

# AL KAMAL AMERICAN PRIVATE SCHOOL AL RAMTHA

## A DISCIPLINE GUIDE FOR STUDENTS AND PARENTS

### “RIGHTS AND RESPOSIBLITIES OF STUDENTS AND PARENTS”

Principal:

Dr. Leena Ibrahim

**“I CANNOT CHANGE THE DIRECTION OF THE WIND BUT I CAN ADJUST  
MY SAILS TO ALWAYS REACH MY DESTINATION”**

Vision: “To build lifelong learners who can demonstrate 21st century skills for a productive global citizenship”.

Dear Students,

Welcome to Al Kamal American private School – Al Ramtha. Congratulations on the commencement of new academic year and sincerely wishing you all a very peaceful and successful new academic year.

To brighten your future prospects and facilitate your efforts for achieving your goals, the school administration would certainly guide you to the right path. In order to create a safe and an appropriate learning environment at the school as well as preserve self esteem and honor of all students and members of the faculty, this booklet is specifically prepared to make students aware of their rights along with their responsibilities. Good morals and civilized manners are essential to peacefully follow the path of progress and excellence in life.

If any student feels that for some reason, he/she is not fully availing his/her rights as mentioned in this booklet, the student should directly report this matter to the administration or write to the principal.

It is earnestly hoped that students will abide by the guidelines given in this booklet and enjoy the process of learning in peace at the school.

## RIGHTS AND RESPONSIBILITIES/ DUTIES OF THE STUDENTS

### **RIGHTS OF THE STUDENTS:**

1. Has the right to express and discuss his/her opinion related to educational matters in an appropriate manner as allowed by the school/community regulations.
2. Is entitled to full equality with the rest of the students regarding their rights and responsibilities.
3. Is entitled to good treatment based on the principle of mutual respect.
4. Has the right to use all available educational facilities in the school such as library, laboratories etc. as well as participate in various educational activities and programs organized by the school.
5. Has the right to maintain confidentiality of personal information by the school and not allow access to such information by anyone except the authorized person.
6. Has the right to know assessment grades in all subjects of study and inquire about related details from the concerned teacher(s) within the limits of school regulations. Teachers are not allowed to reduce marks based on personal or non – educational issues.
7. Has the right to be treated with due respect by fellow students, member of the faculty, administration and all employees of the school. No verbal, physical or psychological punishment to the students is allowed.
8. Has the right to be provided with an environment that ensures his/her physical and psychological safety and preservation of self-respect, freedom, equality, religious beliefs, feelings and personal property at the school.
9. Has the right to express himself in a civilized and democratic way without prejudice and within the limits of school rules and regulations, religious, social and political traditions.
10. Has the right to gain maximum benefit from the lesson and request for assistance from the teachers in weak areas of study.
11. Has the right to meet the principal, supervisor, class advisor, a specialist or teacher during break only but on prior appointment.
12. Has the right to participate in the proceedings of the morning assembly (such as recitation of holy Quran verses, sayings of the holy prophet – peace be upon him, reading an article or conducting small quizzes, making announcement, reading a poem, sharing ideas of new information etc.) in coordination with the in – charge / concerned teacher.
13. Has the right to maintain his/her privacy.
14. Has the right to develop his/her talents and enhance sense of creativity/innovation in various fields.
15. Has the right to receive weekly plan to exactly know what will be studied during the week.
16. Online classes that offer a quality education experience to be provided with the distance education programs that strategically address student needs.
17. Adequate support for online classes.
18. Quality education.

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## RESPONSIBILITIES OF THE STUDENTS

### “OUR ATTITUDE TOWARD LIFE DETERMINES LIFE’S ATTITUDE TOWARDS US.”

It is simply not sufficient for students to be aware of their rights only. In a civilized society rights of an individual need to be balanced by responsibilities. He / she has to satisfy some minimum expectations of the society to be eligible for enjoying his/ her full rights/ Similarly students are expected to understand their responsibilities and make conscious efforts to perform their duties as best as they can in the school’s community. Good manners and mutual respect are vital to create a safe and secure environment for every child where he /she can have the opportunities to excel in studies and progress well toward achieving desired targets during school years.

