

Taryam American Private School



مدرسة تريم الأمريكية الخاصة
Taryam American Private School

2016 - 2017

Governing Body Policies, Procedures and Practices

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

	Page
Introduction	3
Vision and Mission	3
Values and Beliefs	4
School Calendar	5
Class timetable	6
Extracurricular activities	7
Allocation of periods	8
Credit Hours (Grades 9 to 12)	9
School Environment and Safety	9
Assessment	11
Professional Development	13
Faculty Meetings	13
Teacher Attendance	14
Policy of Absenteeism	14
Dress Code	15
School and Playground Supervision	16
Field Trips and Excursions	16
TAPS Committees and Councils	17
General Rules and Regulations	21
Expectations of Faculty and Staff	21
Staff Contract	22

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Introduction

The objective of the Schools Policy Manual is to provide clear policy statements on the most important issues impacting on education. Staff is reminded that all policies issued by the school are mandatory and must be implemented by staff. All staff can access the copy of the Policy Manual, on the school portal homepage.

Policies aim to provide a set of clear principles for guiding the most critical aspects of a school's leadership and management of its educational program. Where additional detail is required, school will also issue guidelines and procedures to assist staff in implementing the vision that is established in these policies.

Vision and Mission الرؤية والرسالة

Vision	الرؤية
To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.	توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.
Mission	الرسالة
Taryam American Private School prepares students to understand, contribute and succeed in a rapidly changing society. We aim to provide our students with a comprehensive education that will equip them with the skills to succeed in all personal, social and academic endeavors and for admission and success in leading academic institutions throughout the world.	تعمل مدرسة تريم الأمريكية الخاصة على إعداد الطلبة للمساهمة والنجاح في عالم سريع التغير. نهدف إلى تزويد الطلبة بالمعارف وتنمية مهاراتهم للنجاح في حياتهم الشخصية والاجتماعية وكذلك الإلتحاق بالمؤسسات الأكاديمية في كل أنحاء العالم .

Values and Beliefs

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Values	القيم
<ol style="list-style-type: none"> 1. Flexibility and adaptability. 2. Initiative and self-direction. 3. Social and cross cultural interaction. 4. Productivity and accountability 5. Citizenship and Responsibility. 6. Information and technology literacy. 7. Critical thinking and problem solving. 8. Creativity and innovation. 	<ol style="list-style-type: none"> 1. المرونة والقدرة على التكيف. 2. المبادرة والتوجيه الذاتي 3. التفاعل الاجتماعي الثقافي المتنوع 4. الإنتاجية والمحاسبة. 5. المواطنة والمسؤولية. 6. المعرفة المعلوماتية والتكنولوجيا. 7. التفكير الناقد وحل المشكلات. 8. الإبداع والابتكار.
Beliefs	المعتقدات
<ol style="list-style-type: none"> 1. We believe all students can learn and be successful. 2. We believe the focus of all schools' activities should be on students' learning. 3. We believe that classroom instruction should be engaging and challenging for all students. 4. We believe high expectations yield high results. 5. We believe that a safe, comfortable environment is conducive to student learning. 6. We believe that all individuals have value, worth, and dignity. 7. We believe children are our priority. 	<ol style="list-style-type: none"> 1. نؤمن أنّ باستطاعة اي طالب ان يتعلم ويكون ناجحاً. 2. نؤمن أنّ محور جميع أنشطة المدرسة ينبغي ان ينصب على تعلم الطلبة. 3. نؤمن أنّ التدريس في الفصول الدراسية يجب أن يكون جذاباً وتحدياً لجميع الطلاب. 4. نؤمن أنّ التوقعات العالية تسفر عن نتائج عالية. 5. نؤمن أنّ البيئة الآمنة والمريحة مواتية لتعلم الطالب. 6. نؤمن أن كل الأفراد لديهم قيمة وكرامة. 7. نؤمن أنّ الأطفال هم أولويتنا.

