Taryam American Private School

مدرسة تريم الأمريكية الخاصة
Taryam American Private School

Learner Today …. Leader Tomorrow

Student and Parent Handbook

Welcome to Taryam American Private School

Contact Details:

http://tapschool.ae

info@tapschool.ae

T: +971-6-5216000

F: +971-6-5216888

Al Azra School Area Sharjah

United Arab Emirates

2023-2024

Table of Contents

1. Message from the Principal.....1
2. Introduction.....2
3. Mission & Vision.....3
4. Values & Beliefs.....4
5. Communication & admin Contacts.....5
6. Supervisors & Heads of Department.....6
7. School calendar.....7
8. School Timing Grade 1-12.....8
9. School Timing KG.....9
10. Allocation of Periods Grades 1-9.....10
11. TAPS High School Credit System.....11
12. Allocation of Periods KG.....12
13.Parent Involvement.....13
14. Rules & Regulations: Admissions & attendance.....14
15. Pick up/drop off, lateness, absences, mobiles, behavior.....15
16. Health & Safety Instructions.....16
17. Medical Service & Withdrawal from School.....17
18. Extracurricular Activities& Student Council.....18
19. Student Council, Food Service, Telephones.....19
20. Dress Code: Uniform Appearance..... 20-21
21. Disciplinary Action Chart (English).....22-23
22. Disciplinary Action (Arabic).....24
23. The TAPS Agreement Parents (Roles).....25
24. The TAPS Student Agreement (Roles).....26

- **Computer Lab Rues at TAPS.....27**
- **Morning Assembly, Class Rules.....28**
- **Science Safety Rules.....29**

25. Student Acknowledgement.....30

Message From the Principal

The road to success started right here in Al Azra, Sharjah 10 years ago. TAPS is not just a school, but a place of celebration of success helping students in becoming career-oriented adults landing dream jobs. The evolution of the school is an example of inspiration in leadership and learning. Although not always easy, while other schools face uncertainty, Taryam American School has stood strong in the test of time. TAPS has set the example that anything is possible with a learning community that is empathetic, compassionate, and ambitious.

As the leader of such a large school, I am proud to be part of a beacon that incorporates numerous twinkling lights, which empowers the entire system of such a grand lighthouse. My goal is to make sure that every student receives the best instruction, care and recognition providing a nurturing experience from beginning to end. The mechanism which allows growth is communication and continuous polishing of the current educational process, which continues to change due to the demand of the job market. Keeping up with the latest trends in education is an essential part of achieving industrial standards. Our children are a precious commodity as they are the future of tomorrow.

I am not only honored, but grateful for the support from all the stakeholders who helped with the evolution of the learning environment. I hope to continue to serve our learning community for many years to come with the continued hard work with all middle leaders and teachers who play a major role in the innovation of the school.

At the end, I hope that we will continue to be big family and inspire a new generation of Taryam intellectuals making a difference in the world.

Dr. Raed
School Principal

Introduction

This handbook is designed to provide information and resources that will guide parents and students throughout the school year. The school has adopted all of the SPEA, safety and American curriculum practices. As you read through the handbook, should there be any questions, please do not hesitate to give us a call during working hours.

We inspire and educate a diverse student body who will create value for society and develop new theories, insights and models for societal progress. TAPS represents the future of real-world impact. We are engaged in a system that leads by example in contribution and National progress and prosperity. TAPS holds the UAE culture and academics to its highest accord and standards not ever losing sight of traditions that play a major role in our society with our mission and vision.

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.*

Mission & Vision الرؤية والرسالة

Taryam American Private School // Learner Today ..... Leader Tomorrow

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.

Taryam American Private School // Learner Today ……

Leader Tomorrow

Values and Beliefs القيم والمعتقدات

Values	القيم
1. Flexibility and adaptability.	1. *المرونة والقدرة على التكيف.*
2. Initiative and self-direction.	2. *المبادرة والتوجيه الذاتي*
3. Social and cross-cultural interaction.	3. *التفاعل الاجتماعي الثقافي المتنوع*
4. Productivity and accountability	4. *الإنتاجية والمحاسبة.*
5. Citizenship and Responsibility.	5. *المواطنة والمسؤولية.*
6. Information and technology literacy.	6. *المعرفة المعلوماتية والتكنولوجيا.*
7. Critical thinking and problem solving.	7. *التفكير الناقد وحل المشكلات.*
8. Creativity and innovation.	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

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.

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
Hind	School Nurse KG + Boys	clinic2@tapschool.ae	065216000
Maysaa AbdulRazik	Academic counselor	academiccounselor@tapschool.ae	0503662991
Ameera Galal	Activities Coordinator	Activity@tapschool.ae	0508228951

Academics: Head of Departments (HOD)

Ms. Marwa Khaled	English & Head of HODs	marwa.khaled@tapschool.ae
Mr. Amin Nabeel	Math	Amin.nabeel@tapschool.ae
Ms. Riham Ashraf	Science	riham.mahmoud@tapschool.ae
Ms. Nesreen	Arabic A and Arabic B	nessrin.darwish@tapschool.ae
Mr. Moataz Mousa	Islamic A	moataz@tapschool.ae
Ms. Eman Hamido	Social Studies A	eman.hamido@tapschool.ae
Ms. Rahaf AlMoqeed	IT	rahaf.almokaid@tapschool.ae
Ms. Syeda Muddasara	Social studies N/A	
Ms. Reema Alsabagh	French	Rima.ghassan@tapschool.ae
Ms. Nadine Ebrahim	Accounting/Business	nadine.sarhan@tapschool.ae

