

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

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Al Azra School Area Sharjah

United Arab Emirates

2024-2025

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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.

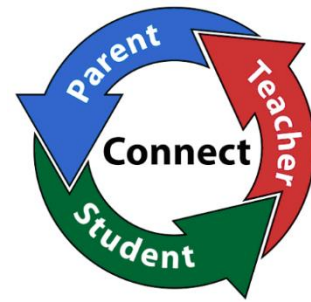
I am not only honored, but grateful for the support from all the stakeholders who helped with the evolution of the learning environment. I hope to continue to serve our learning community for many years to come with the continued hard work with all middle leaders and teachers who play a major role in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

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.*

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.

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Taryam American Private School // Learner Today

Leader Tomorrow

القيم والمعتقدات Values and Beliefs

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.	1. نؤمن أنّ باستطاعة أي طالب ان يتعلم ويكون ناجحاً.
2. We believe the focus of all schools' activities should be on students' learning.	2. نؤمن أنّ محور جميع أنشطة المدرسة ينبغي ان ينصب على تعلم الطلبة.
3. We believe that classroom instruction should be engaging and challenging for all students.	3. نؤمن أنّ التدريس في الفصول الدراسية يجب أن يكون جذاباً وتحدياً لجميع الطلاب.
4. We believe high expectations yield high results.	4. نؤمن أنّ التوقعات العالية تسفر عن نتائج عالية.
5. We believe that a safe, comfortable environment is conducive to student learning.	5. نؤمن أنّ البيئة الآمنة والمريحة مواتية لتعلم الطالب.
6. We believe that all individuals have value, worth, and dignity.	6. نؤمن أن كل الأفراد لديهم قيمة وكرامة.
7. We believe children are our priority.	7. نؤمن أنّ الأطفال هم أولويتنا.

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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.Hanadi Khalil	Vice principal	Viceprincipal@tapschool.ae	0558460029
Ms. Marwa Khaled	Head of Academics	marwa.khaled@tapschool.ae	
Ms. Amira Mohamed	Head of Supervisors	headofsupervisors@tapschool.ae	0558251932
Dina farag	Registration and students' affairs	admission@tapschool.ae	0505807724
Eman Ali	Accountant	Accountant@tapschool.ae	0554091580
Maha Adnan	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	0505378888
Ameera Haron	School Nurse Primary + Girls	mainclinic@tapschool.ae	065216000
Hind Awni	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	Head of Academics	marwa.khaled@tapschool.ae
Mr. Amin Nabeel	Head of Math Department	Amin.nabeel@tapschool.ae
Ms. Hanan	Head of English Department	hanan.ahmed@tapschool.ae
Ms. Riham Ashraf	Head of Science Department	riham.mahmoud@tapschool.ae
Ms. Nesreen Darwish	Head of Arabic A and Arabic B	nessrin.darwish@tapschool.ae
Mr. Moataz Mousa	Head of Islamic A Department	moataz@tapschool.ae
Ms. Eman Hamido	Head of Social Studies A Department	eman.hamido@tapschool.ae
Ms. Rahaf AlMoqeed	Head of IT Department	rahaf.almokaid@tapschool.ae
Ms. Reema AlSabagh	Head of French Department	Rima.ghassan@tapschool.ae
Ms. Nadine Ebrahim	Head of Business	nadine.sarhan@tapschool.ae
Ms. Doua AlBalawneh	Kindergarten Supervisor	kgsupervisor@tapschool.ae

Student Services & Section Supervisors (HOS)

Ms. Amira Mohamed	Head of Supervisors	headofsupervisors@tapschool.ae	0558251932
Ms. Doua AlBalawneh	Kindergarten Supervisor	kgsupervisor@tapschool.ae	0554537616
Ms. Zain Khanfar	Primary Supervisor	primarysupervisor@tapschool.ae	0559510413
Ms. Bara Sarhan	Assistant primary supervisor	primarysupervisor2@tapschool.ae	0556980014
Ms. Fadwa Sohail	Girls Supervisor (9-12)	girlssupervisor@tapschool.ae	0505542829
Ms. Ruda	Girls Supervisor (5-8)	girlssupervisor1@tapschool.ae	0506438406
Mr. Mohammed Omar	Boys Supervisor (6-8)	boyssupervisor@tapschool.ae	0553916746
Mr. Luay Al Halabi	Boys supervisor (9-12)	boyssupervisor2@tapschool.ae	0554158056
Mr. Abd Elazim	Boys social worker	Socialworkerb@tapschool.ae	0508231695
Ms. Rahmeh	Girls and Primary social worker	Girls.socialworker@tapschool.ae	0507362374
Ms. Moza	KG Social Worker	moza.aljassmi@tapschool.ae	0506431058

