah&Mutran

The Ahliyyah School for Girls and Bishop's School Amman for Boys (Ahliyyah&Mutran) are two deeply rooted and mission-driven schools that have been providing progressive quality education since 1926. We aim to empower our students through a holistic and inclusive model of education that allows them to achieve their full potential in a safe and rich environment. Our goal is to enable our learners to go beyond grades and mere academic achievement and to embrace the values of rootedness, service, productivity, and lifelong learning.

To date, both schools have been functioning as single-gender continuum IB World schools offering the four International Baccalaureate Programs across the different educational stages (K-12); Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (IBDP) and Career-related Programme (IBCP). In 2017, the schools made a strategic decision to merge both entities into one institution that offers a unique model of coeducation embracing engagement, empowerment, innovation, and enlightenment.

Beyond the merger of both schools, Ahliyyah&Mutran are evolving a comprehensive integral educational model that will better serve 21st century learners while building on the richness of our heritage and culture as Arabs in order to serve the whole of humanity. The new green campus we hope to move to in 2022 will be home to our new experiential model of education and an embodiment of our vision and mission.

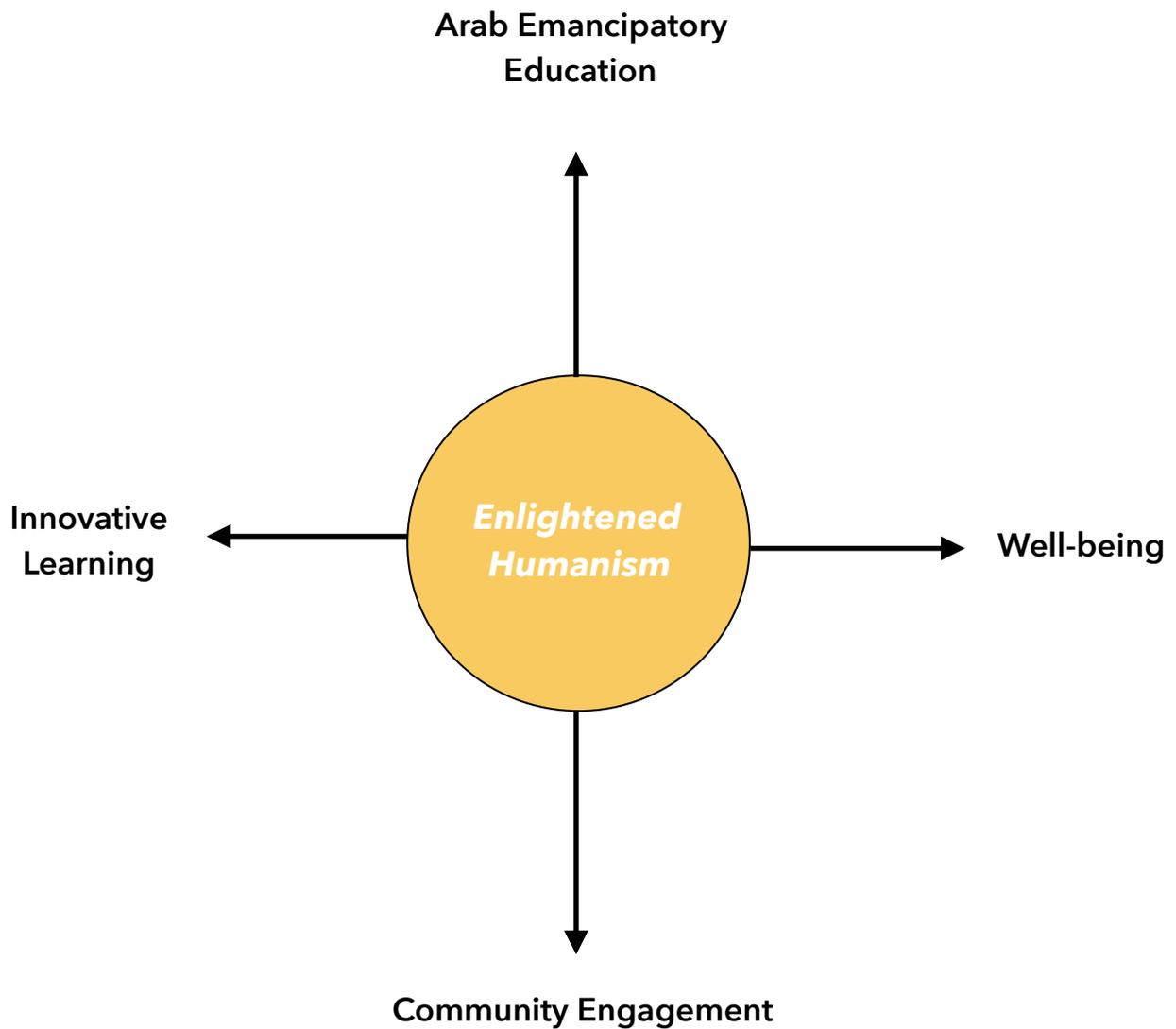
Our Mission

We strive to provide our students with a quality education that empowers them with knowledge and, therefore, choice. We create a safe environment and aspire to equip our students with the skills and tools to be lifelong learners, knowledge creators, innovators, responsible and productive citizens, reflective, critical and creative thinkers who embrace the values of love, empathy, oneness, and respect. Strongly rooted in their Arab identity and cultural heritage, our students are open to engaging with the world for the service of life in its entirety.

Our Vision

We aspire to continue to be progressive schools that nurture well-balanced spiritual, emotional, intellectual and ethical human beings. We stand strong on the shoulders of all those who came before us and, guided by the cumulative wisdom gleaned from this center of learning, we march towards the future fully equipped to appreciate and protect the earth with all its generosity, beauty, perfection, and glory. Striving to become a beacon for holistic education, we pledge to employ our knowledge, skills and existence for the service of goodness and the embetterment of life in order to create a world of abundance, peace and safety for all.