Student Services & Section Supervisors (HOS)

Ms. Amira Mohamed	Head of Supervisors	headofsupervisors@tapschool.ae	0558251932
Ms. Moshera Mahmoud	Kindergarten Supervisor	kgsupervisor@tapschool.ae	0554537616
Ms. Zain Khanfar	Primary Supervisor	primarysupervisor@tapschool.ae	0559510413
Ms. Bara Sarhan	Assistant primary supervisor	primarysupervisor1@tapschool.ae	0556980014
Ms. Sohair	Girls Supervisor (9-12)	girlssupervisor@tapschool.ae	0554353270
Ms. Sally	Girls Supervisor (5-8)	girlssupervisor1@tapschool.ae	
Mr. Mohammed Omar	Boys Supervisor	boyssupervisor@tapschool.ae	0553916746
Mr. Louai Al Halabi	Boys supervisor	boyssupervisor2@tapschool.ae	0554158056
Mr. Abed AlAdeem	Boys social worker	Socialworkerb@tapschool.ae	0508231695
Ms. Bayan AlNawfleh	Girls social worker	girlssocialworker@tapschool.ae	0554472816

School Calendar 2023-2024

Taryam American Private School — مدرسة تريم الأمريكية الخاصة

TAPS Academic Calendar 2023-2024

August

	S	M	T	W	Th	F	S
			1	2	3	4	5
21st August staff first Day	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
28th Aug school starts (G1-12)	20	21	22	23	24	25	26
29th Aug School starts (PreKG+KG1+KG	27	28	29	30	31		

Days of Teaching: 4

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	29 Sept Prophet Mohamed Birthday

Days of Teaching: 17

October

	S	M	T	W	Th	F	S
2nd Oct T1/ Mid-Term Exams							
	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

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	22+23 Students' Holiday/ Staff PD
26	27	28	29	30			27th Nov/ Final Exams Start

Days of Teaching: 18

December

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

Days of Teaching: 8

January

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

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		

Days of Teaching: 17

March

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

Days of Teaching: 16

April

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

Days of Teaching: 12

May

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

Days of Teaching: 18

June

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

Days of Teaching: 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: 4

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.*

***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
2023-2024

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)

Students

7:30 am Arrival
7:40 am Morning Assembly
8:00 am First lesson starts (PreKG – G. 12)
1:00 pm PreKG, KG1 and KG2 dismissal
2:30 pm Grades 1 to 12 dismissal // 2:25 pm School buses leave

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.*

Classes Timings
(Pre KG- KG1 – KG2)
2023-2024

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

Allocation of Periods

Grades 1-9

مدرسة تريم الأمريكية الخاصة
Taryam American Private School

Taryam American Private School

cognia

	2023-2024 / Normal											
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade10	Grade11	Grade 12
English	6	6	6	7	7	6	6	6	5	5	4	4
Eng. Reading	1	1	1	1	1	1	1	1				
Moral Education	1	1	1	1	1	1	1	1	1	1	1	1
Arabic	6	6	6	5	5	5	4	4	4	4	4	4
Arabic Reading												
Math	5	5	5	5	5	5	6	6	5	5	5	5
Science	3	3	3	3	3	4	4	4				
Islamic/ Quran	3	3	3	2	2	2	2	2	2	2	2	2
Social	1	1	1	1	1	1	2	2	2			
Computer	1	1	1	2	2	2	2	2	2	2	1	1
French	1	1	1	1	1	1						
Art	1	1	1	1	1	1	1	1				
PE	2	2	2	2	2	2	2	2	2	1	1	1
Chemistry	0	0	0	0	0	0	0	0	3	3	3	3
AP Physics / Physics C Electricity	0	0	0	0	0	0	0	0	3	3	3	3
Biology	0	0	0	0	0	0	0	0	2	3	3	3
Business/	0	0	0	0	0	0	0	0	1	3	3	3
Extra Curricular Activities	1	1	1	1	1	1	1	1	0	0	0	0
	Elective Courses											
Health/11-12											2	2
Environmental Science/12												2
Accounting											2	2
Psychology// 11											2	
Total	32	32	32	32	32	32	32	32	32	32	32	32

TAPS High School Credit System

Credit Hours / Grade 12

Subject	Credits
English	1
Moral Education	0
Math	1
Arabic	1
Islamic	0.5
Business	1
Chemistry	1
Physics	1
Biology	1
Elective Course (Accounting, Health Science, Environmental Science, Psychology)	1
Computer	1
PE	0.5
Total	**10**

1. All students should complete 25 credit hours to be able to graduate from Taryam American Private School.

2. As per rules of Ministry of Education in United Arab Emirates, all students in American system should do **IELTS exam with band 5 or more (EmSAT English ≥1100) and SAT-Math with mark of 450 (EmSAT Math ≥ 500)** as requirements to equalize the certificate.

Allocation of Periods

KG Section

	2023-2024 Subject Period		
	Pre KG	KG1	KG2
English	6	7	7
Eng. Reading	1	1	1
Moral Education	0	0	0
Arabic	6	6	6
Arabic Reading	0	0	0
Math	6	6	6
Science	2	2	2
Islamic/ Quran	3	3	3
Life Skills	2	1	1
PE	1	1	1
Free time	1	1	1
Total	**28**	**28**	**28**

Parental Involvement

The school encourages parents to get involved and work with the school and teachers to ensure the students have the utmost learning experience. Your involvement should include:

- Work with your child on a daily basis and ensure that he/she have completed their homework.
- Make sure your child comes to school rested and prepared with all books and notebooks needed.
- Monitor your child academic progress and contact the school when needed.
- Participate in all parents-teachers conferences.
- Be familiar with all school activities and academic programs.
- Offer to serve as a parent representative in our accreditation focus groups.
- Participate in the Parents council.