School Calendar

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

TAPS Academic Calendar 2016-2017

August

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days of Teaching

4

28th school starts (G1-12)
29th School starts (KG1+KG2)

September

S	M	T	W	Th	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days of Teaching

16

11-13 Al Adha Eid Holiday

October

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days of Teaching

21

New Hijri Year

November

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days of Teaching

21

December

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days of Teaching

6

January

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days of Teaching

18

February

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days of Teaching

20

March

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days of Teaching

12

April

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days of Teaching

16

May

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days of Teaching

22

25th May last day for KG1+KG2

June

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days of Teaching

9

22nd June last day for grades 1-12

July

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days of Teaching

0

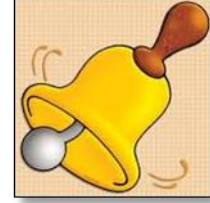
Total Teaching Days including Exams 182

First and last working day for teachers	
Start and end of academic year for students (Grades 1 to 12)	
Start and end of academic year for students (KG1 & KG2)	
Professional Development	
Examination	
School Breaks and Holidays (Spring, Winter, and Summer)	
National and Religious holidays	

Our Vision: To provide a distinguished and a creative educational environment which empowers students to use their potential, and possess life-long learning skills to become future leaders.

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.



Classes time table 2016-2017

Day	Sunday - Monday - Wednesday			Tuesday			Thursday		
	1-5	6-8	9-12	1-5	6-8	9-12	1-5	6-8	9-12
1 st period	8:00 – 8:45	8:00 – 8:45	8:00 – 8:45	8:00 – 8:40	8:00 – 8:40	8:00 – 8:40	8:00 – 8:40	8:00 – 8:40	8:00 – 8:40
2 nd period	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30	8:40 – 9:20	8:40 – 9:20	8:40 – 9:20	8:40 – 9:20	8:40 – 9:20	8:40 – 9:20
Break (1-5)	9:30 – 10:00			9:20 – 9:50			9:20 – 9:50		
3 rd period	10:00 – 10:45	9:30 – 10:15	9:30 – 10:15	9:50 – 10:30	9:20 – 10:00	9:20 – 10:00	9:50 – 10:30	9:20 – 10:00	9:20 – 10:00
Break(6-8)		10:15 – 10:45			10:00 – 10:30			10:00 – 10:30	
4 th period	10:45 – 11:30	10:45 – 11:30	10:15 – 11:00	10:30 – 11:10	10:30 – 11:10	10:00 – 10:40	10:30 – 11:10	10:30 – 11:10	10:00 – 10:40
Break (9-12)			11:00 – 11:30			10:40 – 11:10			10:40 – 11:10
5 th period	11:30 – 12:15	11:30 – 12:15	11:30 – 12:15	11:10 – 11:50	11:10 – 11:50	11:10 – 11:50	11:10 – 11:50	11:10 – 11:50	11:10 – 11:50
6 th period	12:15 – 1:00	12:15 – 1:00	12:15 – 1:00	11:50 – 12:30	11:50 – 12:30	11:50 – 12:30	11:50 – 12:30	11:50 – 12:30	11:50 – 12:30
2 nd Break	1:00 – 1:15								
7 th period	1:15 – 1:55	1:00 – 1:55	1:00 – 1:55	12:30 – 1:10	12:30 – 1:10	12:30 – 1:10	12:30 – 1:10	12:30 – 1:10	12:30 – 1:10
Activity period				1:10-1:55	1:10-1:55	1:10-1:55			

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Extra-curricular Activities

The school offers the following clubs for TAPS students. All teachers are required to participate in and supervise extra-curricular activities.

Teachers will plan, organize, and supervise these activities which include inter-scholastic sports, clubs, and special events. Below is a list of activities that are offered to our students every Monday and every Wednesday

1. Scientific club
2. Art club
3. English club
4. Chess club
5. Rugby club
6. Knitting club
7. Business club
8. Tailoring and embroidery club
9. Social studies club
10. Science lab club
11. Library friends club
12. French club
13. Arabic club
14. Mathematics club
15. Robotics club
16. Computer club
17. Quran Recitation club
18. Aerobics
19. Sport club

Our Vision: *To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.*

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Allocation of Periods

First: KINDERGARTEN

Subject	KG 1	KG 2
	No. of Periods per subject / per week	
Quran	30 min (8:00-8:30)	30 min (8:00-8:30)
Arabic	6	5
Islamic Studies	2	4
English	5	6
Math	3	3
Science	2	2
P.E	2	2
French	1	1
Total No. of Periods	21	21

