

Taryam American Private School



مدرسة تريم الأمريكية الخاصة
Taryam American Private School

2019 - 2020

Teachers Handbook

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Al Azra School Area Sharjah

United Arab Emirates

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 والإجتماعية وكذلك الإلتحاق بالمؤسسات الأكاديمية في كل أنحاء العالم .

Our Objectives:

- Provide suitable learning environment to help students discover and develop their capabilities.
- Provide appropriate and updated educational programs to prepare students for their further education.
- Provide proper educational materials and programs to enable Muslim students maintain their Islamic values and practices such as patriotism, faithfulness, honesty, forgiveness, respect for all, tolerance and the love to assist the needy.
- Encourage students to look after their physical and mental health as well as to adhere to healthy eating habits.
- Help students appreciate and preserve their country's natural resources and environment.
- Provide all staff members with opportunities such as seminars, workshops and lectures to enrich and develop their capabilities in technology, education and other aspects.

القيم والمعتقدات Values and Beliefs

القيم Values	المعتقدات Beliefs
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.	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.
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.	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.

Communication

We encourage constant communication between the home and the school. There will be parent-teacher conferences scheduled throughout the year. Should parents wish to communicate with a teacher, supervisor, Academic Manager or the school Principal, please phone the school secretary to make an appointment or send an e-mail to the desired person directly.

Administration

Raba wafai	Front Office	reception@tapschool.ae	0505378888
Haneen Qandeel	Administrator	h.qandil@tapschool.ae	0553942415
Dina farag	Registration	Dina.farag@tapschool.ae	0505807724
Reem Hasan	School Nurse	Reem.hassan@tapschool.ae	065216000
Suzan Abdulfattah	Accountant	accountant@tapschool.ae	065216000
Shoruq Jamal	IT Manager	shoruq@tapschool.ae	0554092154
Ameera Galal	Activities Coordinator	activity@tapschool.ae	0508228951
Ms.Hiba Ibrahim	Vice Principal	viceprincipal@tapschool.ae	0558460029
Dr.Raed Abdalla	Principal	principal@tapschool.ae	0503223361

Supervisors

Moshera Mahmoud	Kindergarten Supervisor	kgsupervisor@tapschool.ae	0554537616
Zain Khanfar	Primary Supervisor	primarysupervisor@tapschool.ae	0559510413
Amira Mohammed	Girls Supervisor	girlssupervisor@tapschool.ae	0558251932
Mohammed Omar	Boys Supervisor	boyssupervisor@tapschool.ae	0553916746
Ala'a Naif	Girls Social Worker	socialworker@tapschool.ae	0554472816
Mohammed Fouad	Boys Social Worker & supervisor	boysocialworker@tapschool.ae	0508231695

Academics: Head of Departments (HOD)

Eman Saeed	English	Eman.saeed@tapschool.ae
Amin Nabeel	Math	Amin.nabeel@tapschool.ae
Riham Emad	Science	riham.emad@tapschool.ae
Nada Sabai	Arabic A, Arabic B	nada.sebai@tapschool.ae
Moataz Mousa	Islamic A	moataz@tapschool.ae
Amira Murshed	Moral Education	ameera.murshid@tapschool.ae
Faten Mohammad	Social Studies A	faten.mohammad@tapschool.ae
Dorra Hariri	IT	Dorra.hariri@tapschool.ae
Manar	Islamic B & Social Studies B	manar@tapschool.ae
Reema Alsabagh	French	Rima.ghassan@tapschool.ae
Luna Nasser	Accounting/Business	luna.nasser@tapschool.ae

Introduction

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of Taryam American Private School (TAPS). Please take time to read the handbook and become acquainted with its entries. Additional information and procedures relating to students can be found in the Student Handbook.

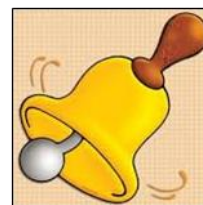
Arrival and Departure:

Administrators: 6:45 a.m. to 3:00 p.m.

Teachers: 7:20 a.m. to 2:45 p.m.

Note (1): Teachers who have morning duty should arrive at 7:00 am, and teachers who have after school duty should stay till the last student leave.

Note (2): Working hours may change according to the school's requirements.



Classes time table 2019-2020

Day	Sunday - Monday - Wednesday			Tuesday			Thursday		
Class	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		
3rd 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	
4th 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
5th 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			

Teacher Duties and Responsibilities:

1. Carry out Mission, Vision, and Values of Taryam American Private School.
2. Organize the classroom and learning resources to create a positive learning environment.
3. Identify and design instruction appropriate to the students' stages of development, learning styles, strengths, and needs.
4. Maximize the amount of class time spent in learning by creating expectations and processes for communication and behavior along with a physical setting suitable to classroom goals.
5. Select and create learning experiences that are based upon principles of effective instruction and that are appropriate for curriculum goals and for students.
6. Design assessments that focus on students' knowledge, understandings, and reasoning.
7. Provide feedback to parents on a student's progress at parents' meetings.
8. Attend staff meetings and trainings as needed or assigned.
9. Prepare the bulletin boards in the classroom.
10. Responsible to report directly to Supervisor concerns regarding classroom issues.
11. Keep classroom neat and orderly.
12. Share responsibility during the school day for the supervision of students in all areas of the school.
13. Work with administrators and instructional teams to plan and implement hands-on activities.
14. Utilize a variety of instructional techniques to meet the individual needs of students.
15. Utilize technology and current research in instruction.
16. Evaluate students' progress on a regular basis.
17. Utilize classroom management techniques conducive to an effective classroom climate.
18. Maintain all records as required, including but not limited to grade books, attendance.
19. Record and student progress reports.
20. Perform other duties as assigned by the school.
21. Follow the school policies, procedures, rules, regulations, and guidelines and the provisions of the contract.
22. Participate in all seminars, training programs or workshops which are prepared by the

administration.