Importance of Active Parent Involvement

Acceptance of the child's interests with responses that are prompt and contingent to what the child signals supports learning. Responsive parenting is one of the aspects of parenting most frequently described when we try to understand the role the environment plays in children's development. There is plenty of research out there that provide evidence the importance of increased response having a positive affect on child development and learning.

Relationships between the parents and children that are warm, open and communicative result in higher self-esteem and better performance. As children get older, the needs change. It is important for parents to continue to find the right balance as older children begin to be more independent. As a school, we are here to continue to support our parents who may need additional support to provide a happy home environment.

Rules & Regulations of Taryam American Private School

Taryam American Private School (TAPS) welcomes all our students and parents to our learning community. We like to thank everyone for having placed confidence in us that we will exert every effort to provide quality education and a happy school environment for your children. Therefore, you will find that TAPS has policies that are important to ensure the best quality education.

ADMISSION

TAPS follows the acceptance requirements of the Ministry of Education of the UAE. In order to have successful registration at the school, parents must provide the following documents:

1. 6 Passport size photos
2. 2Copies of Birth Certificate
3. 2 Copies of Student Passport and Visa
4. Copy of Father's Passport and visa
5. Original immunization record of the child
6. 2 Copies of Emirates identity of parents and student
7. 2 Copies of Family book for UAE Nationals
8. Original transfer letter SIS number
9. Copy of marks report from previous school

PLACEMENT TEST

The school will administer a placement test for all new students for all levels to determine their skills in Arabic, Math and English.

ATTENDANCE

Successful development and proper academic progress can only take place with adequate attendance. The school is also governed by the Ministry of Education which has regulations regarding the number of days for student absence. Student absenteeism may affect the student's academic records and his/her academic progression to the next level.

Students are expected to attend regularly. In cases of illness or family emergencies, the school must be notified. Medical notes should be provided to the school for absences longer than one day. Parents withdrawing students from school for any other reason should consider that the classroom experience can never be 'made up' with extra work sent home. If absence cannot be avoided, the administrative supervisor must be informed in advance. Days out of school because of suspension are counted as unexcused absence.

PICK UP & DROP OFF

Students coming via cars can be present at school no earlier than 7:10. The school holds no responsibility for any student before the set time. Parents should pick up their children no later than 2:30. On Thursdays parents should pick up their children no later than 1:45pm.

LATE ARRIVALS

All students are expected to arrive to school on-time. Late arrivals must report to the appropriate supervisor for a late slip before entering the classroom. Students who are frequently late to school are subject to disciplinary action.

ABSENTEES

If for some reason students are going to be absent, parents/or guardian should call the school and inform the administrative Supervisor by 9:00am on the day of absence.

LEAVING SCHOOL EARLY

Students are ***not*** permitted to leave school early without the presence of a parent or a signed note from a parent. A phone call or email is not sufficient.

SCHOOL UNIFORM

Students must be in school uniform at all times. Only uniforms purchased at the school's authorized uniform-dealer may be worn. Only white t-shirts may be worn beneath the uniform. Uniform shirts which are overly large must be tucked-in. Students must wear white socks and black shoes only. Please contact the administration office for the details of the authorized uniform-dealer.

CELLULAR (MOBILES) PHONES

Students may are not allowed to bring or use a cell phone in the school. Any phone that is found will be confiscated for the rest of the school year.

BEHAVIOR IN BUSSES

Inappropriate behavior while riding the bus can result in removal from the bus service for an indefinite period of time. Some specific rules related to bus are found in this Handbook.

HEALTH & SAFETY INSTRUCTIONS

Students are requested to follow the following safety rules:

1. Students should keep 1.0 meter minimum all the time and in all the places inside the school premises.
2. Students should communicate with the school nurse or whoever acts on her behalf from the administration in case of feeling sick.
3. Wear a mask all the time, and in all school facilities, except when you are having your breakfast in the playground or the cafeteria.
4. Bring your own food and water. Sharing food and water is not allowed.
5. Never have food in classrooms or laboratories. Use the cafeteria for this purpose.
6. Ordering food from outside is prohibited.
7. Use your own prayer carpet.

All academic and behavioral concerns should be addressed through the homeroom /subject teacher and section supervisor.

LOCKERS

- The lockers remain the property of the school and students ONLY rent it for the year. The school (administration) holds the right to inspect all lockers at any time, for any reasonable reason, whether the student is present or not.
- No one is allowed to break into his own locker or any other locker.
- Students must keep their lockers clean and tidy.
- No food is allowed inside the lockers.

HOMEWORK POLICY

- At TAPS we firmly believe in strong partnership between parents, students and teachers.
- Parents are expected to encourage and support their children in completing assigned homework on time.

COLLEGE GUIDANCE

- The school will provide career and academic advice to all grade 11 and 12 students.
- The school will host a yearly exhibition for many universities to come and offer students study and career options.

STUDENT MONITORING

- Please keep in mind that the school is videotaping the students through security cameras installed in classrooms, hallways, canteens, and play areas.

SCHOOL WEBSITE

• All parents can login to our school website at **http://tapschool.ae**/by using their login ID and password for all the information regarding school and their children.
• The following information can be found online: student's marks, remarks about performance from teachers, school calendar, upcoming events, announcements and holidays, homework, and assignments.

