

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

2026-2027

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School Principal's Message

The road to success started right here in Al Azra, Sharjah 12 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.

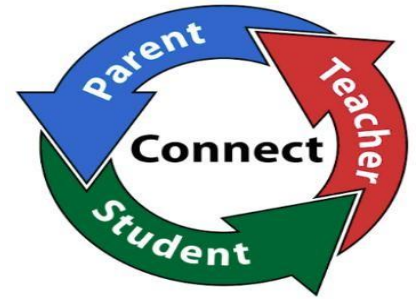
As the leader of such a large school, I am proud to be part of a beacon that incorporates numerous twinkling lights, which empowers the entire system of such a grand lighthouse. My goal is to make sure that every student receives the best instruction, care and recognition providing a nurturing experience 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 Abdalla
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 has been developed to provide parents and students with clear and comprehensive information about Taryam American Private School's policies, procedures, expectations, and practices throughout the academic year

TAPS is committed to providing a safe, supportive, and high-quality learning environment in alignment with the requirements and guidelines of the Sharjah Private Education Authority (SPEA), applicable health and safety standards, and the principles and expectations of the American curriculum

Through strong partnerships among students, parents, staff, and the wider school community, we aim to promote academic excellence, personal growth, responsible citizenship, and the skills required for future success

The school is committed to continuous improvement and to providing meaningful learning experiences that respect the culture, values, identity, and traditions of the UAE while preparing students to contribute positively and confidently to an evolving global society

Parents and students are encouraged to read this handbook carefully and become familiar with the policies, procedures, and expectations outlined within it. Should you require any clarification or further information, please contact the school administration during official working hours.

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 والاجتماعية وكذلك الالتحاق 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*

القيم <i>Values</i>	المعتقدات <i>Beliefs</i>
1. Flexibility and adaptability. 2. Initiative and self-direction. 3. Social and cross-cultural interaction. 4. Productivity and accountability 5. Citizenship and Responsibility. 6. Information and technology literacy. 7. Critical thinking and problem solving. 8. Creativity and innovation.	1. المرونة والقدرة على التكيف. 2. المبادرة والتوجيه الذاتي 3. التفاعل الاجتماعي الثقافي المتنوع 4. الإنتاجية والمحاسبة. 5. المواطنة والمسؤولية. 6. المعرفة المعلوماتية والتكنولوجيا. 7. التفكير الناقد وحل المشكلات. 8. الإبداع والابتكار.
المعتقدات <i>Beliefs</i>	القيم <i>Values</i>
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 أن باستطاعة أي طالب أن يتعلم ويكون ناجحاً. 2. نؤمن أن 'ن' محور جميع أنشطة المدرسة ينبغي أن ينصب على تعلم الطلبة. 3. نؤمن أن التدريس في الفصول الدراسية يجب أن يكون جذاباً وتحدياً لجميع الطلاب. 4. نؤمن أن التوقعات العالية تسفر عن نتائج عالية. 5. نؤمن أن البيئة الآمنة والمريحة مواتية لتعلم الطالب. 6. نؤمن أن كل الأفراد لديهم قيمة وكرامة. 7. نؤمن أن 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	0568851010
Mrs. Amira Mohamed	Vice principal	Viceprincipal@tapschool.ae	0558251932
Mrs. Dina farag	Registration and students' affairs	admission@tapschool.ae	0505378888
Mrs. Rema Wafai	Assistant Registration	registration@tapschool.ae	0505807724
Mrs. Eman Ali	Accountant	Accountant@tapschool.ae	0506503251
Mrs. Maha Adnan	Accountant	Accountant2@hotmail.com	0554091580
Mrs. Haneen Qandeel	Safety coordinator/ Admin Secretary	safety@tapschool.ae	0506430857
Mrs. Shorug Jamal	IT Manager	IT1@tapschool.ae	0554092154
Eng. Bashar Abdalla	IT Support	IT3@tapschool.ae	0506429704
Mrs. Ameera Haron	School Nurse Primary + Girls	mainclinic@tapschool.ae	065216000
Mrs. Hind Awni	School Nurse Boys	clinic1@tapschool.ae	065216000
Mrs. Fatima Sulaiman	School Nurse	clinic2@tapschool.ae	065216000
Mrs. Maysaa AbdulRazik	Academic counselor	academiccounselor@tapschool.ae	0564223967
Mrs. Ameera Galal	Activities Coordinator	Activity@tapschool.ae	0508228951

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Academics: Head of Departments (HOD)

Mr. Amin Nabeel	Head of Math Department	MathHOD@tapschool.ae
Mr. Tala'at	Head of English Department	EnglishHOD@tapschool.ae
Mrs. Rasha Abdelmajeed	Head of Science Department	ScienceHOD@tapschool.ae
Mrs. Nada Al Sad	Head of Arabic A –Phase 2	nada.alsad@tapschool.ae
Mrs. Doaa Anis	Head of Arabic A -Phases 3& 4	Doaa.ahmed@tapschool.ae
Mrs. Naeima Ismail	Head of Arabic B	naeima.ismail@tapschool.ae
Mrs. Mayada Adel	Head of Social Studies A	Social-A-HOD@tapschool.ae
Mrs. Sally Mohammed	Head of Islamic A Department	Isalmic-A-HOD@tapschool.ae
Mrs. Rahaf AlMoqeed	Head of IT Department	ICTHOD@tapschool.ae
Mrs. Reema AlSabagh	Head of French Department	FrenchHOD@tapschool.ae
Mrs. Nouf Abdelkareem	Head of Business	businesshod@tapschool.ae
Mrs. Doua AlBalawneh	Kindergarten Supervisor	kgsupervisor@tapschool.ae
Mrs. Rasha Jawabra	Social B & Islamic B, PE & ART	o.s.hod@tapschool.ae

Student Services & Section Supervisors (HOS)

