United Arab Emirates United Arab Emirates
Ministry of Education
Sharjah Private Education Authority

الإمارات العربية المتحدة
وزارة التربية والتعليم
هيئة الشارقة للتعليم الخاص

Taryam American Private School

مدرسة تريم الأمريكية الخاصة
Taryam American Private School

2022 - 2023

Staff Handbook

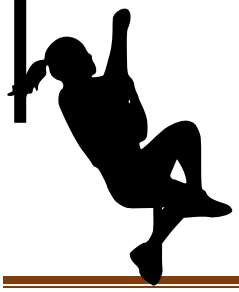
info@tapschool.ae
www.tapschool.ae
T: +971-6-5216000
F: +971-6-5216888
Al Azra School District- Sharjah
United Arab Emirates

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.

Table of Contents

1. Vision & Mission..... 1
2. Values & Beliefs..... 2
3. Communication & Admin Contacts..... 3
4. Supervisors & HODs Contacts..... 4
5. School Calendar..... 5
6. Class Timings Grades 1-12..... 6
7. Class Timings Pre-K & KG..... 7
8. Intro, Arrival & Departure..... 8
9. Code of Professional Ethics..... 9
10. Expectations & General Rules..... 10
11. Rules on school premise & teachers..... 11-12
12. Teachers Duties & Responsibilities..... 13
13. Taryam's Planning Process..... 14
14. Classroom Management & Discipline..... 15
15. HOD Duties & responsibilities..... 16-17
16. Professional Development..... 18
17. Meetings, performance evaluation, extra-curricular activities..... 19
18. Clubs, competition, attendance & deductions..... 20-21
19. Taryam's Award Policy..... 22
20. Consequential Actions..... 23
21. Decorum & Dress Code..... 24-25
22. Supervision..... 26
23. Private Lessons..... 27
24. Staff Recruitment Policy..... 28-34
25. Resignation & termination..... 35
26. Employee Records & documents..... 36
27. Memorandum of Understanding..... 37



Taryam American Private School

Learner Today …… Leader Tomorrow

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.

Values and Beliefs

القيم والمعتقدات

Values	***القيم***
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.
Beliefs	***المعتقدات***
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 وتحديا لجميع الطلاب. 4. نؤمن أنّ التوقعات العالية تسفرعن 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

Communication between staff, parents and the administration are vital in supporting a healthy relationship. The school has set up parent-teacher conferences scheduled throughout the year to support the understanding of progress and educational investment. 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.

Administrative Contacts:

Dr. Raed Abdalla	Principal	Principal@tapschool.ae	0503223361
Ms. Eman Saeed	Vice principal	Viceprincipal@tapschool.ae	0558460029
Dina farag	Registration and students' affairs	admission@tapschool.ae	0505807724
Suzan Abdulfattah	Accountant	Accountant@tapschool.ae	0554091580
Maha	Accountant	Accountant2@hotmail.com	065216000
Haneen Qandeel	Safety coordinator/ Admin Secretary	safety@tapschool.ae	065216000
Shoruq Jamal	IT Manager	IT1@tapschool.ae	0554092154
Rema Wafai	Front Office	Reception@tapschool.ae	0567462397
Ameera Haron	School Nurse Primary + Girls	mainclinic@tapschool.ae	065216000
Sara Ahmed	School Nurse KG+Boys	clinic2@tapschool.ae	065216000
Maysaa AbdulRazik	Academic counselor	academiccounselor@tapschool.ae	0503662991
Ameera Galal	Activities Coordinator	Activity@tapschool.ae	0508228951

Supervisors:

Moshera Mahmoud	Kindergarten Supervisor	kgsupervisor@tapschool.ae	0554537616
Zain Khanfar	Primary Supervisor	primarysupervisor@tapschool.ae	0559510413
Bara Sarhan	Assistant primary supervisor	primarysupervisor1@tapschool.ae	0556980014
Amira M ohammed	Girls Supervisor	girlssupervisor@tapschool.ae	0558251932
Reda	Assistant girls supervisor	girlssupervisor1@tapschool.ae	0554353270
Mohammed Omar	Boys Supervisor	boyssupervisor@tapschool.ae	0553916746
Louai Al Halabi	Boys supervisor	boyssupervisor2@tapschool.ae	0554158056
Abed AlAdeem	Boys social worker	Socialworkerb@tapschool.ae	0508231695
Ameera Galal	Girls social worker	girlssocialworker@tapschool.ae	0508228951

Academics: Head of Departments (HOD)

Marwa Khaled	English	marwa.khaled@tapschool.ae
Amin Nabeel	Math	Amin.nabeel@tapschool.ae
Riham Ashraf	Science	riham.mahmoud@tapschool.ae
Najal	Arabic A and Arabic B (Grades 6 to 12)	naglaa.zaher@tapschool.ae
Tayma Najdat	Arabic A and Arabic B (Grades 1 to 5)	tayma@tapschool.ae
Moataz Mousa	Islamic A	moataz@tapschool.ae
Eman Hamido	Social Studies A	eman.hamido@tapschool.ae
Rahaf AlMoqeed	IT	rahaf.almokaid@tapschool.ae
Syeda Muddasara	Social studies N/A	
Reema Alsabagh	French	Rima.ghassan@tapschool.ae
Nadine Ebrahim	Accounting/Business	nadine.sarhan@tapschool.ae

School Calendar 2022-2023

Taryam American Private School — مدرسة تريم الأمريكية الخاصة

TAPS Academic Calendar 2022-2023

August

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
22nd August first Day	7	8	9	10	11	12	13
for Admin & Teachers	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
29th Aug school starts (G1-12)	28	29	30				
30th Aug School starts (PreKG+KG1+KG2)							