Our Pillars





Our Values

Integrity

Humaneness

Openness

Generosity

Empathy



Love

Kindness

Inclusiveness

Dedication

Social Justice

Commitment



“Spirit & Soul”

“Spirit & Soul” is a prominent characteristic of our school culture at Ahliyyah&Mutran. It is embodied in the relationships among members of the school, which stem from love, compassion, passion for knowledge, and making meaning to serve humanity. These relationships are governed by a set of agreed upon values we carry, such as empathy, openness, humaneness, dedication and commitment. They are also facilitated by systems and policies that serve our work and dealings in a dynamic and flexible manner.

“Spirit & Soul” is the energy we all carry, but each expresses in a unique manner; in its collective form, “Spirit & Soul” is at the core of our beliefs and values and emits positive energy that unites, attracts, and creates synergy. A culture of spirit and soul drives our school community to go beyond traditional schooling to enable and empower the young generation to design the future they seek.

Our Ethical Code



This Code of Conduct applies to all employees (staff members, teachers, and administrators), who are required to abide by the below regulations at all times, reflecting the school's mission and vision through their behavior and interaction with each other. All employees are to comply with this Code, regardless of their own personal beliefs.

Commitment to Professionalism:

- Attend all meetings that the school holds, when invited, and participate in all the activities that the school organizes.
- Abide by the school's rules and regulations.
- Be punctual to work.
- Only smoke (cigarettes, electronic cigarettes, etc.) in designated areas and never in front of students. Do not consume alcohol on school premises. Smoking and consuming alcohol is prohibited on school buses, or during the school's trips or outdoor activities.
- Represent the school in the local community in a professional and positive manner.
- Adhere to a professional dress code at school (smart-casual, decent, and modest) and maintain proper personal hygiene, including shaving for men.
- Arrange your work files/documents in an organised manner.
- Follow the official school calendar.
- Actively engage in all school meetings.
- Do not give private lessons to your students (paid or unpaid), during school hours or after school hours, unless given written permission from the Head of School, or unless asked in writing to do so by the Head of School.
- Use any school equipment loaned to you by the school responsibly, returning said equipment in very good condition when requested.