MEDICAL SERVICES

The following medical services are provided by the school clinic:

- Basic First Aid Care.
- General medical check-up.
- Vaccinations will be given according to Ministry of Health.
- Medication to be dispensed only by the school nurse.
- The school nurse maintains medical records for every child in the school.
- The school nurse is available in the clinic during school hours.
- The school doctor visits the school clinic twice a week.

WITHDRAWL FROM SCHOOL POLICY

For students who withdraw from the school during the academic year, fee deduction will be applied as per the MOE Schools Fees Framework quoted below:

✓ If the student attends school for two weeks or less, a month's fees will be deducted.

✓ If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.

✓ If the student attends for more than a month, three months' fees will be deducted.

✓ If the student attends for more than three months, one full term fee will be deducted.

Notes:

- Book fees are non-refundable.
- The refund policy mentioned above applies to transportation fees.
- If the student registered but does not attend school, the withdrawal policy mentioned above applies and effective as per date written notification has been submitted to administration by parents.
- One month fee is calculated by dividing the school fee by 10 months (academic year)

EXTRA-CURRICULAR ACTIVITIES

The school considers extracurricular activities to be an important part of school life. Participation in extracurricular and athletic activities is encouraged. All activities are supervised by teachers and students will be under the supervision of their adviser at all times. Awards and certificates of participation are given to students who take part faithfully, assume roles of leadership and responsibility, and who achieve excellence in some area.

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. Business club
6. Social studies club
7. Science lab club
8. Library friends club
9. French club
10. Arabic club
11. Mathematics club
12. Robotics club
13. Computer club
14. Quran Recitation club
15. Aerobics
16. Sport club

STUDENT COUNCIL

Each year the school organizes a student council election. Students from grades 5-11 are given the opportunity to nominate themselves if they meet the criteria. The students elect a fellow classmate to represent them in administrative meetings, events and special occasions.

The council aims to increase the communication channels between the administration and students and create a dynamic atmosphere at the school. It will also allow the students to gain good social experiences by participating in the elections whether they are nominated or not.

FOOD SERVICES

Two breaks are provided daily for students from grades 1 to 4 and one long break for students from grades 5 to 9 in addition to prayer break. Students may bring food from home or purchase items from the school canteen.

All children are asked to bring a healthy and nutritious snack or drink to school each day for the break period. We recommend a sandwich, vegetables, fruit, and water or fruit juice. Please do not send your child to school with any items that require refrigeration or heating. Candy, chewing gum, chocolate or chocolate covered cookies of any kind are not permitted.

FIRE ALARM

Any student who pulls the fire alarm safety string will be severely punished. He/she may be suspended or expelled if the offense is repeated.

EVACUATION DRILLS

TAPS will have periodic evacuation drills to prepare students for real emergencies. These drills are supervised by the Civil Defense.

TELEPHONES

The office telephone is a business phone and students are not permitted to use the phone except in emergencies. Students should obtain permission from their supervisors.

Dress Code: Uniform and Appearance

STUDENT UNIFORMS

Parents/guardians are requested to make sure a student does not come to school without their school uniform. Only school specified designs are permitted.

DRESS STANDARDS

Students are requested to follow these guidelines:

1. Dress in a neat, clean and attractive manner that reflects pride in oneself and their school.
2. Hats/caps may not be worn inside classrooms.
3. Any outfit which may show underwear or is too tight or unduly revealing is not permitted. Also, torn or ripped outfits are not allowed. Shoes should be worn at all times. Slippers are not allowed.
4. Students are required to wear a school uniform at all times, unless exempted by the administration for special reasons.

SPORTS UNIFORM

A special sports uniform will be provided by the school at the beginning of each academic year.

Girls:

1. A dress, at least 30 cm below the knee, with a loose, white, long-sleeved, non-transparent shirt is compulsory.
1. Black, maroon, white or gray jackets are allowed during winter.
2. **For sports:** black, loose-fitting jogging trousers and a sport T-shirt as supplied by the school. Only white sport shoes are acceptable.
3. Wearing the sports uniform on a day when there is no PE class is not allowed.
5. Hair should be off the face and tied back, if long enough.
6. Make-up, long nails and nail polish are not allowed.
7. Gold jewelry or trinkets are not allowed. If any jewelry items are worn, they will be confiscated.
8. Only plain, black, low-heeled shoes with laces or a buckle are allowed. Sandals and slippers are not allowed.
9. Girls who don't wear Hijab, must keep their hair off their faces, tied back and tidy. No gold jewelry or trinkets are allowed. Hair Coloring is Strictly forbidden.
10. Proper black shoes or sports shoes are to be worn. Sandals are not allowed.

Boys:

1. Shirts with the school's logo and trousers will be supplied by the school.
2. Sports suits also will be supplied by the school. Only white sports shoes are acceptable.
3. Only black, maroon, white or gray jackets are allowed during winter.
4. Regular haircuts are required. Long hair or strange and abnormal cuts will not be permitted. Violators will be sent home and must have a normal haircut before they are admitted back into school.
5. Only plain black shoes with laces or buckle or sports shoes are allowed.

HYGIENE

Students must take care of their personal hygiene. Hair should be groomed, fingernails should be trimmed. Teeth should be brushed daily and kept clean always. Shoes should be neat and shiny.

Desirable conduct: Any interactive activity, practice or action leaving a positive impact on the physical or social school environment, and that is in alignment with the educational objectives, bylaws and applied educational regulations.