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School Calendar 2024-2025

Taryam American Private School



مدرسة تريم الأمريكية الخاصة
Taryam American Private School

TAPS Academic Calendar 2024-2025

August

M	T	W	Th	F	S	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	

19th August staff first Day
26th Aug school starts (G1-12)
27th Aug School starts (PreKG+KG1+KG2)

Days of Teaching **4**

September

M	T	W	Th	F	S	S
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						

15 Sept Prophet Mohamed Birthday
30 Sept. T1/ Mid-Term Exams

Days of Teaching **21**

October

M	T	W	Th	F	S	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 **19**

November

M	T	W	Th	F	S	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	

18+19 Students' Holiday/ Staff PD
20th Nov/ Final Exams Start

Days of Teaching **14**

December

M	T	W	Th	F	S	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					

1st Dec Martyrs' Day
2nd&3rd Dec National Day
23rd Dec Students' Vacation Starts

Days of Teaching **10**

January

M	T	W	Th	F	S	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		

6th January 2nd Term Starts
27th Jan T2/Mid-Term Exams

Days of Teaching **16**

February

M	T	W	Th	F	S	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

M	T	W	Th	F	S	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						

3+4 Students' Holiday/ Staff PD
5th March/ Final Exams Start
12th March Esra & Miraj
24th March Students' Vacation Starts
30th March Eid AlFitr

Days of Teaching **10**

April

M	T	W	Th	F	S	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				

7th April/ 3rd Term Starts
21st April T3/Mid-Term Exams

Days of Teaching **15**

May

M	T	W	Th	F	S	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	

5th May AP Exams starts
26th May/ Final Exams Start

Days of Teaching **17**

June

M	T	W	Th	F	S	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						

7th June Eid Adha Holiday Starts
19th June last day for KG
26th June last day for students

Days of Teaching **15**

July

M	T	W	Th	F	S	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 **3**

Total Teaching Days including Exams **160**

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	

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CLASS TIMINGS
GRADES 1-12 // 2024-2025

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	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 (Pre-KG – G. 12)
- 1:00 pm** Pre-KG, KG1 and KG2 dismissal
- 2:30 pm** Grades 1 to 12 dismissal // 2:25 pm School buses leave

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Classes Timings
(Pre KG- KG1 – KG2) // 2024-2025

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



Taryam American Private School



2024-2025 / 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	4	4	4
Eng. Reading	1	1	1	1	1	1	1	1	0			
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	1	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 Electricit	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
Accounting											2	2
Artificial Intelligence (AI)												2
Economics										2	2	
French										2		
Public Speaking (English)										2		
Total	32	32	32	32	32	32	32	32	32	32	32	32

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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, Artificial Intelligence, Economics, French)	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.

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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.

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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. 2 Copies 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.

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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 BUSES

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.

WITHDRAWAL 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

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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 SCHOOL'S 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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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 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. 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.

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<p>Measures to be taken against the undisciplined student committing the first level violation:</p>	<p>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.</p>
<p>Measures to be taken against the undisciplined student committing second level violation:</p>	<p>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 by-law.</p> <p>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.</p>
<p>Measures to be taken against the undisciplined student committing any of third level violations:</p>	<p>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 by-law.</p> <p>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.</p>
<p>Measures to be taken against the undisciplined student for committing any of the fourth level violations:</p>	<p>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 by-law. 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.</p> <p>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.</p>
<p>Measures to be taken against the undisciplined student for committing one of the fifth level violations:</p>	<p>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.</p> <p>• 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</p>

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السلوك غير مرغوب فيه:
هو أي نشاط غير لائق يعرض بركة أو الجنيح في البيئة المدرسية
والإسقاط مع الأهداف والواجب والتعلم