- Do not participate in any political or extremist religious acts or activities. Do not call for any of the aforementioned activities on school grounds or during school days.
- Ensure that lost and found items are personally delivered to the Administration.
- Strictly avoid the following:
 - Bringing any guests to school during school days or holidays.
 - Bringing any harmful goods to school which may result in legal and/or other action.

Commitment to Excellence

- Utilize all forms of media and/or internet access in the classroom with students for school purposes only.
- Protect the spirit and soul of the school in a proactive and positive manner, reflecting the school's image in the highest of standards.
- Protect the school's spirit and soul by being a positive role model, and work hard to reflect the school's ethical standards.
- Appreciate the Arabic language and support its usage as part of our cultural identity.
- Fight all forms of abuse, and follow up with any matter that might arise until it is solved.

Commitment to Professional Development (individual and collective)

- Seek professional development opportunities and attend all workshops and training sessions held by the school, even if these sessions might extend after school working hours, or might be held during weekends.
- Share all acquired information after attending workshops held outside the school, or during IB professional development workshops.
- Share any professional information that might be of benefit to other staff members and colleagues.
- Show creativity and support others' initiatives willingly.
- Build your experiences by seeking professional development.
- Pursue professional development opportunities.
- Admit wrong doing and encourage learning from mistakes to grow professionally.
- Accept feedback to enhance performance.
- Understand and accept new/additional responsibilities and duties, while following proper school policy and procedure.

Commitment to Confidentiality

- Do not reveal any sensitive details relevant to staff members or students to any external party.
- Ensure the safety of all school facilities and belongings and guide the students to do the same.
- Do not disclose information about any internal school matters or secrets that you might have access to in your position, including information involving students and/or staff members, that might affect educational matters or harm the school or any of its staff members in any way, shape or form. Do not copy or send any school information to any external party, as this will lead to contract termination and legal action.

Relationship with Colleagues

- Respect the personal space of staff members.
- Do not verbally or physically abuse any staff members or students. Do not discriminate between anyone in the school community on the basis of religion or ethnicity. Avoid causing and spreading negativity.
- Do not discuss personal and/or family issues of either you or a colleague in the workplace, thereby eliminating the possibility of gossip and/or embarrassment.

- Respect others' differences and provide the necessary support to all staff members.
- Use precise and clear language when dealing with staff members. Use professional communication that reflects positivity and tactfulness.

Relationship with Students:

- Put students' interests, safety, and education as your priority.
- Be responsible for students' discipline in all places and at all times.
- Inform the Administration about any obvious change in a student's behavior.
- Treat all students with love, respect, equality, and without prejudice.
- Refer to the students' Code of Ethics to behave according to its regulations.
- Respects all students' beliefs, differences, and privacy.
- Do not ask students to meet you outside the school campus, unless you receive written permission from the Head of School to do so.
- Do not take students in your personal car, without receiving written permission from the parents and notifying the Administration.
- Ensure the safety of students during school trips, and accompany them at all times during domestic or international trips.

Relationship with Parents:

- Deliver your message clearly and according to school instructions.
- Focus on the students' behavior in a tactful, transparent, and objective manner; without casting judgment.
- Communicate with the parents, when needed, and retain written documentation of all communication.

Social Media Regulations:

- Do not befriend students on social media accounts, unless asked by the Administration to do so.
- Do not spread rumors or gossip, or take advantage of others by spreading private and personal details, regardless of their source.
- Do not share any private information relevant to the school's staff or students. The school has the right to prosecute the person responsible.
- Do not use social media or any other means of communication to insult anyone in the school community; Heads of School, staff members, students, administration, teachers, parents, or the school itself.
- Do not post photographs, articles or comments on social media accounts that include, but are not limited to, insults, threats, slander, or any defamatory language or behavior. Do not discuss the school's administrative body or its staff members, or post any comments using real names or nick names that might harm or insult others financially, physically, socially, or ethically. Do not discuss any matters that involve students' or staff members' personal details or beliefs, or any information that might affect the school community, staff members, students, administration, school's educational policies or any other discriminatory, religious or ethnical conflicts.
- Do not include the school's name on any website that offend any internal or external party, or any governmental institution.
- Do not use your mobile phone inside the classroom.