2016 - 2017

Grade

Subject	Grade	1	2	3	4	5	6	7	8	9	10	11	12
		Number of periods											
English		7	7	7	7	7	7	7	6	6	4	4	4
Eng. Reading		1	1	1	1	1	1	1	0	0	0	0	0
Arabic		6	6	6	6	6	6	5	5	5	5	5	5
Math		6	6	6	6	6	6	6	6	6	5	5	5
Science		4	4	4	4	4	4	4	4	4	0	0	0
Islamic		3	3	3	3	3	3	3	3	3	3	3	3
Social		1	1	1	1	1	1	2	2	2	0	0	0
Computer		2	2	2	2	2	2	2	2	2	2	2	2
French		2	2	2	2	2	2	2	2	2	0	0	0
Art		1	1	1	1	1	1	1	1	1	0	0	0
PE		2	2	2	2	2	2	2	2	2	2	2	2
Chemistry		0	0	0	0	0	0	0	0	0	3	3	3
Physics		0	0	0	0	0	0	0	0	0	3	3	3
Biology		0	0	0	0	0	0	0	0	0	3	3	3
Business/Accounting		0	0	0	0	0	0	0	0	0	2	2	2
IELTS		0	0	0	0	0	0	0	2	2	2	2	2
SAT		0	0	0	0	0	0	0	0	0	1	1	1
Total		35	35	35	35	35	35	35	35	35	35	35	35

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Credit Hours: Grades 9 to 12

All students should complete 30 credit hours to be able to graduate from Taryam American Private School. These 30 credit hours are distributed as follow:

	Grade 9	Credits		Grade 10	Credits		Grade 11	Credits		Grade 12	Credits	Total Credit Hours
Math	6	1.5		6	1.5		6	1.5		6	1.5	6
Science	4	1		0	0		0	0		0	0	1
Arabic	5	1		5	1		5	1		5	1	4
Islamic	3	0.5		3	0.5		3	0.5		3	0.5	2
French	2	0.5		0	0		0	0		0	0	0.5
P E	2	0.5		2	0.5		2	0.5		2	0.5	2
English	8	1.5		6	1.5		6	1.5		6	1.5	6
Business	0	0		2	0.5		2	0.5		2	0.5	1.5
Chemistry	0	0		3	0.5		3	0.5		3	0.5	1.5
Physics	0	0		3	0.5		3	0.5		3	0.5	1.5
Biology	0	0		3	0.5		3	0.5		3	0.5	1.5
Social Studies	2	0.5		0	0		0	0		0	0	0.5
Computer	2	0.5		2	0.5		2	0.5		2	0.5	2
Art	1	0		0	0		0	0		0	0	0
Total	35	7.5		35	7.5		35	7.5		35	7.5	30

School Environment, Health & Safety

The purpose of this policy is to ensure that all school entity activities, operations and functions are undertaken in a responsible, safe and sustainable manner.

The school is committed to build a culture where everyone accepts responsibility and accountability towards protection of the environment, health and safety of all individuals in school entities operations and activities; and the provision of a sustainable, healthy and safe education environment within the school.

The school is committed to accomplish and maintain a successful Environment, Health and Safety Management System through the following actions;

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

- Establish and maintain the school organization structure with sufficient and competent resources.
- Ensure accountability is established to meet this policy.
- Comply with all applicable local, federal and international environment, health and safety laws, and regulations, standards and best practices.
- Set objectives, targets and key performance indicators for the school; where it can be monitored, assessed and measured to continually improve the school performance.
- Ensure all aspects, hazards and risks related to the school entities' operations and activities are identified, evaluated and managed to reduce their impacts to acceptable levels and as low as reasonably practicable.
- Provide a high level communication and encourage peoples' involvement and cooperation at all levels in school entities operations and activities.
- Undertake regular audits and inspections on school entities' operations and activities to ensure continual improvement of the school.

Security Video Surveillance System (CCTV)

This policy establishes the use of 24-hour security video surveillance via closed circuit television (CCTV) systems in school in order to enhance security while also respecting the expectation of reasonable privacy among members of the school community.

Our Vision: *To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.*

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

Objectives of Assessment

- Provide information that helps teachers plan instruction effectively to meet individual needs
- Provide information to administrators for evaluating progress pertaining to improving student achievement
- Provide information to administrators for evaluating strategies for school improvement
- Assist parents and involve them in the instructional process.
- Establish goals for the professional development programs

Types of Assessment

In TAPS, we have three types of internal assessments.

- ✓ Diagnostic Assessments: that take place in the beginning of the first term. The information is used to determine the students' current level and assess previous knowledge.
- ✓ Formative Assessments: that play a key role in a continual ongoing assessment. These formative tests build on strengths and develops strategies for overcoming weaknesses and providing regular meaningful feedback to the learner.
- ✓ Summative Assessments: which measure the overall performance of the student at the end of each term and at the end of the school year.