Days of Teaching: 2

September

S	M	T	W	Th	F	S
			31	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: 18

October

	S	M	T	W	Th	F	S
3rd Oct T1/ Mid-Term Exams							1
	2	3	4	5	6	7	8
8 October Prophet Mohamed Birthday	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: 17

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: 22

December

	S	M	T	W	Th	F	S
1st Dec Martyrs' Day					1	2	3
2nd&3rd Dec National Day	4	5	6	7	8	9	10
12th Dec Students'	11	12	13	14	15	16	17
Vacation Starts/	18	19	20	21	22	23	24
19th Dec Teachers'	25	26	27	28	29	30	31
Vacation Starts							

Days of Teaching: 5

January

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	1st Jan New Year Holiday
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	2nd January 2nd Term Starts
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					30th Jan T2/Mid-Term Exams

Days of Teaching: 20

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				

Days of Teaching: 16

March

S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	12th March Esra & Miraj
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	27th March Students' Vacation Starts
26	27	28	29	30	31		

Days of Teaching: 17

April

	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
10th April/ 3rd Term Starts	9	10	11	12	13	14	15
17-19 April School Holiday	16	17	18	19	20	21	22
20 April Eid AlFitir Starts	23	24	25	26	27	28	29
	30						

Days of Teaching: 12

May

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	1st May AP Exams starts
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	15th May T3/Mid-Term Exams
21	22	23	24	25	26	27	
28	29	30	31				

Days of Teaching: 16

June

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

Days of Teaching: 18

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	

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, School and Religious holidays	

***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.*

CLASS TIMINGS GRADES 1-12
2022-2023

Monday – Tuesday – Wednesday - Thursday		
1-5A	**5D to Grade 8**	**9-12**
8:00 – 8:45	8:00 – 8:45	8:00 – 8:45
8:45 -9:30	8:45 -9:30	8:45 -9:30
9:30 –10:00 (Break 1)	9:30– 10:15	9:30– 10:15
10:00-10:45	10:15- 10:45 (Break 1)	10:15–11:00
10:45–11:30	10:45– 11:30	11:00-11:30 (Break 1)
11:30–11:35 (Break 2)	11:30– 12:15	11:30–12:15
11:35–12:20	12:15-12:20 (Break 2)	12:15 – 1:00
12:20-1:05	12:20-1:05	1:00- 1:05 (Break 2)
Break// 5 Minutes 1:05 – 1:45	1:05 – 1:45	1:05 – 1:45
1:45 – 2:25	1:45 – 2:25	1:45- 2:25
2:25 – 2:30 (Prayer Time)	2:25 – 2:30 (Prayer Time)	2:25 – 2:30 (Prayer Time)

Classes Timings
(PreKG- KG1 – KG2)

Period	Monday - Tuesday – Wednesday - Thursday
1	8:00 -8:35
2	8:35 - 9:10
Break 1	9:10 – 9:40 (Break 1)
3	9:40 – 10:20
4	10:20 – 10:55
5	10:55 – 11:30
Break 2	11:30 – 11:50 (Break 2)
6	11:50 – 12:25
7	12:25 – 1:00

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: 7:10 a.m. to 3:40 p.m.

Teachers: 7:20 a.m. to 3:30 p.m.

Supervisors and Social Workers: 6:50 a.m. – 3:40 p.m.

Note (1): Teachers who have morning duty should arrive at 7:10 am, and teachers who have after school duty should stay until the last student leave.
Note (2): Working hours may change according to the school's requirements.

Code of Professional Ethics

This Code of Professional Ethics is a statement of the ethical commitments, practices and aspirations that underpin the identity of the teaching profession at UAE Schools and that reflect the ongoing articulation of that identity by the profession.

It expresses the ethical commitments that are already implicit in and guide the professional conduct of teachers at UAE Schools. The practical applications of codes of ethics are expressed in codes of conduct. Members of the teaching profession at **TAPS** are committed to the principles of:

Dignity, Respect, Integrity, Empathy & Justice

Teachers honor the Principle of **Dignity** by upholding the intrinsic worth of all persons, including self, students, colleagues and parents.

Teachers honor the Principle of **Respect** by having due regard for the feelings, rights and traditions of all persons and by developing relationships that are based on mutual respect and trust.

Teachers honor the Principle of **Integrity** by acting impartially and responsibly and by being honest, trustworthy and accountable with regard to the obligations that concern the profession.

Teachers honor the Principle of **Empathy** by being aware of the feelings and perspectives of others and by being open-minded and responding compassionately.

Teachers honor the Principle of **Justice** by being fair and reasonable and committed to the well-being of individuals, the community and the common good.

Faculty and Staff Code of Conduct

Teachers and staff are expected to be role models for our students and maintain high standards of conduct. They should:

- refrain from **smoking** on campus or within 50 m of the campus boundaries.
- avoid public confrontations with parents and students
- avoid inappropriate touching of students
- avoid using physical punishment of any kind
- avoid eating or drinking (except water) in the classroom when students are present
- avoid using mobile phones in the classroom for personal reasons, phones are to be turned off during class sessions
- refrain from drinking carbonated soft drinks on campus
- refrain from chewing gum on campus.

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 a HOD, HOS or the counselor about a problem/challenge prior to becoming worse
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 during the school year
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.