Ms. Doua AlBalawneh	Kindergarten Supervisor	kgsupervisor@tapschool.ae	0554537616
Ms. Zain Khanfar	Primary Supervisor	primarysupervisor@tapschool.ae	0559510413
Ms. Bara Sarhan	Primary supervisor	primarysupervisor2@tapschool.ae	0556980014
Ms. Fadwa Sohail	Girls Supervisor (9-12)	girlssupervisor2@tapschool.ae	0505542829
Ms. Ruda Naser	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 Hamdy	Boys social worker	Socialworkerb@tapschool.ae	0508231695
Mrs. Moza Al Jassmi	KG & Primary 1 Social Worker	moaza.aljassmi@tapschool.ae	0506431058
Mrs. Khawla Humaid	Primary 2 Social worker	primary.socialworker@tapschool.ae	0506336676
Dr. Bayan Nawafleh	Girls social worker	girls.socialworker@tapschool.ae	0542795863
Dr. Rehab Al Adel	Head of Inclusion Department	rehab.ali@tapschool.ae	0508270865

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School Calendar 2026-2027

Taryam American Private School



مدرسة تريم الأمريكية الخاصة
Taryam American Private School

مدرسة تريم الأمريكية الخاصة

TAPS Academic Calendar 2026-2027

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						

Days of Teaching

1

24th August staff first Day
25th Aug Prophet Mohamed Birthday
31st Aug school starts (G1-12)

September

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				

Days of Teaching

18

1st Sept School starts (PreKG+KG1+KG2)

28 Sept // (Test 1 Term1 Exams)

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

17

4th Oct/ Staff PD

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						

Days of Teaching

16

18th Nov/ Test 2 (EoT1 Exams)

30th Nov Martyrs' Day

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			

Days of Teaching

5

2nd&3rd Dec National Day
14th Dec Students' Vacation Starts

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

Days of Teaching

16

4th January 2nd Term Starts

25th Jan/ (Test1 Term2 Exams)

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

7th Feb/ Staff PD

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

Days of Teaching

15

8th March Eid Fiter Holiday
15th March/ Test 2 (EoT2 Exams)

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		

Days of Teaching

13

5th April Students' Vacation Starts
12th April / 3rd Term Starts
18th April/ Staff PD
28th April / (Test1 Term3 Exams)

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						

Days of Teaching

15

3rd May AP Exams starts
16th May Eid Adha Holiday Starts

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				

Days of Teaching

18

6th June New Islamic Year
8th June/ Test 2 (EoT3 Exams)
17th June last day for KG
30th June last day for students

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

1

1st July Staff Last Working Day

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 // 2026-2027

Monday – Tuesday – Wednesday – Thursday		
1-5A	5D to Grade 8	9-12
8:00 – 8:45 (1 st period)	8:00 – 8:45 (1 st period)	8:00 – 8:45 (1 st Period)
8:45 – 9:30 (2 nd period)	8:45 – 9:30 (2 nd period)	8:45 – 9:30 (2 nd Period)
9:30 – 10:00 (Break 1)	9:30– 10:15 (3 rd Period)	9:30– 10:15 (3 rd)
10:00 – 10:45 (3 rd period)	10:15- 10:45 (Break 1)	10:15–11:00 (4 th)
10:45 – 11:30 (4 th period)	10:45– 11:30 (4 th Period)	11:00-11:30 (Break 1)
11:30 – 12:10 (5 th period)	11:30– 12:10 (5 th Period)	11:30–12:10 (5 th)
Break// 5 Minutes 12:10 – 12:55 (6 th Period)	Break// 5 Minutes 12:10 – 12:55 (6 th Period)	Break// 5 Minutes 12:10 – 12:55 (6 th)
12:55 – 1:40 (7 th Period)	12:55 – 1:40 (7 th Period)	12:55 – 1:40 (7 th)
1:40 – 2:20 (8 th Period)	1:40 – 2:20 (8 th Period)	1:40 – 2:20 (8 th)
2:20 – 2:25 (Prayer Time)	2:20 – 2:25 (Prayer Time)	2:20 – 2:25 (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 // 2:35 pm School Buses Leave

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Classes Timings
(Pre KG- KG1 – KG2) // 2026-2027

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 1-12



Taryam American Private School

	2026-2027 / 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
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 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
Accounting												2
Artificial Intelligence (AI)										2		
Economics										2		
French										2		
Cyber Security												2
Environmental Science											2	
Statistics											2	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, Cybersecurity)	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 and SAT-Math with mark of 450** as requirements to equalize the certificate.

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Allocation of Periods

KG Section



	2026-2027 Subject Period		
	Pre KG	KG1	KG2
English	6	7	7
Eng. Reading	1	1	1
Moral Education	0	0	0
Arabic	5	5	5
Social Studies	1	1	1
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

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Parental Involvement

Taryam American Private School recognizes that a strong partnership between the school and parents plays an essential role in supporting students' academic achievement, personal development, and overall wellbeing

Parents are encouraged to take an active role in their child's education by

- Supporting their child's learning at home and ensuring that homework and assigned tasks are completed on time
- Ensuring that their child attends school regularly, arrives on time, is well rested, and comes prepared with all required books, materials, and supplies
- Monitoring their child's academic progress and maintaining regular communication with the school whenever support or clarification is required
- Attending scheduled parent-teacher conferences, meetings, workshops, and other school events
- Staying informed about school activities, academic programs, policies, procedures, and official communications
- Participating in the Parent Council and other opportunities that support school improvement and community engagement
- Contributing, when invited, to school accreditation activities, surveys, focus groups, and other initiatives that strengthen the partnership between parents and the school

Importance of Active Parent Involvement

- Active parental involvement has a positive impact on students' learning, development, confidence, and overall school experience
- A supportive relationship between home and school helps students develop positive attitudes toward learning, responsibility, independence, and achievement. Open and respectful communication between parents, students, and the school also contributes to students' academic progress and social and emotional development.
- As students grow, their needs and responsibilities may change. Parents are encouraged to maintain appropriate involvement while supporting their children in developing greater independence and accountability.
- TAPS is committed to working collaboratively with parents and providing appropriate guidance and support to promote the academic, personal, and social development of every student.