STUDENT CONDUCT DISCIPLINARY BY LAW IN SCHOOLS COMMUNITY

Undesirable conduct: Any interactive activity, practice or action leaving a negative impact on the physical or social school environment, and is not in alignment with the educational objectives, bylaws and applied educational regulations.

First Level violations	Second Level violations	Third level violations.	Fourth level violations	Fifth level violations
1. Coming late to the morning assembly or not participating therein. 2. Coming late to the class without acceptable justification. 3. Being absent without acceptable justification. 4. Not wearing the school uniform or sports dress. 5. Not bringing books and school tools or not taking care of them. 6. Entering and leaving the classroom, during the lesson, without permission. 7. Negligence or not doing the homework. 8. Student's non-compliance with the regulations of using the school facilities. 9. Taking the mobile phone or electronic devices (flash memory, laptops…. etc. into the school. 10. Any action similar to these violations.	1. Writing on the school walls and furniture. 2. Absconding from the school during the school day. 3. Quarreling with, and threatening school mates verbally or physically. 4. Non-compliance with the advisory and disciplinary regulations applied in the school. 5. Talking inappropriately to the school mates or the school staff. 6. Non-compliance with the instructions or directions regulating the school work. 7. Non-compliance with the instructions for using the computers or technical aids in the school. 8. Counterfeiting the guardian's signature in the school correspondence upon submission to the school. 9. Any action similar to these violations.	1. Engaging in what would violate the morals and general system in the school. 2. Possessing unnecessary sharp items, firearms, non-firearms or hazardous materials in the school. 3. Damaging or destroying school equipment or devices. 4. Damaging or destroying the belongings of school mates or school staff. 5. Damaging of or tampering with school buses. 6. Flagrant violation of the community traditions and values in clothing, appearance and behaviors. 7. Seizing the school's, the school staff's or school mates, belongings. 8. On campus smoking. 9. Possession of electronic or physical media materials that is unlicensed or non- compliant with the general system. 10. Presenting, promoting or distributing electronic or physical media materials that are unlicensed or non-compliant with school regulations. 11. Any action similar to these violations.	1. All kinds of threats to the school staff. 2. Engaging in actions contradictory to the morals including sexual harassment. 3. Any actions similar to these violations.	1. Defamation of political, religious, or social symbols. 2. Promoting anything against ethical values, manners and general system. 3. Possessing, bringing, promoting or using drugs, anesthetic drugs, and psychotropic drugs in the school. 4. Presence in the school under the effect of drugs, narcotic or psychotropic drugs. 5. Assaulting the school mates or the school staff. 6. Counterfeiting the official documents of the school. 7. Defaming religions or provoking what would cause sectarian or religious conflicts in the school. 8. Committing major actions contradictory to the morals such as sexual assault or having sex. 9. Committing acts of public indecency in the school. 10. Using firearms or non-firearms 11. Any actions similar to these violations

Measures to be taken against the undisciplined student committing the first level violation:	Measures to be taken against the undisciplined student committing second level violation:	Measures to be taken against the undisciplined student committing any of third level violations:	Measures to be taken against the undisciplined student for committing any of the fourth level violations:	Measures to be taken against the undisciplined student for committing one of the fifth level violations:
1. Verbal notice by the teacher or one of the school staff who witnessed the incident, and documenting this notice according to the regulations. 2. Written notice by the principal's assistant warning him not to repeat the violation. 3. Calling the student's guardian and informing him verbally of the student's behavior, and the necessity of avoiding it in the future. This violation should be documented according to the applied regulations.	***First Level: First time violation*** Calling the student's guardian and notifying him in writing of the undisciplined conduct of the student, and that the student should not repeat the same in future . 2. The student should apologize to the offended persons. 3. Warning the student, in writing, not to repeat the violation, and to be disciplined in compliance with the conduct disciplinary bylaw. ***Second level: In case of repeating the violation*** • In addition to the aforementioned measures for the "First Level" violations, the student will be assigned to perform a community service work for a period not exceeding five days in the school and during the school day. This should be based on the recommendation of The Educational Committee, the approval of the educational zone, and on informing the guardian. Achieving the community service is a must in order to permit the student continue attending the school.	***First Level: For the first time violation*** 1. Calling the student's guardian and notifying him in writing of the violation, and warning him that the student should not repeat the undisciplined behavior in the future. 2. Student's apology to the offended person(s). 3. Warning the student, in writing, not to repeat the violation, and to be disciplined in compliance with the conduct disciplinary bylaw. ***Second level: In case of repeating the violation*** In addition to the aforementioned measures for the "First Level" violations, the student will be assigned to perform a community service work for a period not exceeding five days in the school, and during the school day. This should be based on the recommendation of The Educational Committee the approval of the educational zone, and on forming the student's guardian achieving community service is a must in order to permit the student continue attending the school.	***First Level: Committing the violation for the first time*** 1. Calling the guardian and informing him of the violation and the measures to be taken against the student. 2. The student should apologize to the offended persons, with a written undertaking that he will never repeat the violation and that he will comply with the conduct disciplinary bylaw. 3. The student will be assigned to perform a community service work for a period not exceeding five days in one of the communities in the Emirate. This should be based on the recommendation of The Educational Committee, the approval of the educational zone, and on informing the guardian via a written warning to transfer the student to another school in case of repeating any violation of the same level. ***Second level: In case of repeating the violation*** • A punitive transfer of the student to another school within the educational zone, based on a recommendation from the Educational Committee. The behavior of the student will be evaluated for one school year, and then the student can be allowed to return to the original school based on approval of the educational zone.	In the mandatory stage school: The student will be banned from attending school for one school year according to the Educational Committee's decision, the approval of the educational zone, and notifying his/ her guardian . In the following school year, the student will be given the chance to be readmitted in a school determined by the educational zone. • In the non- mandatory stage school: Final dismissal from public schools (while granting him the opportunity to join other school systems such as homeschooling, adult education or private education). The ban or dismissal should be based on the