General Rules:

All teachers of Taryam American Private School are kindly expected to adhere to the following guidelines and regulations:

1. Compliance with the school timing of attendance and dismissal to avoid deduction (Teachers should arrive 7:20 am and administrators 7:10 am. Leaving time is 3:30 pm for teachers and 3:40 pm for administrators).
2. The academic year 2022-2023 **ends on Thursday 6-7-2023**. Please arrange your travel dates accordingly. Only medical excuses are accepted, but not any other reason.
3. Maintain the needed physical distance between students in the class, and in all places of school.

4. Respect and apply the health and safety rules stipulated by the school and the concerned authorities United Arab Emirates.

Rules on the school premise

Teachers are:

- not to exchange classes without the permission of the section supervisor
- to communicate in English language
- to make sure desks and personal belongings should stay neat throughout the academic year
- to have a positive attitude towards other workers
- not allowed to interrupt on-going classes. In case of emergency, section supervisor has the right to do so
- not allowed to communicate with the parents in any way without informing the supervisor
- to keep relationships with colleagues, students, and teachers within professional limitations
- must follow the school's organizational chart in reporting
- expected to foster positive social behavior and prevent negative ones among students
- to carefully handle school belongings and return to their source after usage, and reported if lost

Teachers:

1. Should have a clear understanding of the school's Mission, Vision, and Values of Taryam American Private School.
2. Must obtain **IELTS test certificate**, each according to the mark sent to him/her via e-mail. The result should be sent by **Monday 2nd January 2023.**
3. Should use appropriate applications and programs to effectively implement the use of technology.
4. Should use active learning methods that encourage students to be interested in the lesson, attracted to the school, and encourage them to achieve excellent results.

5. Should carry out the tasks assigned by the school administration, supervisors, as well as the subject coordinator at the specified time.
6. Should comply with respectful outfits taking in consideration the customs and traditions of the UAE society and that are suitable for working in the field of education.
7. Are not allowed (at all) to use their mobiles inside the classrooms. Mobile phones must be left in the office. It is forbidden to use private social media during the school day.
8. Should be on their duties on time. Use of the mobile phone is prohibited during duty, as well.
9. Are strictly forbidden to talk with others about the salary or annual increments. Should you have any inquiry, please refer back to the management only.
10. Should note that any breach of this kind is considered a violation of Article 120 of the labor law, which consists of disclosure of any of the school secrets. Such an action may result in the termination of the employee services without prior warning and depriving him/her of their rights as well.
11. Should be committed to the timing of the school's general and department meetings: This includes punctuality and respect during these meetings. This requires full attention and not using your phone. In case of not attending these meetings, an action shall be taken by school administration or HOD.
12. Should contact the school principal personally before you issue any external message or letter whether to parents or any community groups or organizations.
13. Are forbidden to seek permission during working hours, except for the utmost necessity, and this is done as follows:
    - **A.** send an email to HR (hr@tapschool.ae) and (CC) the principal, vice principal, supervisors, and the academic coordinator.
    - **B.** receive an approval from personnel with 24 hour period
14. In case of an employee being absent from work, the following steps should be taken:
    - **A.** Send an email to the HR (hr@tapschool.ae) and (CC) the principal, vice principal, supervisor, and academic coordinator.
    - **B.** Send the email before 6:00 am on the day of absence, preferably one day before the day of absence so that the supervisors can deal with the consequences of this absence.

C. If the reason for the absence is related to health issues, the school nurse must also be placed in the (CC), and after recovery, email the sick leave report, certified by the Ministry of Health to avoid deduction.

Teacher Duties and Responsibilities:

1. Organize the classroom and learning resources to create a positive learning environment.
2. Identify and design instruction appropriate to the students' stages of development, learning styles, strengths, and needs.
3. 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.
4. Select and create learning experiences that are based upon principles of effective instruction and that are appropriate for curriculum goals and for students.
5. Design assessments that focus on students' knowledge, understandings, and reasoning.
6. Provide feedback to parents on a student's progress at parents' meetings.
7. Attend staff meetings and trainings as needed or assigned.
8. Prepare the bulletin boards in the classroom.
9. Check in advance any material or film / YouTube website before using it in lessons. The content must be appropriate to the values of the United Arab Emirates and the religious virtues. The HOD's approval is a must.