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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 6:45 AM. The school holds no responsibility for any student before the set time. Parents should pick up their children no later than 3:00 PM

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 8:00 am on the day of absence.

LEAVING SCHOOL EARLY

- Students are not permitted to leave school before the scheduled dismissal time unless accompanied by a parent or an authorized representative acting on the parent's behalf.
- Students must wear school uniform at all times. Only uniforms purchased at the school's

SCHOOL UNIFORM

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 are strictly prohibited from bringing or using mobile phones on school premises. Any mobile phone found in a student's possession will be confiscated in accordance with the school's regulations. Any violation of this rule will be addressed in accordance with the School's Behavioral Code of Conduct, and the relevant procedures and disciplinary measures will be applied accordingly.

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.

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 a strong partnership among parents, students, and teachers.
- Parents are expected to encourage and support their children in completing assigned homework on time. Parents and students are required to review and adhere to the Homework Policy shared by the school, which outlines the expectations and responsibilities related to homework.

CAREER GUIDANCE

- The school provides comprehensive academic and career guidance to students in Grades 11 and 12 to support their future educational and career choices.
- The school organizes an annual University and Career Fair, providing students with opportunities to meet representatives from universities and explore a wide range of higher education programs, study options, and career pathways.

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STUDENT MONITORING

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

OFFICIAL COMMUNICATION CHANNELS

TAPS Paradigm is the school's primary and official platform for communication and academic follow-up. Parents and students will receive their individual account details and login information. The platform will provide access to important school updates, weekly plans, assignments, learning resources, progress reports, and communication between the school and families.

Other Communication Channels

Parents are encouraged to remain informed by following the school's official communication channels, including the school website and approved social media and messaging channels.

STAY CONNECTED WITH TAPS

Scan the QR codes below to access our official communication channels and stay up to date with school announcements, events, and important information.

				
School Website	Paradigm Parent Portal	Facebook	Instagram	Telegram

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 nurses are available in the clinic during school hours.
- The school doctor visits the school clinic twice a week.

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STUDENT WITHDRAWAL AND FEE DEDUCTION POLICY

For students who withdraw from the school during the academic year, applicable fee deductions will be made in accordance with the UAE Ministry of Education (MOE) Schools Fees Framework, as follows:

- If the student attends school for two weeks or less, one month's tuition fee will be deducted.
- If the student attends school for more than two weeks but not more than one month, two months' tuition fees will be deducted.
- If the student attends school for more than one month, three months' tuition fees will be deducted.
- If the student attends school for more than three months, one full term's tuition fee will be deducted.

Notes

- Book fees are non-refundable.
- The withdrawal and refund provisions stated above also apply to school transportation fees, where applicable.
- If a student has completed registration but does not attend school, the applicable withdrawal policy will still apply. The effective withdrawal date will be the date on which written notification is formally submitted by the parent/guardian to the school administration.
- For the purpose of calculating one month's tuition fee, the total annual school fee is divided by 10 months, representing the academic year.

EXTRA-CURRICULAR ACTIVITIES

The school considers extracurricular activities an important and integral part of school life. Participation in extracurricular and athletic activities is strongly encouraged, as these opportunities support students' personal development, teamwork, leadership, creativity, and the development of individual talents and interests.

All extracurricular activities are supervised by teachers, and students remain under the supervision of their designated activity adviser throughout the activity.

Students will be allocated to their preferred clubs based on their interests, preferences, talents, and areas of strength. A club preference survey will be shared with all students from Grades 1 to 12 to help determine their preferred activities and ensure that students are placed in clubs that best match their interests and abilities.

Awards and certificates of participation may be presented to students who demonstrate consistent participation, take on leadership and responsibility, or achieve excellence in a particular area.

STUDENT COUNCIL

Each academic year, the school organizes Student Council elections to provide students with an opportunity to develop leadership, communication, and decision-making skills. Students in Grades 5–12 may nominate themselves for election, provided they meet the established eligibility criteria.

Students elect their classmates to represent their views and interests in school meetings, events, and special occasions. The Student Council serves as an important communication channel between students and the school administration, encouraging constructive dialogue, student voice, and active participation in school life.

The election process also provides students with valuable opportunities to develop confidence, responsibility, teamwork, and social skills, whether they participate as candidates or voters.

FOOD SERVICES

Two breaks are provided daily for students in Grades 1–4, while students in Grades 5–12 have one extended break, in addition to the designated prayer break. Students may bring food from home or purchase approved food items from the school canteen.

As a recognized Health Promoting School, TAPS is committed to promoting healthy eating habits and supporting students in developing a healthy and balanced lifestyle. In line with this commitment, all students are encouraged to bring healthy and nutritious snacks and drinks to school each day.

Recommended options include sandwiches, fresh vegetables, fruit, and water or natural fruit juice. Please do not send food items that require refrigeration or heating.

To support the school's healthy eating guidelines, candy, chewing gum, chocolate, and chocolate-

EVACUATION DRILLS

covered biscuits or cookies are not permitted. We appreciate parents' cooperation in helping us maintain a healthy school environment and encourage students to make nutritious food choices throughout the school day.

TAPS conducts periodic emergency evacuation drills to ensure that students and staff are well prepared to respond safely and appropriately in the event of an emergency. These drills are conducted in accordance with the school's emergency procedures and under the supervision and guidance of the relevant Civil Defense authorities.

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.

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Dress Code: Uniform & Personal Appearance

STUDENT UNIFORMS

Parents/guardians are expected to ensure that students attend school in the complete and approved school uniform. Only the uniform items and designs specified and approved by TAPS are permitted. Students are expected to comply with the school's uniform and dress code requirements at all times.