Examinations / Assessment policy

Students are evaluated in the following:

- Mid-term Tests
- Short quizzes
- Homework / classwork

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

- Projects / research papers
 - Oral tests
 - Final exams
- Assessment Data: Record Keeping and Reporting**

The student information portal used at TAPS allows teachers to enter student records on the school network. Accurate record keeping allows administrators and teachers to identify learning difficulties. Parents have access to their child's records via the school network allowing them to monitor progress and support the learning of their child.

Assessment Criteria

- Each Term Final Grade of every subject is calculated as follows:

$$\underline{\text{Ongoing Assessment Mark} + \text{End of Term Exam Mark} = 100}$$

- The overall grade of each subject is calculated as follows:

$$\underline{\text{Term 1 Final Grade} + \text{Term 2 Final Grade} + \text{Term 3 Final Grade} / 3}$$

- The highest mark is **100** for all subjects for all grades
- The passing mark is $\geq 50\%$ for grades **1-9**
- The passing mark is $\geq 60\%$ for grades **10-12**

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

- Students will be promoted to the next grade level if they possess the knowledge and skills appropriate to their grade levels.
- At the end of the school year, if a student fails in 3 subjects, he/she is considered eligible to take a retest.
- If the student fails in any subject after the retest, he/she will repeat the same grade level for the next academic year.
- If a student fails in four subjects or more, the student is considered not eligible to take the retest, and he/she MUST repeat the same grade level in the next academic year.

Professional Development:

Teachers are expected to attend and participate in professional development workshops, which may be held on or off school. Teachers will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions. Each Teacher should receive 30 credit hours of PD per year, and each administrator should receive 15 credit hour per year

Faculty Meetings

Faculty meetings will be held on a regular basis. All staff are required to attend the faculty meeting which is held every Wednesday. Other meetings may be called as deemed appropriate by the administration – these are generally held at the end of the teaching day but a meeting may be scheduled during a weekend or holiday for emergency purposes.

Teacher Supervision and Performance Evaluation

There will be two types of evaluation for the teacher: the first one is the academic evaluation where the academic manager and head of department are responsible for

evaluating teachers' performance inside the classroom. The second one, is the administration evaluation which focuses on general performance of the teachers.

Teacher Attendance:

Teachers must avoid absence as much as possible. In case of emergency teachers should inform school's management a day in advance and provide with relevant work for their classes during their absence. This will help the school prepare for substitution. The school requires that the teacher provide medical documentation in all cases of illness. The school has the right to verify any medical report that may be considered invalid.

Teachers should arrive at school according to the below table:

Employee	Arrival Time	Leave Time (Sun →Wed)	Leave Time (Thursday
Teachers	7:20	2:45	2:30
Administrators (Except Supervisors)	7:10	3:00	2:45
Supervisors	6:45	3:00	2:45
Security	6:30	3:30	3:15
Cleaning staff	7:00	4:00	3:30

The deduction policy will be as below table:

Lateness	Times of being late	Deduction
1-10 minutes	Each 3 times/month	Half-day
11-30 minutes	Each 2 times/month	Half-day
31-60 minutes	Each 1 time/month	Half-day
More than 1 hour	Each 1 time / month	Full day

Policy of Absenteeism:

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.

If you are unable to attend the school due to an emergency or for a valid reason you must personally telephone the school and your line manager **before 7.00 am.**

For any absence, ***lesson plans must be provided.*** Lesson plans, written assignments or worksheets are to be submitted to the office no later than 7:00 am.

Absentee Form: On return to duty, an Absentee Form is to be completed and submitted to the School HR – forms are available at the HR office.

Doctor's Certificate: For medical leave, a doctor's report is to be attached to the Absentee Form.

Salary Deductions: Absences without a valid reason will result in a **salary deduction.**

Dress Code:

At all times, the professional staff will set a positive example for the students by dressing in good taste. Any unusual mode of dress that calls for undue attention is discouraged. Jeans are unacceptable for both men and women. Proper footwear will be worn at all times - thongs and beach slippers are not to be worn. The following guidelines are consistent with the culture and values of the United Arab Emirates.

Teachers Dress Code: Appropriate clothing/appearance for Male employees

Male staff should wear formal office wear unless their job requires otherwise.

1. Shirt with long.
2. Tie
3. Suit or formal trousers
4. Polished full shoes
5. Obvious care of body hygiene
6. Clean shaven or short beard and moustache
7. Well groomed short hair

Appropriate clothing/appearance for Female employee

Female staff should wear formal office wear unless their job requires otherwise.