اللائحة الوزارية للاضبطات السلوكي
لائحة بالمتجمع المدرسي

السلوك غير مرغوب فيه:
هو أي نشاط يعرض بركة أو الجنيح في البيئة المدرسية
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مخالفات المرحلة الثانية	مخالفات المرحلة الثالثة	مخالفات المرحلة الرابعة	مخالفات المرحلة الخامسة
<ul style="list-style-type: none"> التعرض للإساءة للبروز السياسية و الاجتماعية الترويج لكل ما هو مخالف للقيم الأخلاقية أو الأدب العامة. التعدي والتفعل على الزملاء أو العاملين بالمدرسة. تجاوز الوثائق الرسمية الخاصة بالمدرسة. الإساءة إلى الأهلين السلمية أو إثارة كل ما يضر القصة الطائفة والمهنية بالمدرسة التفلم بقتال جمعية متطابقة لأداب العامة وتفتش الجفاء العام داخل المدرسة. كل ما هو شبيه بهذه المخالفات. 	<ul style="list-style-type: none"> تجديد العاملين بالمدرسة ذاتي وسلبية. القيام بقتال متطابقة للأداب العامة. كلما هو شبيه بهذه المخالفات 	<ul style="list-style-type: none"> مخالفات الآداب العامة أو النظام العام بالمدرسة. حيازة الأدوات العادة والمواد الخطرة داخل المدرسة. العبث أو التلاعب أو تعريب العلاقات المدرسية إتلاف وتعريب أجهزة وأثاث المدرسة المخاطبة لقيم وعلقات المجتمع في الدين والمظهر والسويكيات. الإستياء على مستطات المدرسة أو العاملين بها أو الزميلات. التعدي داخل حرم المدرسة. حيازة مواد إعلامية الترويجية أو بانية غير مرخص بها أو مخالفة للنظام العام عرض الترويج أو توزيع مواد إعلامية غير مرخص بها ومخالفة للنظام المدرسي. 	<ul style="list-style-type: none"> في مرحلة التعليم الإراسي يقرر من اللجنة التربوية ومراقبة المنطقة التعليمية وإخطار من ولي الأمر بحذر الطالب من الدراسة عدم تراسي ويطلب فرصة إرجاءه القيد في العام الدراسي المقبل بمدرسة أخرى تحدد ما المنطقة التعليمية. في مرحلة التعليم غير الإراسي : التفلم بتفلي من المدارس الحكومية مع إتاحة الفرصة للاتصال والأنظمة التعليمية الأخرى (التعليم التجاري) - تعليم الفكر - التفلم على (م) حتى إن يتم المراسم أو الفصل بناء على توصية اللجنة التربوية ومراقبة المنطقة التعليمية وإخطار ولي الأمر.
<ul style="list-style-type: none"> المسئول الأول في حال ارتكب المخالفة لأول مرة استعاء ولي أمر الطالب يستدعي جوال الطالب يعد تكرار المخالفة والتزام بالخصية السلوكي يتم تغيب الطالب بأعمال خصية لمدة لا تزيد عن خمسة أيام يلحق الجهات المختصة داخل الإمارة وذلك بناء على توصية اللجنة التربوية ومراقبة المنطقة التعليمية وإخطار ولي الأمر مع إرجاء تلميذتها القيد في مدرسة أخرى في حاله إعادة تكرار أي من المخالفات من ذات المرحلة المسئول الثاني في حالة تكرار المخالفة : تكرار الطالب عن تلميذتها في نطاق المنطقة التعليمية بناء على إخطار المنطقة التعليمية بتوصية من اللجنة التربوية 	<ul style="list-style-type: none"> المسئول الأول في حال ارتكب المخالفة لأول مرة استعاء ولي أمر الطالب وإخطاره ويضمنون المخالفة وإخطاره تخلياً بضرورة عدم تكرار الطالب للمدرسة المخالف مستقبلاً. المسئول الثاني في حالة تكرار المخالفة : إضافة إلى كل ما سبق تكرر في المسئول الأول يتم تغيب الطالب بالأعمال خصية مستحقة لمدة لا تزيد عن خمسة أيام داخل المدرسة وفي أثناء اليوم الدراسي وذلك بناء على توصية اللجنة التربوية ومراقبة المنطقة التعليمية وإخطار ولي الأمر حتى أن يقرر النظام الطالب بإلزامه بإحضار القصة المجموعية. 	<ul style="list-style-type: none"> المسئول الأول في حال ارتكب المخالفة لأول مرة استعاء ولي أمر الطالب وإخطاره تخلياً بسلوك الطالب المخالف وضرورة عدم تكرار الطالب للمدرسة المخالف مستقبلاً. تغيب الطالب تخلياً يتم عدم تكرار المخالفة وإلزامه بالإضبطات السلوكي. المسئول الثاني في حالة تكرار المخالفة : إضافة إلى كل ما سبق تكرر في المسئول الأول يتم تغيب الطالب بالأعمال خصية مستحقة لمدة لا تزيد عن ثلاثة أيام داخل المدرسة وفي أثناء اليوم الدراسي وذلك بناء على توصية اللجنة التربوية ومراقبة المنطقة التعليمية وولي الأمر 	<ul style="list-style-type: none"> التفتيش التفتيش من قبل الأمانة أو أحد العاملين بالمدرسة تغيب تخلي على الطالب من قبل مساعداً المعلم بعدم تكرار المخالفة استعاء ولي الأمر وإخطاره بسلوك الطالب المخالف ملاحظة: في حال استقالة الإجراءات في أي مرحلة تحول إلى إجراءات التي تليها.
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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.

The Taryam American Private School (TAPS) Agreement

AT TAPS WE WILL:

- Provide quality education through a balanced, interesting and relevant 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.

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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.

CLASSROOM 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.

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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.

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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.

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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.

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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: _____

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