DRESS STANDARDS

Students are required to follow these guidelines:

1. Students must dress in a neat, clean, and appropriate manner that reflects pride in themselves and their school.
2. Hats and caps are not permitted inside classrooms or other indoor learning areas, unless specifically authorized by the school.
3. Clothing that exposes underwear, is excessively tight, transparent, or otherwise inappropriate or revealing is not permitted. Torn, ripped, or damaged clothing is also not allowed. Students must wear appropriate footwear at all times; slippers are not permitted.
4. Students are required to wear the complete school uniform at all times, unless an exemption has been specifically approved by the school administration for a valid reason or special occasion.
5. Students are expected to maintain a neat and presentable appearance and comply with the school's uniform and personal appearance requirements throughout the school day.

PE UNIFORM

A designated PE uniform will be provided by the school at the beginning of each academic year. Students are required to wear the uniform during Physical Education (PE) lessons and other designated sports activities.

Girls

1. Students are required to wear the approved school dress, extending at least 30 cm below the knee, with a loose-fitting, white, long-sleeved, non-transparent shirt.
2. During winter, only jackets in black, maroon, white, or gray are permitted.
3. PE Uniform: Students must wear the school-approved sports uniform, consisting of black, loose-fitting jogging trousers and the sports T-shirt provided by the school. Only white sports shoes are permitted for PE and sports activities.
4. The sports uniform may only be worn on designated PE or sports activity days. Wearing the sports uniform on days when the student does not have PE is not permitted.
5. Hair must be kept neat and away from the face. Long hair must be tied back securely.
6. Make-up, nail polish, and excessively long nails are not permitted.
7. Gold jewelry, accessories, or decorative trinkets are not permitted. Any prohibited jewelry found will be confiscated in accordance with the school's regulations.

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8. Students must wear plain black, low-heeled shoes with laces or a buckle. Sandals and slippers are not permitted.
9. Students who do not wear hijab must maintain a neat and tidy hairstyle, with hair kept away from the face and tied back when necessary. Hair coloring is strictly prohibited.
10. Students must wear appropriate black school shoes or the approved sports shoes as required. Sandals are not permitted.

Boys

1. Students are required to wear the school-approved uniform shirt bearing the school logo and the designated school trousers, which are provided by the school.
2. The approved sports uniform will be provided by the school. Only white sports shoes are permitted for PE and sports activities.
3. During winter, only jackets in black, maroon, white, or gray are permitted.
4. Students are required to maintain a neat and appropriate hairstyle. Regular haircuts are expected. Long hair, excessively unconventional hairstyles, or inappropriate haircuts are not permitted. Students who do not comply may be required to return home and correct their hairstyle before being permitted to return to school.
5. Students must wear plain black shoes with laces or a buckle, or approved sports shoes, as appropriate.

HYGIENE

Students are expected to maintain high standards of personal hygiene and grooming at all times. Hair should be clean, neat, and well-groomed, and fingernails should be trimmed and clean. Students are expected to brush their teeth daily and maintain good oral hygiene. Shoes should be clean, neat, and well-maintained.



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Child Protection Policy

English Version



Child Protection Policy in the School Community

Policy Objectives:

The school affirms its full commitment to ensuring the well-being, safety, and dignity of children by providing an enjoyable and safe educational environment for every child, without discrimination based on origin, gender, nationality, religious belief, social status, or disability. This policy aims to achieve the following objectives:

1. Ensure the implementation of child protection mechanisms and measures in the school in accordance with the applicable laws of the country.
2. Define the roles and responsibilities of all school staff and parents.
3. Provide a safe school environment that protects the child in all aspects—physical, psychological, intellectual, educational, and moral.
4. Empower the child to exercise their rights, especially the right to education and protection, in accordance with Federal Law No. (3) of 2016.
5. Establish a reporting and complaints system for suspected cases of any form of child abuse or violation of the child's rights within the school.
6. Provide protection, social and psychological support, and follow-up care for cases of child abuse.
7. Promote the overall well-being of the child.
8. Encourage positive behavior and foster constructive social relationships within the school.
9. Promote the principle of tolerance among members of the school community.
10. Coordinate with relevant authorities to ensure the rights of all children in the school.

Policy Principles:

The policy is based on four core principles:

1. The best interest of the child.
2. Ethical, behavioral, and professional values.
3. Child protection.
4. Respect for the child's privacy and confidentiality of information.

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School Responsibilities within the Child Protection Policy:

1. Safeguard the child's right to survival, development, and a dignified, safe life.
2. Ensure the child's right to social care and protection from violence, neglect, exploitation, and abuse.
3. Instill human values in the child and promote a culture of human fraternity.
4. Educate and empower the family to fulfill its essential role in raising the child.
5. Raise the child's awareness and educate them about their rights.
6. Involve the child in community life according to their level of maturity, age, and abilities.
7. Guarantee all child rights in accordance with Federal Law No. (3) of 2016 concerning the Child Rights Law (Wadeema).

Types of Child Abuse.

1. **Physical Abuse:** Inflicting or failing to prevent physical harm or injury to a child.
2. **Sexual Abuse:** Involving a child in sexual acts or behaviors, knowingly or unknowingly, including non-contact activities like viewing or producing pornography or encouraging inappropriate sexual conduct.
3. **Psychological Abuse:** Causing emotional harm that disrupts a child's mental growth and may lead to lasting psychological damage.
4. **Neglect:** Failing to protect a child's life or ensure their physical, emotional, mental, and moral well-being, including safeguarding their rights.