1. Obvious care of body hygiene
2. Formal Suit, skirts should fall below the knee or trousers may be worn.

3. Blouse or top which covers the upper arms and with high neck-line.
4. Dress or skirt worn below the knee and top with high neckline and shoulders and upper arms covered.
5. Full Shoe or Sandals

School and Playground Supervision

- Teachers will be assigned supervision on a regular rotating basis throughout the year. During supervision, teachers will:
 - Be present in playground at all times during the assigned periods (morning period, recesses, at the end of the day after classes etc.).
 - Promenade around the playground and/or supervision area to ensure complete supervision.
 - Ensure students remain in assigned areas.
 - Supervise the orderly queuing for the canteen.
 - Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
 - Administer discipline as needed.

Field Trips and Excursions

The Ministry of Education, which publishes a yearly list of approved activities, approves most field trips. All field trips or excursions must be approved by administration and teachers should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips and excursions, the procedures are:

Field Trip Request Form – completed by teachers and submitted to the Head of department one month prior to activity, then submitted to the supervisor.

Ministry Approval - The supervisor will seek the permission of the Ministry of Education.

Parental Consent – a written parental consent form that must be received from every student and without this signed form, **Field Trip Permission Form**, a student may not participate in the activity.

1. Sponsoring teacher prepares the initial permission form giving details of the trip including itinerary, costs, etc. and gives the form to the co-ordinator

2. Sponsoring teacher arranges for chaperones, usually one for each 10 students.
Sponsoring teacher will work with the co-ordinator to plan all particulars of the trip.
3. The supervisor will photocopy the forms; plan the trip as per school calendar.
4. Teacher distributes to student for parent signature
5. Teacher collects form and monies and passes to supervisor.
6. The supervisor arranges transportation, Ministry approval and other details.

TAPS Committees and Councils

Academic Council Duties:

1. Represent Subject teachers in school board
2. Coordinate with subject teachers and school management and counselors regarding education and learning.
3. Follow up and oversee subject activities and evaluation of projects and programs.
4. Provide reports on a term basis to school board on the subject and how to develop it.
5. Participate in meetings and professional development related to the subject.
6. Plan activities and programs for students with low academic performance.
7. Implement teacher's duty as each HOD's has a curriculum to teach.
8. Conduct class observation to evaluate teachers' performance.
9. Organize a schedule for exchange visits between subject's teachers.
10. Supervise model classes from planning to execution and document them.

Activity Council Duties:

1. Improve school activities.
2. Plan school activities and showcase its goals.
3. Coordinate between activities groups and clubs.
4. Learn from expertise and talents in activities.
5. Follow up with activities execution and its effects on students.
6. Continuous evaluation of activities to give room for improvements.
7. Implement rewards & motivational programs for winners & participants.
8. Achieve effective communication between school & local community.
9. Create and implement special programs for the talented and gifted.
10. Adopt an essence and goals for activities groups & clubs.
11. Supervise the issuance of magazines and newsletters related to activities.

12. Supervise projects related to activities.
13. Present reports on activities, the workflow & any obstacles faced to the principal.
14. Plan mutual benefit between the school and local community.
15. Develop school participation in various events and its contribution to local community events.

Class advisors' duties:

1. Monitor and follow up on Student appearance and hygiene (general appearance).
2. Organize class participation in Activities, competitions and morning assembly.
3. Suggest plans to achieve student academic and social growth.
4. Identify student personality and give them assurances and help build their confidence.
5. Provide awareness to students of school rules and regulations.
6. Discuss school's rules and regulations with students.
7. Distribute tasks and roles to students inside the class.
8. Encourage students to participate in competitions
9. Build students' patriotism and religious sense.
10. Help build students' personalities as leaders and role models

Exams and control Committee Duties:

1. Prepare the exam papers (cover page, staple papers and packaging).
2. Distribute exams papers to invigilators and monitor student entrance to exam halls.
3. Receive answers' envelops from invigilators after matching students with the numbers in the exam hall.
4. Distribute and receive answers envelops from and to the control room by the HoDs after the end of the exam timing.
5. Audit exam papers and answer paper after papers' corrections.
6. Enter marks in the system.

Graduation committee duties:

1. Prepare all process and procedures for grade 12 Graduation.
2. Communicate the tailor and make sure the graduation gown is ready and perfect.
3. Communicate the photographer, and make sure the photos are clear and perfect.
4. Prepare the invitation cards, certificates and Trophies.

5. Prepare all logistics for the graduation, including the hospitality and decoration.
6. Prepare the graduation program and make sure that each show is ready.