Strategic Renewal of Ahliyyah&Mutran



الأردن في قلب العالم
Jordan in The Heart of The World

تأجير
TANWEER

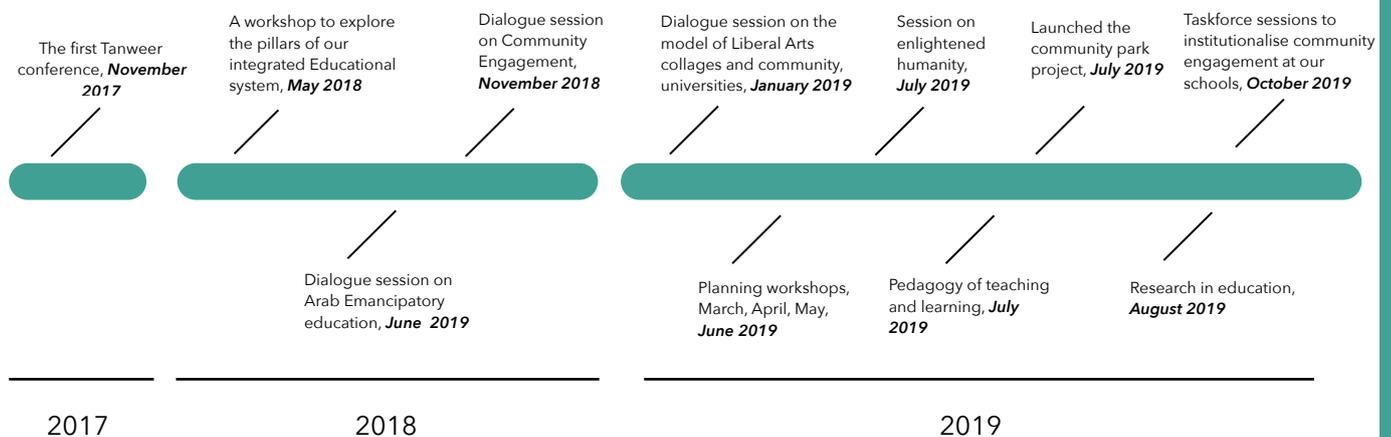
Tanweer, in Arabic, means to enlighten; an act that is at the core of our educational pursuits at Ahliyyah&Mutran. Our attempt is grounded in holistic education and aims at promoting societal transformation for positive change.

Ahliyyah&Mutran launched Tanweer in 2017 to create a safe and open space for dialogue across the difference sectors in society to further understand the multiple factors and issues that hinder societal development in Jordan. Tanweer also calls for an immediate termination for the isolation of education from society, and the replacement of colonial and stereotypical systems to consequently reach an impactful and effective change in society.

Through our Tanweer project, we aim to document the educational model of the Ahliyyah&Mutran and establish an Integral Arts and Humanities College, both of which will be founded on the following five main pillars:

1. **Arab Emancipatory Education:** An education that reclaims the right of Arab students to imagine, and co-create meaning and knowledge. Hence, education becomes a tool for emancipation from colonized, capitalistic, patriarchal knowledge systems.
2. **Well-being:** Where all educational practices and outcomes feed into our well-being, starting with the individual and moving to the collective well-being.
3. **Innovative Learning:** Learning practices and outcomes lead to new forms of knowledge that contribute towards greater research and learning advancements.
4. **Community Engagement:** Where the community is a source of knowledge and value creation as well as an incubator for research and experimentation.
5. **Enlightened Humanism:** Which refers to the process by which acquired knowledge and learning experiences liberates humanism, hence creating spaces that unite rather than separate us.