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.*

Child Protection Policy Arabic Version



سياسة حماية الطفل في المجتمع المدرسي

أهداف السياسة:

1. تؤكد المدرسة التزامها التام بضمان رفاه الأطفال وسلامتهم واحترام كرامتهم، بتوفير بيئة تعليمية ممتعة وآمنة لكل طفل دون تمييز بسبب أصله أو جنسه أو موطنه أو عقيدته الدينية أو مركزه الاجتماعي أو إعاقته... حيث تسعى هذه السياسة لتحقيق الأهداف التالية:
1. ضمان تنفيذ آليات وتدابير حماية الطفل في المدرسة وفق التشريعات النافذة في الدولة.
2. تحديد الأدوار والمسؤوليات لجميع العاملين في المدرسة وأولياء الأمور.
3. توفير البيئة المدرسية الآمنة لحماية الطفل من كل الجوانب سواء صحته الجسدية، أو النفسية، أو الفكرية، أو التربوية، أو الأخلاقية.
4. تمكين الطفل من حقوقه وخاصة الحقوق التعليمية وحقه في الحماية وفق القانون الاتحادي رقم (3) لسنة 2016.
5. وضع نظام للإبلاغ والشكاوي لحالات الاشتباه في أي نوع من أنواع الإساءة للطفل أو تأثير حقوقه داخل المدرسة.
6. تقديم أوجه الحماية والدعم الاجتماعي والنفسي والرعاية اللاحقة لحالات الإساءة للطفل.
7. تعزيز رفاه الطفل من كافة الجوانب.
8. تعزيز السلوك الإيجابي وبناء علاقات مدرسية اجتماعية إيجابية.
9. تعزيز مبدأ التسامح بين أفراد المجتمع المدرسي.
10. التنسيق مع الجهات المعنية لضمان حقوق كافة الأطفال في المدرسة.

مبادئ السياسة:

تقوم السياسة على أربعة مبادئ رئيسية هي:

1. المصلحة الفضلى للطفل.
2. القيم الأخلاقية والسلوكية والمهنية.
3. حماية الطفل.
4. مبدأ احترام خصوصية الطفل وسرية المعلومات.

مسؤوليات المدرسة ضمن سياسة حماية الطفل:

1. الحفاظ على حق الطفل في البقاء والنماء وتوفير حياة كريمة، آمنة.

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2. تأمين حق الطفل في الرعاية الاجتماعية وحمايته من العنف والإهمال والاستغلال وسوء المعاملة.
3. غرس القيم الإنسانية في الطفل وتعزيز ثقافة التآخي الإنساني.
4. توعية وتمكين الأسرة من اداء دورها الاساسي في تربية الطفل.
5. توعية الطفل وتعريفه بحقوقه.
6. إشراك الطفل في مجالات الحياة المجتمعية وفقاً لدرجة نضجه وسنه وقدراته.
7. تأمين جميع حقوق الطفل وفقاً للقانون الإتحادي (3) لسنة 2016 بشأن قانون حقوق الطفل (وديمه).

أنواع الإساءة للطفل:

1. الإساءة الجسدية: إلحاق الأذى أو الضرر الجسدي بالطفل أو الفشل في منعه.
2. الإساءة الجنسية: إشراك الطفل في أفعال أو سلوكيات جنسية، سواء بوعي أو دون وعي، بما في ذلك الممارسات غير التلامسية مثل مشاهدة أو إنتاج مواد إباحية أو تشجيع الطفل على سلوك جنسي غير لائق.
3. الإساءة النفسية : التسبب في ضرر عاطفي يؤثر على نمو الطفل العقلي وقد يؤدي إلى أضرار نفسية دائمة.
4. الإهمال: الفشل في حماية حياة الطفل أو ضمان سلامته الجسدية، النفسية، العقلية والأخلاقية، بما في ذلك حماية حقوقه.

Code of Behavior Management

Scope of Application

❖ 3rd Elementary Grade to the 12th Grade

- (20) Points for exemplary behavior: awarded for personal development / appreciating religious values and respecting the identity, heritage, and culture of the UAE and global cultures / social responsibility and leadership and innovation skills.
- (80) Points for the expected positive behavior from all students, which may be negatively affected by deductions based on

First degree offenses (simple offenses) (4) degrees each		Second degree offenses (medium severity offenses) (8) degrees each	
Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse.	1.1	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.	2.1
Failing to attend the classes on time repeatedly without an acceptable excuse.	1.2	Getting in or out of the classroom during the class time without permission.	2.2
Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.	1.3	Not attending the school activities and events without an acceptable excuse.	2.3
Overgrown hair for boys or bizarre haircuts for boys and girls.	1.4	Inciting quarrel, threatening or intimidating peers in the school.	2.4
Not brining the books and school kits without an acceptable excuse.	1.5	Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.	2.5
Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom.	1.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.	2.6
Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).	1.7	Bringing mobile phones or misuse any means of communication.	2.7
Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).	1.8	Verbally abusing or insulting students, staff, or visitors of the school.	2.8
Non-compliance with presenting homework and assignments given to him/ her in a timely manner.	1.9	Smoking or possessing the relevant kits inside the school campus.	2.9
Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.	1.10	Refusing to respond to the instruction of inspection or to hand over the banned materials.	2.10

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All of what is similar to these offenses as per the discretion of the Behavior Management Committee	1.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee	2.11
Third degree offenses (grievous offenses) (4) degrees each		Fourth degree offenses (highly grievous offenses) Failure in the subject	
Various types and forms of bullying.	3.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.	4.1
Copying or reproducing the assignments, reports, researches or projects and taking credit for them,	3.2	Possessing or using arms or blade weapons, or their equivalent inside the school.	4.2
Getting out of the school without permission or absconding during the school day.	3.3	Committing sexual assault inside the school, the bus or during activities.	4.3
Attempting to defame peers and the school staff via the social media or abusing them.	3.4	Assaulting others in the school causing injuries to the victim (corporal abuse).	4.4
Impersonating others' personality in the school, during transactions, or forging the school documents.	3.5	Systematic (pre-planned) or covering up theft.	4.5
Destroying or seizing the school furniture, tools, and vandalism	3.6	Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.	4.6
Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.	3.7	Sexual harassment inside the school, the bus, or during activities.	4.7
Assaulting others in the school, without causing any injuries to the victim (corporal abuse).	3.8	Leaking questions of the exams or engaging therein, in any way.	4.8
		Setting the school campus on fire.	4.9
Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions.	3.9	Abusing political, religious, or social figures in UAE.	4.10
Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.	3.10	Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances.	4.11
All of what is similar to these offenses as per the discretion of the Behavior Management Committee	3.11	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.	4.12
		Disdaining the divinely revealed religions or stirring sectarian strife in the school.	4.13
		All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behavior Management Committee.	4.14