Lesson Planning

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

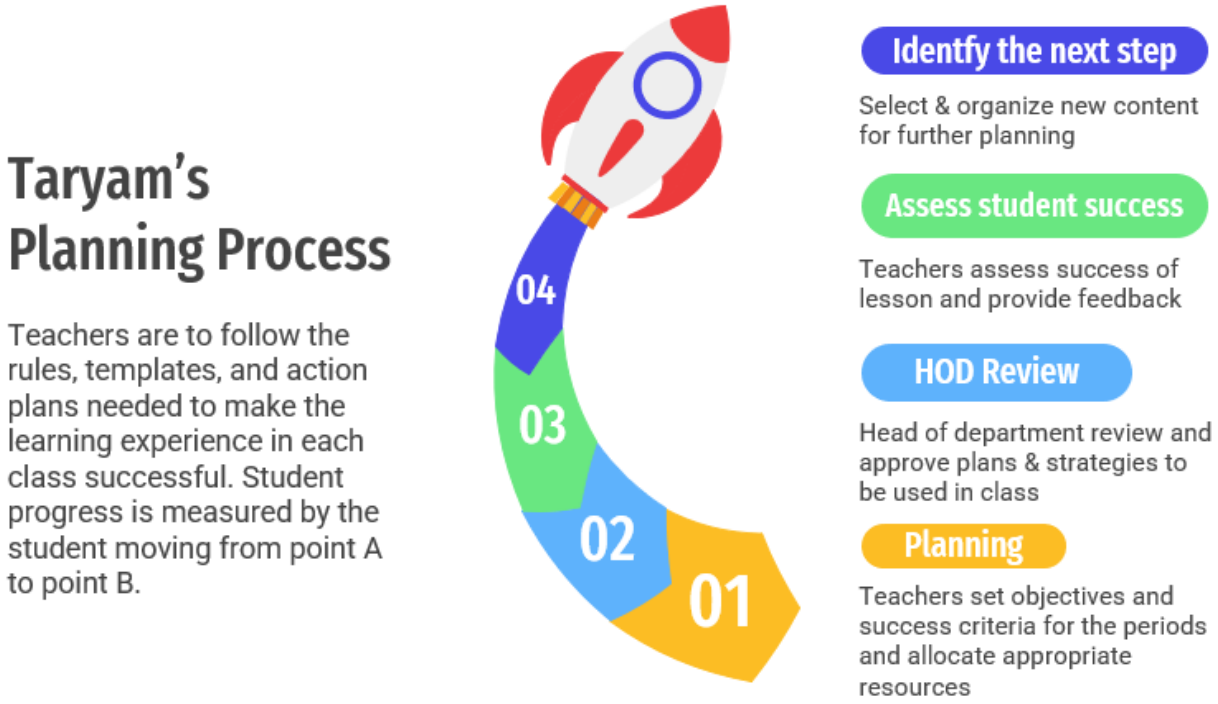
Yearly plans – these plans need to go through the HODs and administration for approval by September. Changes to the yearly plans should be turned in beginning of school year.

Syllabus/Term Planner: Teachers are to create term plans for HOD's review; they may subject to change based on the needs of the students, subject and pacing.

Weekly/Daily plans –Teachers must prepare daily lesson plans and submitted to the HOD, while weekly plans must be completed on the school management system Orison.

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.*

Exhibit A: Teaching daily planning



Additional responsibilities of daily routine include:

1. report directly to supervisor concerns regarding classroom issues.
2. keep classroom neat and orderly.
3. share responsibility during the school day for the supervision of students in all areas of the school.
4. work with administrators and instructional teams to plan and implement hands-on activities.
5. utilize a variety of instructional techniques to meet the individual needs of students.
6. utilize technology and current research in instruction.
7. evaluate students' progress on a regular basis.
8. utilize classroom management techniques conducive to an effective classroom climate.
9. maintain all records as required, including but not limited to grade books, attendance.
10. record and create student progress reports.
11. perform other duties as assigned by the school.
12. participate in all seminars, training programs or workshops, which are prepared by the administration.

13. communicate with parents, students, and other professional staff regarding student progress (behavioral and academic).
14. maintain student records as required by the school.
15. observe and report in writing, to counselors and supervisors, significant data concerning pupils in your classes.
16. make students aware of the learning opportunities within the classroom environment.
17. build the child's self-confidence through positive and accepting attitudes.
18. not fixing or gluing any posters on the **walls** inside or outside classes. The educational posters are to be displayed on the bulletin boards **ONLY**.
19. avoid any verbal or physical violence with student.
20. avoid discussion of any political issues within the school.

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

Classroom Management & Classroom discipline

The teacher's role in classroom discipline is of great importance. The following are necessary towards creating a healthy classroom environment:

- The ability to understand each class situation and decide whether it is a problem or not
- Not be too strict in discipline or the students will feel suppressed and rebellious
- The ability to interact with students at professional level and show regard for their ideas
- Show flexibility in modifying disciplinary standards according to the situation.
- The discipline should not be lax
- Not use very harsh punishment or it might lead to hostility towards the teacher by the student.
- Explain the reasons for punishment and suggests appropriate conduct.
- Specify and provide appropriate rewards or punishments for performance and behavior in the class, especially in the early school years.
- Have adequate grasp of the subject and the skill to hold the attention of the class.

What can you 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.

HOD Duties and Responsibilities:

Heads of department have an important role in assuring high quality education managed throughout the school depending on the subject area being managed. The school expects HODs to have full knowledge of the subject area, teaching strategies by grades and age groups.

HODs are responsible for the following:

1. checking the lesson plans of teachers are done correctly and meets the requirements of he American curriculum and Ministry requirements
2. collecting student evidences on weekly basis/termly basis
3. hosting meeting with teachers to address concerns
4. addressing and **document** student and parent complaints
5. completing classroom visits and provide teacher feedback
6. ensuring exam quality meets standards
7. ensuring analysis of student and teacher progress
8. appraising teachers at the end of school year
9. communicating with other teaching and learning coordinators on school improvement
10. ensuring proper resources are selected and distributed
11. monitoring curriculum changes as per needs of students
12. ensuring action plans are created per term based on needs of students
13. completing check of student work displays, word walls are put up
14. addressing professional development where necessary

HODs are responsible for the following:

This list in the document provides a general understanding of your role and responsibilities at TAPS. The following includes:

Main Responsibilities

- Assessing, recording and reporting on the behavior and attendance of students on a daily basis
- Keep analysis of attendance
- Communicating, consulting and co-operating with other members of the school staff, including those having roles of special responsibility such as parents/guardians to ensure the best interest of students
- Advising and co-operating with the Heads of Departments, vice principal, and principal for problems and solutions regarding students and recording in school system
- Ensuring cleanliness and order within hallways and classrooms participating in review and observation of class teaching practice
- Follow up with cleaners and sanitation log
- Follow up and track learning assistants and schedules
- Track teachers timing and report any lateness
- Provide solutions for student issues regarding safety, online bullying, incidents
- Provide daily reporting to principal of school activities
- Provide accountability of the bus service and safety of students
- Ensure safety of students and classrooms at all time
- Ensure hallways are clean and safe
- Organize in school assemblies and breaks
- Ensure accountability of students pick up and drop off of students
- In the case of students with severe learning difficulties and communication problems, ensure that a contact book is daily updated with the necessary information including parents' signature
- Encouraging participation in field trips and safety
- Record keeping and logs on safety, cleaning
- Keep track of high school transitions during the day
- Ensure bulletin boards are and classroom environments are suitable and inviting

Professional Development:

What is it?