السلوك غيرالمرغوب فيه:
هو أي نشاط أوتصرف يترك أثرا سلبيا في البيئة المدرسية ولايتسق مع الأهداف واللوائح والنظم

اللائحة الوزارية للانضباط السلوكي للطلبة بالمجتمع المدرسي

السلوك المرغوب فيه:
هو أي نشاط تفاعلياً وتصرف يترك أثرا ايجابيا في البيئة المدرسية ولايتسق مع الأهداف واللوائح و النظم

مخالفات الدرجة الأولى	مخالفات الدرجة الثانية	مخالفات الدرجة الثالثة	مخالفات الدرجة الرابعة	مخالفات الدرجة الخامسة
• التأخيرعن الطابورالصباحي • التأخيرعن حضورالحصص الدراسية • التغيب عن المدرسة دون عذرمقبول • عدم الالتزام بالزي المدرسي • عدم إحضار الكتب والأدوات المدرسية • الدخول والخروج من الفصل دون استئذان • عدم الالتزام بالإجراءات المتبعة باستخدام المرافق الخاصة بالمدرسة • الإهمال أوعدم أداءالواجبات المنزلية • إدخال أجهزة الهاتف النقال أوالأجهزة الالكترونية الأخرى • كل ماهو شبيه بهذه المخالفات	• الكتابة على أثاث وجدران المدرسة . • الهروب من المدرسة في يوم دراسي . • الشجاروتهديد الزملاء بالقول و الفعل . • عدم إتباع النظم السلوكية بالمدرسة . • التلفظ بأسلوب غير لائق مع الزملاء أوالعاملين بالمدرسة . • عدم إتباع التعليمات أوالتوجيهات المنظمة للعمل المدرسي . • عدم إتباع التعليمات الخاصة باستخدام أجهزة الحاسوب أو وسائل التقنية بالمدرسة . • تزوير توقيع ولي الأمر بالرسائل الخاصة بالمدرسة . • كلماهوشبيه بهذه المخالفات	• مخالفات الآداب العامة أوالنظام العام بالمدرسة . • حيازة الأدوات الحادة والمواد الخطرة داخل المدرسة . • العبث أوإتلاف أوتخريب الحافلات المدرسية . • إتلاف وتخريب أجهزة وأدوات المدرسة • المخالفة لقيم وعادات المجتمع في الملبس والمظهر والسلوكيات. • الاستيلاء على ممتلكات المدرسة أوالعاملين بها أوالزميلات. • التدخين داخل حرم المدرسة. • حيازة مواد إعلامية إلكترونية أومادية غير مرخص بها أومخالفة للنظام العام. • عرض أوترويج أو توزيع مواد إعلامية غير مرخص بها ومخالفة للنظام المدرسي.	• تهديد العاملين بالمدرسة بأي وسيلة. • القيام بأفعال منافية للآداب العامة. • كلما هو شبيه بهذه المخالفات	• التعرض بالإساءة للرموز السياسية و الدينية و الاجتماعية • الترويج لكل ماهو مخالف للقيم الأخلاقية أو الآداب العامة. • التعدي بالفعل على الزملاء أو العاملين بالمدرسة. • تزوير الوثائق الرسمية الخاصة بالمدرسة. • الإساءة إلى الأديان السماوية أو إثارة كل ما يثير الفتنة الطائفية والمذهبية بالمدرسة • القيام بأفعال جسيمة منافية للآداب العامة وتخدش الحياء العام داخل المدرسة. • كل ما هوشبيه بهذه المخالفات.
الإجراءات الواجب إتباعها لمخالفات الدرجة الأولى	**الإجراءات الواجب إتباعها لمخالفات الدرجة الثانية**	**الإجراءات الواجب إتباعها لمخالفات الدرجة الثالثة**	**الإجراءات الواجب إتباعها لمخالفات الدرجة الرابعة**	**الإجراءات الواجب إتباعها لمخالفات الدرجة الخامسة**
• التنبيه الشفهي من قبل المعلمة أوأحد العاملين بالمدرسة • تنبيه كتابي على الطالب من قبل مساعدالمدير بعدم تكرار المخالفة • استدعاء ولي الأمر وإخطاره بسلوك الطالب المخالف ملاحظةهامة : • في حال استنفاذ الإجراءات في أي مرحلة تحول إلى إجراءات التي تليها .	المستوى الأول في حال ارتكاب المخالفة لأول مرة • استدعاء ولي أمرالطالب وإخطاره كتابيا بسلوك الطالب المخالف وضرورة عدم تكرار الطالب للسلوك المخالف مستقبلا . • اعتذار الطالب لمن أساء إليهم • تنبيه الطالب كتابيا بعدم تكرار المخالفة وإلزامه بالانضباط السلوكى . المستوى الثاني في حالة تكرارالمخالفة : • إضافة إلى كل ما سبق ذكره في المستوى الأول يتم تكليف الطالب بالأعمال خدمة مجتمعية بمدة لاتزيد عن ثلاثة أيام داخل المدرسة وفي أثناء اليوم الدراسي وذلك بناء على توصية اللجنة التربوية وموافقة المنطقة التعليمية وولي الأمر	المستوى الأول في حال ارتكاب المخالفة لأول مرة • استدعاء ولي أمر الطالب وإحاطته بمضمون المخالفة وإخطاره كتابيا بضرورة عدم تكرار الطالب للسلوك المخالف مستقبلا . المستوى الثاني في حالة تكرارالمخالفة : • إضافة إلى كلما سبق ذكره في المستوى الأول يتم تكليف الطالب بالأعمال خدمة مجتمعية بمدة لاتزيد عن خمسة أيام داخل المدرسة وفي أثناء اليوم الدراسي وذلك بناء على توصية اللجنة التربوية وموافقة المنطقة التعليمية وإخطار ولي الأمر على أن يقترن انتظام الطالب بالدراسة بأنجاز الخدمة المجتمعية .	المستوى الأول في حال ارتكاب المخالفة لأول مرة • استدعاء ولى أمر الطالب بمضمون المخالفة والإجراءات التى ستتخذ حيال الطالب • الاعتذار لمن أساء إليهم مع أخذ تعهد خطى على الطالب بعدم تكرار المخالفة والالتزام بالانضباط السلوكى • يتم تكليف الطالب بأعمال خدمة مجتمعية بمدة لا تزيد عن خمسة أيام بإحدى الجهات المجتمعية داخل الإمارة وذلك بناء على توصية اللجنة التربوية وموافقة المنطقة التعليمية وإخطار ولى الأمر مع الإنذار كتابيا بالنقل إلى مدرسة أخرى فى حالة إعادة تكرار أى من المخالفات من ذات الدرجة المستوى الثانى فى حالة تكرار المخالفة : • نقل الطالب نقلا تأديبيا إلى مدرسة أخرى فى نطاق المنطقة التعليمية بناء على اعتماد المنطقة التعليمية بتوصية من اللجنة التربوية	في مرحلة التعليم الإلزامي يقرار من اللجنة التربوية وموافقة المنطقة التعليمية وإخطار من ولي الأمر يحرم الطالب من الدراسة عام دراسي ويعطى فرصة لإعادة القيد في العام الدراسي المقبل بمدرسة أخرى تحددها المنطقة التعليمية. في مرحلة التعليم غيرالإلزامي : الفصل نهائي من المدارس الحكومية مع إتاحة الفرصة للالتحاق بالأنظمة التعليمية الأخرى (التعليم المنزلي – تعليم الكبار – التعليم الخاص) على أن يتم الحرمان أو الفصل بناء على توصية اللجنة التربوية وموافقة المنطقة التعليمية وإخطارولى الأمر .