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(لائحة إدارة سلوك الطلبة وفقاً للقرار الوزاري رقم 851 لسنة 2018)

نطاق تطبيق اللائحة:

❖ من الصف الثالث حتى الصف الثاني عشر

❖ (20) درجة للسلوك المتميز: ويتم منحها على التطور الشخصي / تقدير القيم الدينية واحترام هوية وتراث وثقافة دولة الإمارات وثقافات العالم / المسؤولية الاجتماعية ومهارات القيادة والابتكار.

❖ (80) درجة للسلوك الإيجابي المتوقع من جميع الطلبة، وتتأثر سلباً بالحسم حسب درجة السلوك ونوع المخالفة.

مخالفات الدرجة الثانية (متوسطة الخطورة) (8) درجات لكل منها		مخالفات الدرجة الأولى (البسيطة) (4) درجات لكل منها	
التغيب عن المدرسة دون عذر مقبول في أي وقت بما فيها قبل وبعد الإجازات والعطل ونهاية الأسبوع وقبل الإمتحانات.	2.1	تكرار التأخر عن الطابور الصباحي أو عدم المشاركة فيه دون عذر مقبول.	1.1
الدخول إلى الفصل والخروج منه وقت الحصة دون إستئذان.	2.2	تكرار التأخر عن الحضور في الوقت المحدد لبدء الحصة الدراسية دون عذر مقبول.	1.2
عدم حضور الأنشطة والفعاليات المدرسية دون عذر مقبول.	2.3	عدم الإلتزام بالزي المدرسي، أو الرياضي الخاص بالمدرسة أو عدم المحافظة عليه.	1.3
التحريض على الشجار أو تهديد أو تخويف أي من الزملاء في المدرسة.	2.4	تطويل الشعر الأولاد أو القصات الغربية للأولاد والبنات.	1.4
إتيان ما من شأنه مخالفة الآداب العامة أو النظام العام بالمدرسة وقيم وعادات المجتمع (كالتشبه بالجنس الآخر في الملبس والمظهر - قصات الشعر - استخدام مساحيق التجميل على سبيل المثال.	2.5	عدم إحضار الكتب والأدوات المدرسية دون عذر مقبول.	1.5
الكتابة على الأثاث المدرسي، أو مقاعد الحافلات المدرسية أو اللعب بجرس الإنذار أو المصعد.	2.6	عدم إتباع قواعد السلوك الإيجابي داخل الصف وخارجه مثل: المحافظة على الهدوء والانضباط أثناء الحصة، وإصدار أصوات غير لائقة داخل الصف أو خارجه.	1.6
إحضار الهاتف النقال أو إساءة استعمال أي من وسائل الاتصال.	2.7	النوم أثناء الحصة الدراسية أو الأنشطة المدرسية الرسمية دون مبرر أو إذن (بعد التأكد من الحالة الصحية للطلاب).	1.7
الإساءة اللفظية والتطاول على الطلبة أو العاملين أو ضيوف المدرسة.	2.8	تناول الطعام أثناء الحصص وأثناء الطابور الصباحي دون مبرر أو إذن (بعد التأكد من الحالة الصحية للطلاب).	1.8
التدخين داخل حرم المدرسة وحيازة أدواته.	2.9	عدم الإلتزام بتسليم الواجبات والتكليفات الموكلة إليه في الوقت المحدد للمرة الأولى.	1.9
رفض التجاوب مع التعليمات التففتيش أو تسليم المواد الممنوعة	2.10	سوء استعمال الأجهزة الالكترونية كالحاسوب اللوحي وغيرها أثناء الحصة الدراسية ويشمل ذلك ممارسة الألعاب الالكترونية ووضع السماعات في الصف.	1.10
كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك.	2.11	كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك.	1.11