Professional development is a process that is essential ongoing process to improve teaching and operational standards of the school. For teachers, professional development is customize based on the classroom needs and current strategies that need improvement founded by HOD walk throughs.

Why?

HODs are responsible to provide the right training modules needed for the growth of teachers as professionals in the classroom. The teachers may need additional training on modernizing teaching practices or to build on innovation in classes. The PDs address issues in the classes to be more productive and it is SPEA directive as well that the school keeps track of hours of PDs.

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. Teachers are expected to complete 80 training hours during the academic year 2022-2023 as per SPEA's regulations.
The process of professional development is as follows:

Exhibit B: Professional development process

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:

1. **academic evaluation:** An academic manager or head of department are responsible for evaluating teachers' performance inside the classroom
2. **supervisor evaluation:** A supervisor who is responsible for when you are on floor evaluates your performance on classroom management, timing, classroom environment, etc
3. **administrative evaluation:** A final review will be made by the leaders of the school in which, the final report is signed by the teacher with an opportunity to discuss strengths and areas of improvement.

Extra-curricular Activities

What is it?

Extra-curricular activities are school programs, in which students are allowed choices to express themselves through various activities enhancing development. Teachers and HODs play a role ensuring that activities chosen fits the liking of the students and adheres to school policy.

When?

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.**

The clubs are as follows:

1. Science club
2. Art club
3. Drama club

4. Chess club
5. Business club
6. Bookworms club
7. Cooking club
8. Arabic club
9. Mathematics club
10. Robotics club
11. Quran Recitation club
12. Sport clubs

Ministry of Education/ Sharjah Private Education Authority 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.

Attendance

Teacher and Administrators 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 and Administrators should arrive at school according to the below table:

Employee	Arrival Time (Monday →Thursday)	Leave Time (Monday →Thursday)
Teachers	7:20	3:30
Administrators (Except Supervisors)	7:10	3:40
Supervisors and Social Workers	6:50	3:30
Reception	6:45	3:45
Security	6:30	3:45
Cleaning staff	7:00	3:45

The deduction policy will be as below table:

Lateness	Times of being late	Deduction
1-10 minutes	Each 4 times/month	Half-day
11-30 minutes	Each 3 times/month	Half-day
31-60 minutes	Each 2 time/month	Half-day
More than 1 hour	Each 2 time / month	Full day

It is forbidden to seek permission during working hours, except for the utmost necessity, and this is done as follows:

A. Sending an email to HR (hr@tapschool.ae) and (CC) the principal, vice principal, supervisors, and the academic coordinator.
B. Do not leave before you receive an approval from personnel.

Policy of Absenteeism:

In case of an employee being absent from work, the following steps should be taken:

A. Send an email to the HR (hr@tapschool.ae) and (CC) the principal, vice principal, supervisor, and academic coordinator.
B. Send the email before 6:00 am on the day of absence, preferably one day before the day of absence so that the supervisors can deal with the consequences of this absence.
C. If the reason for the absence is related to health issues, the school nurse must also be placed in the (CC), and after recovery, email the sick leave report, certified by the Ministry of Health to avoid deduction.

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
Wining Local or International Awards	Financial Awards

Lesson Planning

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

Yearly plans – these plans need to go through the HODs and administration for approval by September. Changes to the yearly plans should be turned in beginning of school year.

Syllabus/Term Planner: Teachers are to create term plans for HOD's review; they may subject to change based on the needs of the students, subject and pacing.

Weekly/Daily plans –Teachers must prepare daily lesson plans and submitted to the HOD, while weekly plans must be completed on the school management system Orison.

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.*

Decorum, Discretion, Courtesy, And Confidentiality

As adult role models in a community made of young people, we have particularly important responsibilities for providing examples of unquestionably high standards of courtesy, consideration, and behavior.

This includes language, grammar, tone, and subject matter. Please consider these points when addressing yourself in any and all conversations with students, parents, colleagues, and fellow workers associated with TAPS in any capacity:

- Conversations concerning students, parents, faculty, or other internal school matters should be conducted in private, away from students or others who do not need nor should hear the conversation.
- Information about students, employees, and parents will not be discussed or released to other people without the approval of the Head of School.
- All memoranda, notes, reports, or other documents will remain part of the school's confidential records.
- Personal or identifying information about our employees will only be released to individuals authorized by the nature of their duties to receive such information, and only with the consent of the administration and the employee.

Dress Code for Teachers and Staff

At Taryam American Private School we respect the culture of the UAE and its Islamic values. We also recognise that our staff may come from a wide range of ages and backgrounds and have varying tastes. Therefore, we would expect staff to wear clothing which;

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likey to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political slogans
- Is not considered to be discriminatory

The Dress Code is necessary in order to:

- Ensure that the dress code supports staff to stay safe and cognizant of the individual needs of children and minimizes any risk of harm to either child or staff
- Provide clear expectations and guidelines for staff, visiting staff, children and any volunteer helping out in our school
- Convey a professional image of the school and individual
- Have regard to Health and Safety considerations and ensure that staff are suitably attired to meet safeguarding procedures
- Ensure staff and students dress codes are in-line with school policies
- Provide guidance to new colleagues.