The Taryam American Private School (TAPS) Agreement

AT TAPS WE WILL:

- Provide quality education through a balanced, interesting and rele- vant curriculum that meets the individual needs of your child.
- Ensure that your child is well taught and provide opportunities for all children to achieve their best in all aspects of school life.
- Encourage all children to achieve the highest standards of work and behavior.
- Provide a safe, positive and stimulating learning environment.
- Treat your child fairly and care for their safety and happiness.
- Provide a sensible, clear and consistent homework schedule that reinforces previous learning.
- Keep parents well informed about general school matters.
- Offer opportunities for curriculum enrichment.
- Be open, welcoming and respectful at all times.

TAPS PARENTS AGREEMENT (PARENT ROLE)

As a parent I can support the school by:

- Ensuring my child attends school every day.
- Ensuring my child arrives at school and is collected, on time, every day.
- Ensuring my child is properly equipped with clothing and belongings clearly. Labeled with their name and current class.
- Encouraging my child to do their best.
- Reading the school section Information Handbook and any other communications carefully and responding if appropriate.
- Encourage my child to develop positive attitudes towards learning at home.
- Supporting school policies and rules, including those on behavior and attitudes and those from the school Doctor/Clinic.
- Attend parent-teacher meetings and information sessions.

AS A STUDENT AT TAPS, I WILL (STUDENT ROLE)

- Bring the things I need and look after them properly.
- Wear my correct school uniform and be tidy.
- Listen to my teachers and work to the best of my ability.
- Work and play safely.
- Do all my classwork and complete my homework as well as I can and share my homework diary with my parents and understand that not completing my work can result in lower marks.
- Behave well; be helpful and polite to others, both in and out of school.
- Talk to an adult if there is a problem or if I am worried about something.
- Have respect for my surroundings both inside and outside the classroom, keeping them free from litter.
- Take all school communication home to my parents.
- Respect the culture, race, feelings, beliefs and values of others.

THE STUDENT COUNCIL

The TAPS student body will elect a student council at the beginning of the school year. Grades 6 to 9 students will be allowed to run for positions on the Student Council Executive, while each class will elect a representative to sit on the executive. Through this process, students will learn, in a Practical way, governance and election processes, while gaining a sense of ownership over their school and decision-making processes.

CLASROOM RULES AT TAPS

- Follow the directions of all your teachers.
- Come to class prepared with all supplies and homework complete.
- No interfering with the teaching and learning of others.
- Respect personal space, rights and property of others.
- Be respectful of yourself and others.
- Listen quietly while others are speaking.
- Obey all school rules.
- Be polite, courteous, and respectful at all times.
- Complete work on time.
- Raise your hand and wait to be called on.
- Stay on task.