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مخالفات الدرجة الثالثة (الخطيرة) (12) درجات لكل منها		مخالفات الدرجة الرابعة (شديدة الخطورة) – رسوب في المادة	
3.1	التنمر بأنواعه وأشكاله المختلفة.	4.1	استعمال وسائل الاتصال مثل الهاتف النقال في أغراض غير قانونية أو غير أخلاقية أو فيما يسيئ للمؤسسة التعليمية أو العاملين بها أو الآخرين.
3.2	نقل ونسخ الواجبات والتقارير والأبحاث أو المشاريع ونسبتها لنفسه.	4.2	حيازة أو استخدام الأسلحة النارية أو الببضاء أو ما في حكمها داخل المدرسة.
3.3	الخروج من المدرسة دون إذن أو الهروب منها أثناء اليوم الدراسي.	4.3	الاعتداء الجنسي داخل المدرسة أو الحافلة أو خلال المناشط.
3.4	محاولة التشهير بالزملاء والعاملين بالمدرسة في وسائل التواصل الاجتماعي والإساءة لهم.	4.4	الاعتداء على سلامة جسم الآخرين بالمدرسة المؤدي إلى حدوث إصابات للمعتدى عليه (الاعتداء الجسدي)
3.5	انتحال صفة الغير في المعاملات المرسية أو تزوير الوثائق الخاصة بالمدرسة.	4.5	السرقه المنهجه (المخطط لها مسبقاً) أو التستر عليها.
3.6	إتلاف أو تخريب أثاث وأدوات المدرسة ومرافقها والاستيلاء عليها.	4.6	جلب وحيازة وعرض وترويج مواد مادية أو إعلامية أو إلكترونية غير مرخص بها ومخالفة للقيم والأخلاق والآداب والنظام العام وما يحدش الحياء العام.
3.7	العبث والتخريب وإتلاف الحافلات المدرسية وإيذاء السائق أو المشرف أو مستخدمي الطرق.	4.7	التحرش الجنسي داخل المدرسة أو الحافلة أو خلال المناشط.
3.8	الاعتداء على سلامة جسم الآخرين بالدرسة وغير المؤدي إلى حدوث أي إصابات للمعتدى عليه (الاعتداء الجسدي).	4.8	تسريب أسئلة الامتحانات أو المشاركة فيه بأي شكل من الأشكال.
3.9	قيادة المركبة الخاصة بدون رخصة أو يتهور داخل أو حول الحرم المدرسي وعدم اتباع تعليمات الأمن والسلامة.	4.9	التسبب في إشعال الحرائق داخل حرم المدرسة.
3.10	تصوير وحيازة ونشر وتداول صور العاملين بالمدرسة والطلبة دون إذن منهم.	4.10	التعرض بالإساءة للرموز السياسية أو الدينية أو الاجتماعية بالدولة.
3.11	كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك.	4.11	حيازة أو جلب أو ترويج أو تعاطي المخدرات أو العقاقير الطبية المخدرة أو المؤثرات العقلية داخل المدرسة أو الحافلة أو الظهور تحت تأثير مخدر أو مؤثرات عقلية أو عقاقير طبية مخدرة غير موصوف.
		4.12	بث أو ترويج أفكال ومعتقدات متطرفة أو تكفيرية أو إلحادية أو مسيئة لنظم المجتمع السياسية والاجتماعية.
		4.13	الإساءة إلى الأديان السماوية أو إثارة كل ما يسبب الفتنة الطائفية والمذهبية بالمدرسة.
		4.14	كل ما هو شبيه بهذه المخالفات ويعتبر في حكم الجرائم التي يعاقب عليها القانون ووفق تقدير لجنة إدارة سلوك الطلبة.

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The Taryam American Private School (TAPS) Agreement

At Taryam American Private School (TAPS), we are committed to working in partnership with students and parents to provide a safe, supportive, and enriching educational experience. The school agrees to:

- Provide a high-quality education through a balanced, engaging, and relevant curriculum that responds to the individual needs and abilities of each student.
- Ensure that students receive effective teaching and learning opportunities that enable them to achieve their full potential across all aspects of school life.
- Encourage students to maintain high standards of academic achievement, behavior, effort, and personal responsibility.
- Provide a safe, positive, inclusive, and stimulating learning environment where every student feels valued and supported.
- Treat every student fairly, respectfully, and with care, while prioritizing their safety, wellbeing, and happiness.
- Provide a clear, consistent, and purposeful homework program that reinforces and extends classroom learning.
- Keep parents and guardians well informed about important school matters, policies, procedures, and their child's progress.
- Provide opportunities for curriculum enrichment, extracurricular activities, leadership, and personal development.
- Maintain an open, welcoming, respectful, and professional approach when communicating and working with students and parents.
- Promote a strong partnership between the school, students, and parents based on mutual respect, cooperation, and shared responsibility.

TAPS PARENTS AGREEMENT (PARENT ROLE)

As a Parent, I Can Support the School By:

As a parent/guardian, I understand that my involvement and cooperation are essential to my child's success and to maintaining a positive partnership between home and school. I will support the school by:

- Ensuring that my child attends school regularly and on time every day, except in cases of legitimate absence.
- Ensuring that my child arrives at school on time and is collected promptly at the designated dismissal time.
- Ensuring that my child comes to school properly prepared, with the required uniform, books, stationery, and personal belongings clearly labeled with their name and current class.

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- Encouraging my child to always do their best and take responsibility for their learning and behavior.
- Reading the Student & Parent Handbook, school policies, circulars, and other official communications carefully and responding or taking action when required.
- Encouraging my child to develop positive attitudes toward learning, responsibility, respect, and good behavior both at home and at school.
- Supporting and reinforcing the school's policies, rules, and expectations, including those related to student behavior, attendance, health, safety, and wellbeing, as well as guidance provided by the school clinic and medical team.
- Attending parent-teacher meetings, information sessions, workshops, and other school events whenever required or invited.
- Maintaining respectful, open, and constructive communication with teachers and school staff and working collaboratively with the school to support my child's academic and personal development.

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

- Bring the books, materials, and personal belongings I need for school and take good care of them.
- Wear the correct school uniform at all times and maintain a neat and tidy appearance.
- Listen carefully to my teachers, follow instructions, and always work to the best of my ability.
- Work, move, and play safely and responsibly.
- Complete all classwork and homework to the best of my ability. I will maintain my homework diary and share it with my parents/guardians regularly. I understand that failure to complete assigned work may negatively affect my academic progress and marks.
- Behave responsibly and respectfully and be helpful, kind, and polite to others both inside and outside the school.
- Speak to a trusted adult if I have a problem, concern, or something is worrying me.
- Respect my school and its surroundings by keeping classrooms, corridors, playgrounds, and other areas clean and free from litter.
- Take all important school communications, notices, and information home and share them with my parents/guardians.
- Respect the culture, race, feelings, beliefs, values, backgrounds, and individuality of others.

Follow the school's rules, policies, and Behavioral Code of Conduct and accept responsibility for my actions and choices.

- 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.