Students are expected;

1. To bring their textbooks, notebooks, completed homework, required stationery items for the day, Mathematic tools, colors, lunch/food . Etc.
2. To reach the school by **7:30 A.M.** in proper school uniform. Note that the school gates will be closed by **8:00 A.M.**
3. To regularly attend morning assembly as per schedule. Students will be awarded marks/points based on frequency, regularity of participation in the morning assembly.
4. To completely stop moving, walking and talking during the national anthem.
5. To abide by instructions of the teacher in the class and not to create any kind of inconvenience/disturbance during the lesson.
6. Not to roam in corridors, classrooms, teacher’s rooms, board room during break time.
7. Not to damage /take without permission any of the school’s property, belongings of other students, teachers and the school staff.
8. Not to wear hair style contrary to acceptable public taste, fashion accessories, jewelry, make up and shoes with high heels.
9. To adhere to hygienic rules in the classroom, toilets and yards.
10. To use only designated toilets in each department/block and not to create disturbance in others.
11. To do homework independently. Copying homework from others is illegal.
12. Not to be absent without valid excuse. A written letter by the guardian to this effect should be handed to the section in – charge.
13. To renounce violence in all forms i.e., verbal, physical, psychological.
14. To stay at the school after school hours unless engaged in an extra school activity with the consent of his/her guardian. Also, the students are not supposed to roam about in nearby streets/ areas unnecessarily.

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15. Not to leave the school without the permission of the administration during school hours, the guardian must inform the school in advance in writing or on the telephone.
16. Not to bring hazardous toys or tools in the school (sharp tools, fireworks etc.)
17. To be present at the specified bus stop at least five minutes earlier than the pick up time in the morning. The school bus will not wait even for one minute.
18. Not to become habitual of borrowing books from other students.
19. To go to the play ground / yard only during P.E. period or break time.
20. To be always dressed in school uniform or sports uniform while at school.
21. To know that eating, drinking and chewing gum in the classroom is completely banned.
22. Not to bring mobile phones to school as it has been strictly disallowed by the Ministry of Education. Student can make urgent call to his / her parent from the admin room. In case of some kind of emergency of a student needs to bring mobile phone in the school then he/ she must hand it over to the section – in charge in the morning and use it when it is necessary.
23. Bringing eatable seeds in the school is not allowed.
24. Not to make / draw images, signs, drawings or slogans in the classroom without permission of the instructor / teacher.
25. To remain silent while moving from classroom to other school facilities or laboratories and vice versa.
26. Not to bring cigarettes, any kind of drugs, non-educational / indecent magazines, CDs. Picture etc. pl. note that these are serious offences and may result in serious punishment.
27. To respect ethics / views of others, listen to them with patience and not to interrupt or disregard even if their opinions are contrary to yours.
28. To show good behavior during school events and activities. Give due respect to local / community customs and traditions.
29. Not to go out of the classroom during the period. In case of urgency a student may leave the room if the teacher is satisfied with the excuse.
30. To care about trees, plants in the school. they make school environment beautiful and relaxing.
31. Not to enter the admin office or teacher's room without permission.
32. To follow school transport rules (sit on the seats reserved for you and not to harm/disturb other students verbally or physically.)

*Note: giving gifts to members of faculty or administration is strictly not allowed. You may express your gratitude of appreciation by offering a simple card or small bouquet of flowers.*

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

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Respected parents,

“We see our success in the success of our children. When our children fail. We as teachers and parents have failed.’ Let us join hands and support each other to carve better future prospects for our children.

#### Parents rights:

1. Parents have the right to visit the school and meet supervisor/ teacher to inquire about students’ academic progress as per schedule given below;
2. Principal – Sundays, from 12:00 noon to 2:00 P.M. only by prior confirmation through the secretary.
3. Section – in – charge – any time except breaktime.
4. Please call on the school’s telephone at 065383136 any time if you need help (during school hours)
5. Parents have the right to get engaged in sharing of experiences such as lectures, courses or programs that are beneficial to educational processes/awareness.
6. Parents have the right to attend conferences/meetings to identify students’ problems and suggest tangible measures to address the problems.
7. Parents have the right to volunteer in the field of educational activities after coordinating with the school administration.
8. Guardian has the right to approach the administration if any serious problem occurs with another student or parent or teacher. The administration will follow necessary administrative procedures to ensure that rights of all concerned parties are well protected.
9. The guardian has the right to be informed about his child’s progress on regular basis.
10. Parents have the right to seek membership of “Parent’s Council.”

#### RESPONSIBILITIES OF THE PARENTS:

1. Parents using their own transport should drop their children at 7:30 A.M. at the school and pick them up at 2:00 P.M. the school shall bear no responsibility after school hours.
2. Parents should monitor activities and supervise studies of their children at home and ensure that they complete all their school home works / assignments for the day.
3. Parents should make sure that the children are looking fresh and wearing neat and clean uniform before proceeding to school.
4. Parents are responsible to provide all necessary supplies to their children.
5. Parents should pay all school dues/fees in time in order to void any unpleasant situation.
6. Parents are expected to facilitate school efforts and support the administration for maintaining good discipline at the school.

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