Procurement and Finance Committee Duties:

1. Review purchase requests and approve them.
2. Determine school and departments' budgets.
3. Document invoices and delivery notes
4. Create purchasing list and order for next year's requirements.

Safety and Security Committee Duties:

1. Overview of all school buildings and facilities to check safety, cleanliness and appearance.
2. Prepare and conduct the evacuation plans.
3. Create plans and programs to beautify the interior and exterior of school buildings.
4. Supervise electrical installation, facilities installation and their maintenance.
5. Supervise school canteens and ensure they follow municipality and ministry regulations.
6. Monitor the use of water and electricity and help decrease the consumption.
7. Monitor the area of buses and students' safety.

School Administrative Council Duties:

1. Draw general school polices and regulations related to academic and administrative sides and school activities.
2. Analyze school environment (Internally and Externally) and identify the strengths and weaknesses
3. Provide human and financial resources to execute all school programs and activities.
4. Follow up and oversee the execution of the programs and activities according to the standards and deadlines.
5. Create yearly plan for staff (teachers, admin) professional development.
6. Study school issues (Academic and administrative) and work on its solutions.
7. Strengthen the connection and cooperation between school, parents and local community.

School Discipline Committee Duties:

1. Display and clarify student conduct disciplinary bylaws to students.
2. Continuous inspection on school uniform and general appearance of students.
3. Determine standards for choosing the model student for each grade and each class.
4. Investigation of student problems.
5. Observe good conduct from students and use praise.

School Media Council Duties:

1. Coordinate seminars, lectures and visits inside the school, ministry or in Sharjah as a whole.
2. Communicate with community organizations to support school activities and functions.
3. Provide school management and activities council with weekly reports on media activities.
4. Provide PR department of Sharjah education council and ministry of education with reports and information about school activities and functions.
5. Liaise with local media (newspapers) to showcase and announce school activities.
6. Follow up and oversee the production of any print media for any activity, program or function.
7. Create a record of all community plans according to the approved plans.

General Rules and Regulations:

- Teachers are not permitted to smoke in the school.
- Teachers should not exchange classes without the permission of the section supervisor.
- Teachers must communicate in English language.
- Teachers' desks and personal belongings should be neat through out the academic year.
- Teachers are not allowed to eat or drink during their classes.
- Teachers and all other employees should have good relation with each other.
- Teachers are not allowed to interrupt on-going classes. In case of emergency, section supervisor has the right to do so.
- Teachers are not allowed to use mobiles in their classrooms, administration, corridors and playgrounds. They may do so in the staff rooms.
- Teachers are not allowed to communicate with the parents in any way without informing the supervisor.
- Teachers' relationship with students must be within limits and should not exceed the teaching requirements.
- All teachers and employees must follow the school's organizational chart in reporting.
- Teachers are expected to foster positive social behavior and prevent negative one among students.
- Teachers should carefully handle school belongings and return to their source after usage, and reported if lost.

Expectations of Faculty and Staff

1. Look ahead, not back.
2. Set high expectations and goals.
3. Be creative.
4. Be positive.
5. Be firm and fair. Take care about each one, and make sure they know you care.
6. Respect your colleagues.
7. Communicate with parents effectively.
8. Confer discreetly with students when disciplining.
9. Talk to your HOD about a problem/challenge before it gets to be a big one.

10. Be professional in your actions and your appearance.
11. Do not spend time in idle gossip and at all times remember confidentiality.
12. Miss as few days as possible.
13. Be on time.
14. Be familiar with the faculty and student handbooks.
15. Read memos and check your e-mail daily.
16. Be a superior teacher to the one you were the year before.

Staff Contract

The following clarifications serve only as a guideline - teachers are to consult their actual contract for specifics.

- Teachers will receive a complete copy of their contract in English and Arabic prior to their day of work.
- In May teachers will be requested to either renew or terminate their contract with TAPS.
- In signing for the termination of the contract, it implies the interpretation of an ultimate resignation which is governed by Art 137 (UAE Labor Law)
- Should a teacher renew his/her contract and then terminates it after the expiry of 15 days, the teacher will lose the indemnity payable to him/her for that year.
- In case the teacher resigns during the course of the academic year, the teacher loses the indemnity for that year. All resignations are to be received no later than 30 days prior to the last day of school according to the school calendar.
- Where a teacher or any employee, either by own fault or in violation of the employer's instruction loses or damages books or any other material under the school's custody, the school has the right to deduct from the teacher's (employee's) salary, such amount as may be necessary to replace the loss or repair the damage.