We consider the way staff dress and their appearance is of significant importance in portraying a professional image to children families, governing board members, colleagues and other agencies. This policy applies wherever or whenever anyone is working as our school representative.

Staff are not obliged to dress up for particular school events or themed days but are encouraged to enter into the spirit of the occasion.

This policy is linked to the school's Safeguarding Policy, Health and Safety Policy and Teaching and Learning Policy.

Legalization Considerations

This policy is referenced to the UAE's Code of Conduct for Professionals in General Education, General Appearance and Behavior, page 14.

Recommendations to be adopted;

- To maintain a professional appearance and to be consistent with the high expectations at TAPS, the wearing of sports clothing (unless for sports) should be avoided. Smart clothes that are comfortable are encouraged.
- Jeans or jean shirts of any color are not acceptable.
- Low cut T-Shirts or blouses, vest tops, and crop tops are not acceptable.
- Male staff must commit to formal shirts and trousers.
- Tight and see-through clothes are not acceptable.
- Staff should refrain from wearing red or any other excessively bright colors in the school.
- Due to health and safety reasons, the wearing of flip flops is not allowed.
- Jewellery and piercings should be minimal and anything which could catch or be caught by students should be avoided.
- Hair should be kept tidy and out of an employee's face, and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to children. Hair and beards should not compromise health and safety. Beards should be neatly trimmed. If kept, it must be tidy.
- By enacting this dress code policy, Taryam American Private School recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.
- Dress codes may be relaxed in certain circumstances such as outdoor activities, celebrations of certain occasions, trips, etc. In these circumstances, common sense should prevail.
- Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire

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.

School and Playground Supervision

Teachers will be assigned supervision duty on a regular rotating basis throughout the year.

Types of Supervision:

- **Morning assembly:** 1st period teachers are to line up the class, check uniforms and books.

- **Break or lunch supervision in the cafeteria:** Teachers are to make sure that students line up to get their food in an orderly fashion. Make sure they throw their trash in the receptacle.
- **Other break times:** Teachers are to ensure safety in sports or other events and monitor behavior, inappropriate language, or dangerous physical behaviors.
- **Duties in the hallways:** Teachers are to manage students that are running or generally disrupting the operation of class passing.

During supervision, teachers should:

- be present in playground at all times during the assigned periods (morning period, recesses, at the end of the day after classes etc.)
- walk around the playground to ensure safety of students during lunch breaks or bus time
- ensure students remain in assigned areas in recess areas
- supervise the queuing for the canteen
- ensure students are following playground regulations - littering, rough playing, improper language is not permitted
- discipline students who are not following directions

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. Teachers should check with the supervisors their designated boards. As for hallway and playground bulletin boards, a schedule will provide opportunities for each teacher to display student work throughout the year.

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 from the school leader.

To schedule and initiate field trips and excursions, the procedures require:

1. **Field Trip Request Form** – completed by teachers and submitted to the Head of department one month prior to activity, then submitted to the supervisor.
2. **SPEA's Approval**
3. **Parental Consent –** a written parental consent form that must be received from every student and without this signed **Field Trip Permission Form**, a student may not participate in the activity.
4. sponsoring teacher to prepare the initial permission form giving details of the trip including itinerary, costs, etc. and a copy to the coordinator
5. sponsoring teacher to arrange for chaperones, usually one for each 10 students
6. sponsoring teacher to work with the coordinator to plan all particulars of the trip
7. the supervisor to photocopy the forms, plan the trip as per school calendar
8. teacher to collect all forms and money and pass to supervisor
9. the supervisor to arrange for transportation

Private Lessons:

Teachers **are not allowed** to give private lessons at students' homes. If the school management will know about such a case, the consequences would be severe and may involve the Ministry of Education.

Teacher Contract General Guidelines:

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 April, 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.
- If any employee by personal 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 that amount as may be necessary to replace the loss or repair the damage.

Staff Recruitment Policy

This Staff Recruitment Policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

Recruitment and Selection Policy Statement

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service.
- A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.
- This policy applies to all the school employees responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the school Principal, VP and the SLT

Purpose

- To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

Principles

- All applicants will receive fair treatment
- All applicants will receive a specific job description
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members.
- Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class.
- Posts will normally be advertised either internally (for promoted posts) and on reputed media.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against.

The Recruitment Procedure

Staff recruitment request

The Head of Department will approach the Principal to request additional or replacement staff.

The Principal will be required to carry out the following:

- Seek to understand the reason behind the request, for example a member of staff is to retire, or otherwise leave
- Ascertain that the post is actually required for the school to continue to deliver the educational and student care services required
- Be confident that the post cannot be filled by rearranging existing staff, where such a rearrangement does not cause undue strain to any student or member of staff
- Identify whether the potential post already has a suitable salary or whether new funding is required in its entirety or an existing salary may need enhancing

1. **Job description, Person Specification and advertisement**

A suitable job description, person specification and advert need to be drawn up by the Principal or SLT.

The job description, person specification and advert are compiled and sent out to suitable publications and/or through other channels.
The information sent to candidates includes a statement about the school's commitment to safeguarding children and that a full enhanced police check is required from all applicants.
The description should also ensure that all applicants are aware of:

- The background and curriculum of the school
- The responsibilities/requirements of the role
- Indication of hours/days required
- Indication of salary and other benefits

2. **Application Form**

A standard application form will be used to obtain a common set of core data from all applicants. The pack also contains additional information necessary to check perspective candidates: self-disclosure declaration and a health declaration. These are sent on request from any potential candidate.