Tanweer Project Timeline



Our New Campus

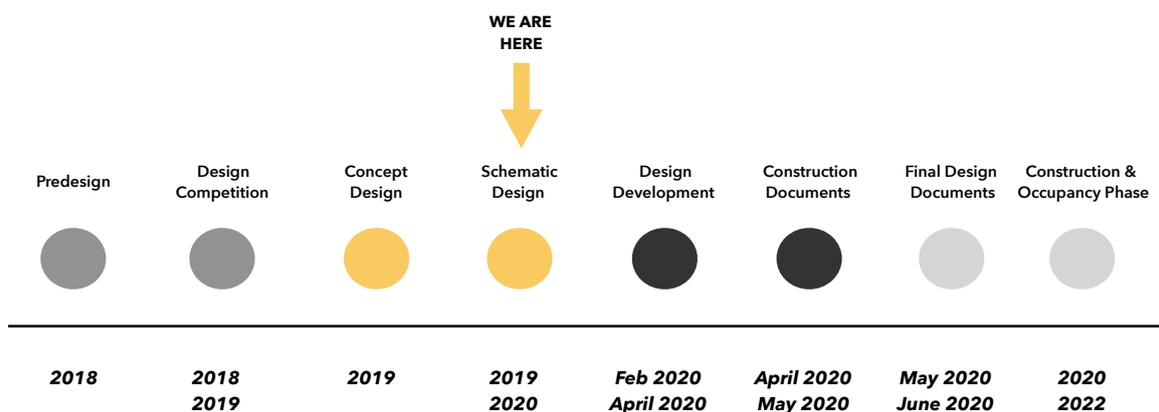
Our future school will be a unique educational experience that brings together our innovative educational model, our timeless branding and a sustainable operational model in a new campus. To ensure that we preserve our rootedness while looking to the future, our schools went through a meticulous process of requirements' gathering by our staff members. This was essential to ensure that the new campus will cater to both our current and our future educational needs.

We consider our new campus a national project that will benefit not just our students and parents, but our communities, Jordan and the region as a whole. As such, we envision our new campus to be an experience designed by Jordanian architects, constructed by Jordanian contractors and even built from Jordanian raw materials. We take pride in being a project by Jordanians for Jordanians!

During early 2018, the school contracted the help of CSBE, a leading research institution in the area of environmental studies and urban design, to create the design brief necessary and administer a design competition for our new campus. 57 offices applied and 9 were shortlisted by CSBE who also assembled a highly effective jury comprised of several high profile architects, our Superintendent and members of our Board of Directors. Our jury qualified two finalists who were chosen based on their creativity and ability to translate our school's culture into the new building.

To assist in the process of decision making, our Board of Directors sought out the help of Dar Al Handasah Amman, represented by their Area Director of Operations, to help the Board reach a fully informed decision that guaranteed selecting the suitable design partner for the school.

The Ahliyyah&Mutran's Board of Directors came to the conclusion that the architectural office that was most able to construct an innovative, creative, and flexible design for us, which achieves the strategic direction of our organizations, was Maisam Architects & Engineers.



Our New Campus Timeline

The Platforms:

To make your life easier

Education

A learning management platform that allows knowledge sharing and interaction between educators, students, and parents.

Teachers, Students, Parents

MS Office 365

Includes email, office apps and cloud file storage and sharing

Teachers

Follett Destiny

Library Manager for managing library resources

Teachers, Students

Mathletics

A tool that supports mathematics learning for students through interactive activities, games, and challenges

Students

المفكرون الصغار

A digital reading program that seeks to improve Arabic Language skills and enhance language fluency. The program provides hundreds of books, worksheets, videos, games, and assessment tests.

Students

كتبي

A site that provides reading material for kindergarten and primary years

Students

تعلم

A website that provides educational video content

Students

RAZ kids

Online guided reading program for the English language with interactive ebooks, downloadable books and reading quizzes

Students

5-A-Day

Unlimited fun fitness resources

Students

Brain Pop

Learning resource that supports core and supplemental subjects

Students

كم كلمة

An online platform where educational technology meets Arabic in an interactive and motivational way

Students

ManageBac

Used for planning MYP units and managing the Personal Project. Used to manage DP and CP core requirements.

Teachers, Students

Turnitin

A solution that promotes academic integrity by identifying unoriginal content and plagiarism

Teachers, Students

Akhtaboot

An online recruitment solution

New Teachers

MenaME

Human Resources management solution

Teachers

eFAWATEERcom

A system for online tuition payments.

Parents

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