23. Communicate with parents, students, and other professional staff regarding student progress (behavioral and academic).

24. Maintain student records as required by the school.

25. Observe and report in writing, to counselors and supervisors, significant data concerning pupils in your classes.

26. Make students aware of the learning opportunities within the classroom environment.

27. Build the child's self-confidence through positive and accepting attitudes.

Last Class of the Day: all teachers are to make sure that students arrange their chairs and desks and leave the classroom neat and tidy.

Extra-curricular Activities

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

Ministry of Education Competitions:

All departments should prepare the students to the Ministry of Education competitions. Each department should identify the different competitions that are related to its subject and then design a plan and assign a person who will take the responsibility of each competition.

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.

Faculty Meetings

Faculty meetings will be held on a regular basis. All teachers are required to attend their departments meetings. 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 three 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: The section supervisor evaluation, which will be done by the supervisors and the third one, is the administration evaluation. The teacher will read and sign the report of the evaluation and a short meeting

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**.

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

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

Taryam American Private School Awards Policy

Employees are the backbone of any institution. For this reason, TAPS highly believes in having a clear policy that ensures motivating employees to ensure best practices.

Achievement	Award
Scoring ‘Excellent’ in at least two class evaluations	Teacher of the Month Certificate
No tardiness throughout the year	Early leave at the end of the academic year
The Best Morning Assembly of a month	Best Assembly Program Certificate
Winning Local or International Awards	Financial Awards

Lesson Plan Books

Effective teaching requires planning. Teachers will prepare yearly, weekly and daily plans.

Yearly plans – prepared and submitted to administration for approval in September. Should changes be necessary to the yearly plans during the year, these changes are to be prepared and submitted during the first week of each semester.

Weekly/Daily plans –Teachers must prepare daily lesson plans, which are written in the Teachers’ Plan Book.

Student Records - records of student performance, classroom assignments, and homework assignments are to be included in the Lesson Plan Book and kept up to date.

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.

Bulletin Boards

Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly (Monthly Basis). At the beginning of the year, the Academic Manager assigns an area of the class bulletin boards for each subject. As for hallway and playground bulletin boards, a schedule will provide opportunities for each teacher to display student work.

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.

Private Lessons:

Teachers are not allowed to give private lessons at students' homes. If the school management will know about such a case it will be dealt severely and handled over to the Ministry of Education.

Supervision of Students:

Like any school organization, the supervision of students in the classroom is the teacher's responsibility; however, the teacher will also be given other duties and responsibilities. The school expects the same effort a teacher provides in the classroom. The following is a simple summation of extra duties:

- Duties involving the line-up assembly in the morning. 1st period teachers line up the class, and check them for uniforms and books.
- Break or lunch supervision in the cafeteria. Make sure that students line up to get their food in an orderly fashion. Make sure they throw their trash in the trash receptacle. Manage any behavior that is disruptive inappropriate, physical or language related.
- Supervision of grounds. During break you may be on duty around the grounds. Confront students about trash, bad language, or dangerous physical behaviors.
- Duties in the hallways. Confront students that are running, and being physical and generally disrupting the operation of class passing.

Other 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.

The teacher's role in classroom discipline

The teacher's role in classroom discipline is of great importance. The following are useful tips that work towards creating a healthy classroom environment.

- The teacher needs to have an ability to understand each class situation and decide whether it is a problem or not.
- The teacher should not be too strict in discipline or the students will feel suppressed and rebellious.
- The teacher needs to have the ability to interact with students on a personal level and show regard for their wishes and thinking if it is suitable to class behavior.
- However, a teacher needs to show flexibility in modifying disciplinary standards according to the situation.
- The discipline should not be lax because the students may disregard rules and become irresponsible.
- The teacher should not use very harsh punishment or it might lead to hostility towards the teacher by the student. It is very important that the teacher explains the reasons for punishment and suggests appropriate conduct.
- The teacher needs to specify and provide appropriate rewards or punishments for performance and behavior in the class, especially in the early school years.
- The teacher should have adequate grasp of the subject and the skill to hold the attention of the class. Generally, if the students are bored in the class, there is a greater chance of indiscipline.

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.

What YOU Can Do

- Develop effective classroom management strategies.
- Treat students with respect and dignity.
- Use cooperative learning activities in your classroom and elsewhere.
- Involve parents in all aspects of their children's education.
- Encourage your school to adopt or create a program that teaches effective interpersonal and collaboration skills.
- Become familiar with all the early warning signs of troubled children and be ready to intervene.
- Be a model for appropriate behavior.
- Emphasize positive relationships between students and others.

Teacher 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.