COMPUTER LAB RULES AT TAPS

- No food or drink in the lab.
- Obey all regular classroom rules.
- Treat the computer with respect: hands off the monitor; gentle use of the keyboard and mouse.
- If you have a problem with the computer let the teacher know immediately.
- Listen carefully, take notes when needed and follow directions.
- Students are NOT to be in the lab without supervision at any time.
  NO EXCEPTIONS!
- Do not personalize the computers, for example: Installing screen savers from the Internet , Changing the desktop background , Changing the video and audio settings , Adding, changing or moving icons on the desktop.
- No games of any kind, Internet chat or instant messaging.
- Do not install any software or modify or delete any system files on any lab computers.
- Don't remove or disconnect any labels, parts or cables.
- Do not read or modify other users' files.

CANTEEN RULES

1. No food is to be taken out of the canteen. All food should be eaten inside the canteen.
2. Put all wrappers, uneaten food and empty food and drink containers in the garbage bins. Tables should be left clean and free from any form of food.
3. Clean up any spills.
4. Enter the canteen in an orderly manner.
5. Students who bring lunch to school or have lunch delivered should eat in the canteen.
6. Behave in an appropriate and respectful manner at all times.
7. Students are not allowed into the kitchen area.
8. Students are not allowed to be in the canteen during class time unless a class is conducted there.
9. Stand in line and wait for your turn to order.
10. No running or playing, pushing or bullying around in the canteen.
11. Line up in the marked place in a single line.

MORNING ASSEMBLY

- Morning Assembly is compulsory to everyone- exceptions are for severely sick students.
- Be on time.
- Stand in your class line.
- Show respect to others.
- Stand still.
- Keep your hands and feet to yourself.
- Show appreciation to the speaker by applauding when the program is finished.
- Put your bag on the sides.
- Walk in line with your class.

TEACHER'S ROOM

- Always knock and wait for someone to open the door.
- When a teacher invites you in, it is the only time you're allowed inside.

CLASS RULES - SECONDARY

1. Arrive on time.
2. Raise your hand before speaking.
3. Listen to others and participate in class discussions.
4. Do your assignments.
5. Bring materials and have them ready.
6. Listen to directions.
7. Cooperate with your group.
8. Pick up after yourself.
9. Leave other people's materials alone.
10. Keep hands, feet and objects to yourself.
11. Keep your hands clean and take care of personal hygiene in the restroom during breaks.
12. No vandalism. Don't write or carve on your desk or school property.
13. Treat computers with care.
14. One person at a time leaves the room with the hall pass.
15. Clean your workstation appropriately.
16. Absolutely no food, drink, gum, or candy permitted.
17. Be organized and prepared for class.

SCIENCE SAFETY RULES AT TAPS

1. Follow all instructions carefully. Use special care when you see the word **CAUTION**.
2. Never do laboratory work unless your teacher is supervising you.
3. Always follow the directions given by your lab manual or by your teacher.
4. Know the location of ALL safety equipment in the laboratory.
5. Always wear protective eyewear and clothing unless instructed otherwise by your teacher.
6. **NEVER** run, push, or engage in horseplay of any kind in the laboratory.
7. Never eat or drink in the laboratory.
8. Report any accident, spill, or breakage to you teacher immediately.
9. Always clean your work area and equipment at the end of the lab period.
10. Dress properly for the laboratory.
11. Be very careful with heat or fire.
12. Notify your teacher in the case of a burn. Minor burns should be soaked immediately in cold running water.
13. Never allow flammable materials such as alcohol near an open flame.
14. Always make sure electrical cords are kept away from the edge of the table where
15. Always make sure that your hands are dry before you handle any electrical equipment.
16. Always use electrical equipment in a completely dry area.
17. Use extreme care when working with chemicals.
18. Always treat the chemicals in the laboratory as hazardous.
19. Never taste substances in the laboratory.
20. Never smell or touch substances in the laboratory without specific instructions.
21. Never mix any chemicals unless you are instructed to do so.
22. Wear goggles and an apron whenever heating chemicals.

SCHOOL BUS RULES & REGULATIONS AT TAPS

1. Standoff roadway while awaiting the bus.
2. Students must be on time; the bus will not wait for those who are tardy.
3. Students must board and leave the bus at their regular stop location (unless written permission from the parent received).
4. The driver and one teacher are in full charge of the bus and students. Students must obey the rules.
5. Keep your arms and heads inside of windows. No object shall be thrown from windows.
6. Unnecessary conversation with the driver is dangerous.
7. Students must refrain from fighting, pushing, and tripping while boarding, riding, and leaving a bus.
8. Students must not use any abusive or profane language to other students or the driver.
9. No eating or drinking is allowed on a bus.
10. No animals (dead or alive), glass or glass containers, sharp objects, cutting instruments, will be allowed on the bus.

STUDENT ACKNOWLEDGEMENT

I, _____, a student at Taryam American Private School, have thoroughly read the Laboratory Safety Rules and do hereby agree to follow all safety rules and procedures given. I will conduct myself in a safe and conscientious manner in the laboratory. I will not perform any unauthorized lab procedure. I understand that misbehavior in the lab or failure to follow safe lab procedures could cause a serious accident. I further understand that a violation of these rules could result in my not being allowed to participate in future lab exercises.

Student's Declaration

I have read and understood the contents of this handbook.
I will comply with all the rules and regulations knowing my responsibility as a student and the consequences of not complying.

Student's Name: _____ Date: _____

Signature: _____

Parent's Declaration

I have read and understood and agree to adhere to the contents of this handbook.

Parent's Name: _____Date: _____

Parent's Signature:_____