Students are expected to follow the following rules to ensure a safe, clean, and respectful canteen environment:

1. All food and beverages must be consumed inside the designated canteen area. Food may not be taken out of the canteen.
2. All wrappers, leftover food, and empty food or drink containers must be disposed of in the designated bins. Students must leave tables clean and free of food and waste.
3. Students must immediately report or clean up any spills to help prevent accidents and maintain a safe environment.
4. Students must enter the canteen in an orderly and respectful manner.
5. Students who bring lunch from home or have food delivered to school must consume their meals in the designated canteen area.
6. Students must behave appropriately and respectfully toward canteen staff and other students at all times.
7. Students are strictly prohibited from entering the kitchen or any restricted food-preparation areas.
8. Students may not remain in the canteen during lesson time unless they are attending a class or activity authorized by the school.
9. Students must queue in an orderly manner and wait patiently for their turn to place an order.
10. Running, playing, pushing, fighting, or bullying is strictly prohibited in and around the canteen.
11. Students must line up in the designated marked area in a single, orderly queue and follow the instructions of supervising staff

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MORNING ASSEMBLY

Students are expected to follow these guidelines during the morning assembly:

- Attendance at the morning assembly is compulsory for all students. Exceptions may be made for students who are severely ill or have an approved medical exemption.
- Arrive on time and proceed to the assembly area promptly.
- Stand in your designated class line and remain with your class throughout the assembly.
- Maintain respectful and appropriate behavior toward school staff, speakers, and fellow students.
- Stand quietly and remain still while the assembly is in progress.
- Keep your hands, feet, and personal belongings to yourself and respect the personal space of others.
- Place school bags neatly in the designated areas at the sides of the assembly space.
- Listen attentively to announcements, presentations, and speakers.
- Show appreciation and respect to speakers and performers by applauding appropriately at the conclusion of the program.
- Walk calmly and in an orderly line with your class when entering or leaving the assembly area.

STAFF ROOM

- Always knock on the door and wait patiently for permission before entering.
- Students may enter a classroom or staff room only when invited or given permission by the teacher or staff member.

CLASS RULES & EXPECTATIONS

Students are expected to follow these rules and contribute to a positive, respectful, and productive learning environment:

1. Arrive to class on time and be ready to learn.
2. Raise your hand and wait for permission before speaking or contributing during a lesson.
3. Listen respectfully to others and actively participate in class discussions and activities.
4. Complete all assigned classwork and assignments to the best of your ability.
5. Bring all required books, materials, and equipment to class and have them ready for use.
6. Listen carefully to and follow the teacher's instructions and directions.
7. Cooperate respectfully with classmates during individual, pair, and group activities.
8. Keep your learning area clean and tidy and clean up after yourself.

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9. Respect other students' belongings and materials. Do not touch or use another person's property without permission.
10. Keep your hands, feet, and personal belongings to yourself and respect the personal space of others.
11. Maintain good personal hygiene. Keep your hands clean and use the restroom responsibly and hygienically during designated break times.
12. Vandalism and damage to school property are strictly prohibited. Students must not write, draw, carve, or otherwise damage desks, walls, equipment, or any other school property.
13. Use computers, tablets, and other school technology responsibly and with care.
14. Only one student may leave the classroom at a time, using the designated hall pass and with the teacher's permission.
15. Keep your workstation clean, organized, and ready for the next lesson.
16. Food, drinks, chewing gum, and candy are not permitted in classrooms unless specifically authorized by the school.
17. Come to every lesson organized, prepared, and ready to learn.

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 your 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.

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SCHOOL BUS RULES & REGULATIONS AT TAPS

School Bus Rules & Regulations

Students are expected to follow all school bus rules and cooperate with the bus driver and supervising staff to ensure a safe and orderly journey.

1. Students must remain a safe distance from the roadway while waiting for the school bus and must follow the instructions of the supervising staff.
2. Students must arrive at the designated bus stop on time. The bus will not wait for students who are late.
3. Students must board and leave the bus only at their designated and regular stop. Any request to use a different stop must be supported by prior written permission from a parent/guardian and approved by the school.
4. The bus driver and designated bus supervisor are responsible for the safety and management of students on the bus. Students must follow their instructions and comply with all school bus rules.
5. Students must keep their arms, hands, head, and other body parts inside the bus at all times. Throwing any object from the bus windows is strictly prohibited.
6. Students must not engage in unnecessary conversation or distraction with the driver, as this may compromise road safety.
7. Fighting, pushing, tripping, rough play, or any other unsafe behavior is strictly prohibited while waiting for, boarding, travelling on, or leaving the bus.
8. Students must use respectful and appropriate language at all times. Abusive, offensive, or profane language toward other students, the driver, or bus supervisor is not permitted.
9. Eating, drinking, and chewing gum are not permitted on the school bus.
10. Animals, glass items or containers, sharp objects, cutting instruments, or any other items that may pose a safety risk are not permitted on the bus.
11. Students must remain seated in their assigned seats, wear seat belts where provided, and keep the aisles clear throughout the journey.
12. Students must keep the bus clean and must not damage, mark, or tamper with any part of the bus.
13. Students must follow all additional instructions given by the bus driver, bus supervisor, and school administration.

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Student Acknowledgement

I acknowledge that I have read and understood the Student & Parent Handbook and agree to comply with the school's policies, rules, regulations, procedures, and expectations

I understand that I am responsible and accountable for my behavior, actions, and choices and that any violation will be addressed in accordance with the School's Behavioral Code of Conduct and the relevant procedures will be applied accordingly

Student Name: _____
Grade & Section: _____
Student Signature: _____
Date: _____

Parent Acknowledgement

I acknowledge that I have read and understood the Student & Parent Handbook and agree to support and comply with the school's policies, rules, regulations, procedures, and expectations

I understand my responsibility to support my child's attendance, punctuality, academic progress, behavior, safety, and compliance with school requirements and to maintain appropriate communication and cooperation with the school

I acknowledge that violations of school rules and regulations will be addressed in accordance with the School's Behavioral Code of Conduct and the relevant procedures will be applied accordingly

Parent/Guardian Name: _____
Signature: _____
Date: _____

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