3. Teacher Assessment

All appropriate CVs and application forms are to be considered by the SLT, and then the suitable candidates are to sit for the **Teacher Assessment Session** where they are requested to do a Formal Subject Assessment on their knowledge competency of the subject matter they are to teach.

4. Shortlisting of multiple applicants

Responses are sifted, using specific criteria, appropriate to the post being advertised. Short-listed candidates will be invited for interview. In the case of teaching staff, applicants will be observed teaching a class. References for interviewees will normally be requested at this stage.

5. Interviews

The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. Where appropriate a question on safeguarding will be asked during the interview.
A minimum of two interviewers will form the interviewing panel and one of these will be the Principal or Vice Principal.

Where a candidate is known personally to a member of the selection panel this will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history using the proforma
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- Ask the candidate if they wish to declare anything in light of the requirement for a police check.
- Bring ID – passport, EID and proof of qualifications if applicable.

It is vital that the references are obtained and scrutinized before a person's appointment is confirmed and before s/he starts work.

6. Conditional Offer of Appointment

A conditional offer of employment is made to the successful candidate and a start date is confirmed. Unsuccessful candidates are informed of the outcome of their application.

7. Pre-Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- Verification of the candidate's identity using photographic ID and proof of address
- Verification of eligibility to work in the UAE
- Verification of the candidate's mental and physical fitness to carry out their role
- The receipt of at least two satisfactory references
- Verification of qualifications where applicable
- Verification of professional status where required
- Verification of successful completion of statutory induction period for teachers

All checks will be:

- Documented (dated and initialed) and retained on the personnel file
- Recorded on the school's central record database
- Followed up by the Principal where they are unsatisfactory or there are discrepancies in the information provided.
- Followed up where the police check has still not cleared within a week of the applicant starting. A new risk assessment will be needed if this is the case.

8. Post Appointment Induction

There will be an induction program for all staff which includes Safeguarding training.
An induction pack will be issued containing our:

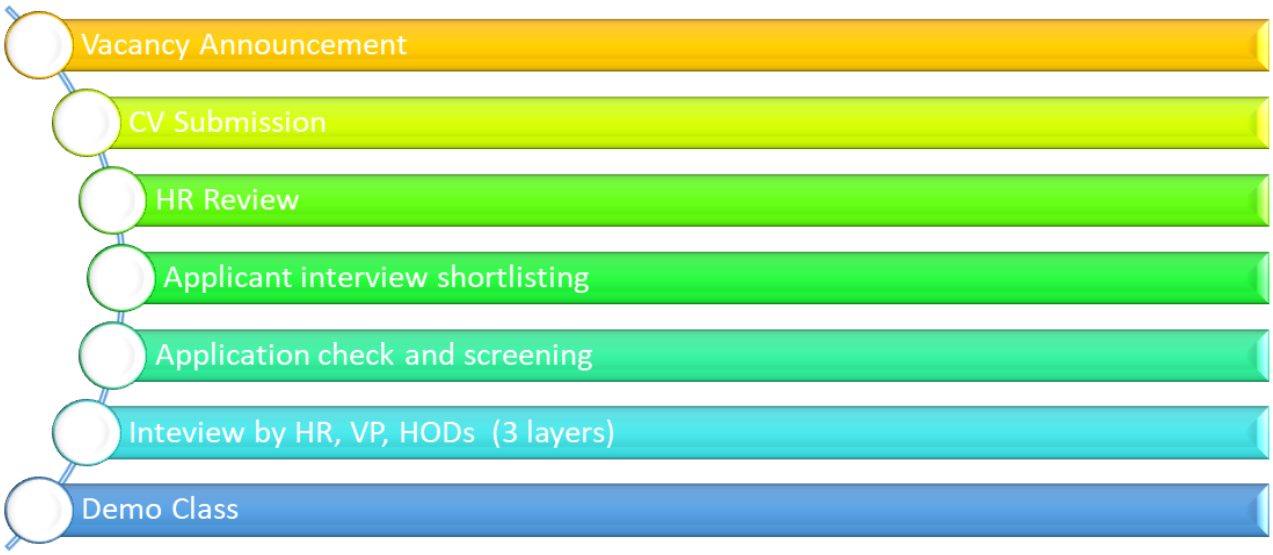
- Safeguarding policy
- Code of conduct
- Staff handbook
- Teaching & Learning policy.

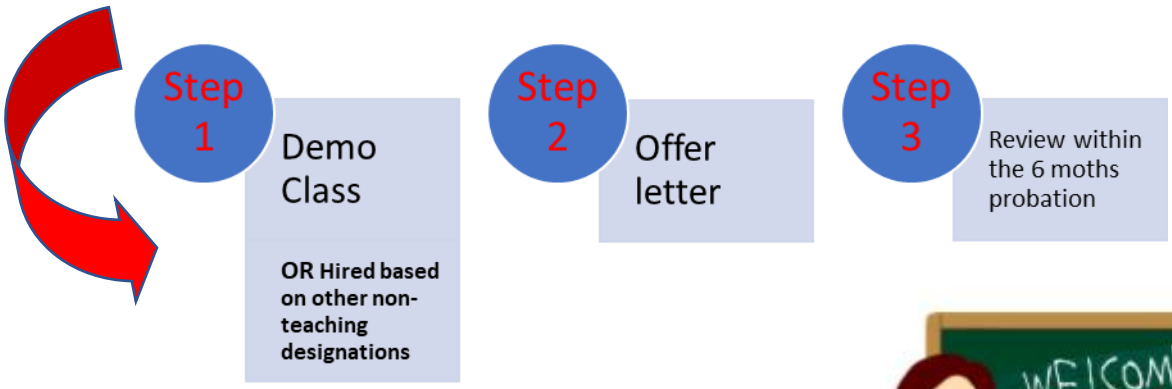
There is a probationary period where the Head will observe and then arrange a review meeting with the new staff member to discuss the role and any concerns. The relevant proforma will be completed and kept on file.

The probationary period also allows an employer to come to a formal decision as to whether or not to continue their employment as well as for the employee to withdraw from the role should they wish to do so.

This excludes immunization nurses, one of visiting speakers or group sessions, contractors doing a one-off on site job etc. Verification of ID should be requested for these persons and a DBS is only necessary if they are to be left unsupervised. On appointment of staff the following details will maintained on the school's official record.

Hiring Flow Chart





The following are the most important steps to processing a New Employee's Salary

1. An employee's salary is determined as per the applicable decisions and regulations in this respect
2. Sign contract between the employees, the school.
3. Prepare financial procedure including all salary details plus the first day of commencing work, and refer the same to finance department.
4. Finally sign-off financial procedure and keep documents in employee's file.

The following are the most important steps to manage Sick Leaves

5. Notify line manager of absence from work on medical grounds.
6. Line manager notifies HR Department of employee's absence from work on medical grounds.
7. Sick leave is reviewed and signed off by the employee in charge at HR Department, it must be attested from MOH.
8. Enter sick leave details into orison System and keep supporting documents in employee's file.

The following are the most important steps to manage Patient Accompany Leave (within and outside UAE)

1. Notify line manager of application to Patient Accompany Leave
2. Refer application to HR Department.
3. Check the application to ensure that the official documents are correct and comply with the HR Law and The Executive Regulation thereof
4. Enter leave details into orison System and keep supporting documents in employee's file.

The following are the most important steps to manage Resignations

1. Submit application to line manager, explaining reasons for resigning.
2. Check the application to ensure required sign-offs.
3. Notify employee officially in case of acceptance.
4. Finalize procedure to release employee from organizational units in the school.

The following are the most important steps to manage Termination of Service

1. Address HR Department to terminate the employee's service for any of the reasons mentioned in HR Law and Executive List.
2. Finalize procedure to release employee from organizational units in the school.
3. Enter end of service details into orison System and keep supporting documents in employee's file
4. Prepare end of service financial procedure and leave balance duly signed off by HR Department.
5. Prepare employee's insured service termination form, along with a copy of his file and termination documents to be sent to Finance Department / Payroll Unit, through orison System
6. Paid end of service, and arrangements made to cancel labor card.

The following are the most important steps to manage Workplace Violations

1. Specify type of violation committed by employee.
2. Notify HR Department of violation incident.
3. Impose appropriate penalty on the offending employee.
4. Notify employee of the penalty.
5. Notify line manager of the penalty imposed on the violating employee
6. Implement penalty if it involves financial implications by addressing Finance Department
7. Keep copy of penalty documents in employee's file
8. Specify type of violation committed by employee.
9. Notify HR Department of violation incident.
10. Impose appropriate penalty on the offending employee.
11. Notify employee of the penalty.
12. Notify line manager of the penalty imposed on the violating employee
13. Implement penalty if it involves financial implications by addressing Finance Department
14. Keep copy of penalty documents in employee's file
15. Specify type of violation committed by employee.
16. Notify HR Department of violation incident.
17. Impose appropriate penalty on the offending employee.
18. Notify employee of the penalty.
19. Notify line manager of the penalty imposed on the violating employee
20. Implement penalty if it involves financial implications by addressing Finance Department
21. Keep copy of penalty documents in employee's file

The following are the most important steps to manage Employee Records

1. Create a file for new employee upon appointment to maintain all personal documents.
2. Classify file contents and keep within Employee Records Section.
3. Update file with all documents relating to the employee such as decisions, annual performance review, etc .

4. Periodically update file with data to reflect each employee's current. status

Employee file documents

- C.V
- MOE Approval
- Itimad' Approval
- Attested Qualification Copy
- Attested Experience Copy
- Employee Passport copy with visa page
- Emirates ID card copy
- sponsor passport copy with visa page
- sponsor emirates ID card
- 3 photos
- N.O.C letter
- Labour Contract Copy
- Labour Card Copy
- Offer Letter
- Self-Introductory Document/Application Form

Incentives and Rewards:

- **Outstanding Teacher Award (Monthly):** evaluation made by HOD, Teaching and Learning Head, Principal or Vice Principal

- **Best Student Innovation Mentor Award (Termly):** evaluation made by VP and Head of Supervisors

- **Smile Card:** two hours off per month based on HR recommendation; evaluation made by HR

- **Early Leave:** One week early leave at the end of the academic year; evaluation made by Principal, Supervisor, HOD and HR

Employee Memorandum of Understanding

I _____hereby undertake not to inform any person [whatever the degree of my knowledge of him\her, whether he\she is affiliated or not to the school] about any information that come to my knowledge regarding work whether expressly or implicitly. In case of non-compliance with this undertaking, I'll bear full administrative responsibility. I hereby undertake to keep confidential the work secrets and any information that come to my knowledge by virtue of my job.

All student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me. I understand that I must comply with all Taryam American School policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school principal at any time if they determine it is in the best interests of the school or the students.

Notice of Immunity from Liability. An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order.

In witness whereof, I sign hereunder:

Name:_____

Signature:_____