

**Elementary School**  
Student & Parent Handbook  
2024-2025 School Year



**TAISM**

The American  
International School  
of Muscat

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# WELCOME TO TAISM ELEMENTARY SCHOOL

Welcome to the 2024-2025 school year at TAISM Elementary! Our dedicated staff is thrilled to embark on this journey of learning with your children. At TAISM, we foster an inclusive and encouraging environment where all students are empowered to achieve their best. On a daily basis we work to “Rise to the Challenge” of our school’s mission.

We want all parents and students to feel welcome and to be positive contributors to our school community. We have summarized essential information in our student handbook. This resource outlines expectations and opportunities for both students and parents. We encourage you to review the handbook at the start of the year and keep it handy for any queries that may arise. Should you need assistance, don't hesitate to reach out to the school office or your child's teacher. We're here to support you!

TAISM Elementary is a special place of learning. Our students, staff, facilities, and resources collectively create an outstanding educational experience. We're confident that you'll appreciate the enriching journey at TAISM and anticipate a fantastic year of shared growth and discovery.



**Ryan Leibel**  
Principal



**Mindy Martin**  
Associate Principal

*This Student / Parent Handbook is provided to TAISM students and parents for the purpose of conveying the school's policies and general procedures. The Handbook is prepared by the school administration after a review of policies approved by TAISM's Board of Directors, and input from the school's Professional Staff. Questions regarding the Handbook can be addressed to the school's Principals or Director.*

# TAISM OVERVIEW

## Our Mission

The mission of The American International School of Muscat is to pursue academic excellence for students in the international community through an American-based education that develops ethical, responsible, and globally conscious life-long learners.

## Our Core Beliefs

The following core-beliefs are the foundation of TAISM's educational program.

- The purpose of education is to enable all students to develop their intellectual, emotional, social, and physical potential to the fullest.
- A broad-based liberal arts education is best suited to providing students with an understanding of humankind's intellectual traditions and accomplishments, strengthening their powers of thought, judgment, and aesthetic appreciation, and preparing them for responsible citizenship.
- All students are capable of achieving academic success. Therefore, within the framework of the school's standards, teachers adapt their educational practices to the needs of students.
- A close relationship among students, parents, faculty, and administrators enhances the educational process.
- TAISM's location in the Sultanate of Oman offers unique and invaluable learning opportunities for all members of the school community.



# TAISM LEARNER PROFILE

As learners at TAISM we strive to:



## INQUIRER

With curiosity and wonder, I ask questions and make connections to extend my innovative thinking and understanding of our world.



## CREATIVE & CRITICAL THINKER

I can critically analyze and creatively approach and solve problems in a variety of ways. I envision and develop new ideas and pursue unique expressions of my thinking.



## REFLECTIVE

I use reflection and feedback to evaluate my work and performance while setting goals for my learning.



## RISK-TAKER

I explore new ways of thinking with initiative, forethought, and confidence. I grow from both the successes and failures associated with my learning.



## BALANCED

I care for my intellectual, physical, and emotional well-being through a balanced life.



## CONTRIBUTING COMMUNITY MEMBER

My actions are respectful, responsible, and demonstrate integrity—treating others and our world with compassion and care.



## COLLABORATOR

I use effective communications skills to understand and value the perspective of others, while actively participating in a group.

*The Learner Profile guides and inspires learners toward academic success and beyond. These essential attributes exemplify TAISM's Mission in action, as responsible, ethical and globally conscious life-long learners. We are committed to nurturing their development, so that learners can achieve their highest aspirations and contribute to creating a better world.*

# INTRODUCTION TO TAISM

## Background

In conjunction with the Embassy of the United States of America, the Ministry of Education of the Sultanate of Oman, and the Office of Overseas Schools of the United States Department of State, a group of parents and business leaders came together to establish The American International School of Muscat. It was the intention of this group to establish the framework for a premium educational institution that would serve the needs of many in the expatriate community of Muscat.

The United States Embassy received approval from the Ministry of Education for the establishment of TAISM with operations commencing August 1998. The American International School of Muscat (TAISM) opened in August of 1998, with Grades Pre-Kindergarten through 10. Grade 11 was added in the 1999-2000 school year and Grade 12 in the 2000-2001 school year. The Early Childhood program (3-4 year olds) was added in the 2002-2003 school year and renamed to Pre-Kindergarten for the 2024-2025 school year.

## Board Structure

TAISM is governed by a 10-member School Board – 7 with voting privileges and 3 ex-officio participants. The U.S. Ambassador appoints four of the voting members, including the Board Chair, and the TAISM Association elects three from the parent community. Members serve for a period of two years and the board elects officers of the board. The ex-officio members of the Board are the Director, a teacher representative, and the U.S. Ambassador's representative.

## Curriculum

The purpose of the American International School of Muscat is to offer the best English medium, educational program to the international community in Oman, within the context of an American-based curriculum. The curriculum at TAISM is comprised of a required program of studies based on standards and benchmarks created by professional organizations in the USA. The aim of the curriculum and the program of studies is to prepare students for acceptance at selective colleges and universities in the United States and abroad.

TAISM follows the Project AERO (American Education Reaches Out), a U.S. Department of State program, in its curriculum review process. TAISM is accredited by the New England Association of Schools & Colleges (NEASC), and is a member of the Near East South Asia Council of Overseas Schools (NESA).

## Administrative Offices

### Director's and Business Office

The administrative offices (Director, Business Manager, Director's Secretary, Reception, Accountant, Operations Office, Facilities, Security and Safety and Accounts Assistant) are located on the ground floor. The Accountant handles payment of school fees.

### Elementary Offices

The Offices for the Elementary Principals, Secretaries and Counselor are located on the ground floor, near the rotunda at the east entrance. Please call 2459-5180 extension 131, to make an appointment.

# ACADEMIC PROGRAM

## Elementary Program of Study

The TAISM Elementary School experience includes learning opportunities for students in and beyond the classroom. Students participate in learning experiences for literacy, mathematics, science and social studies in the regular classroom. Students in kindergarten through fifth grade also receive instruction in the areas of music, art, physical education, computer science, coding, media literacy (library), social skills education and world languages (grades 2-5).

The instructional program is based on research supported, best educational practice. The curriculum is standards based, utilizing the American Education Reaches Out (AERO) standards, which originate in the United States.

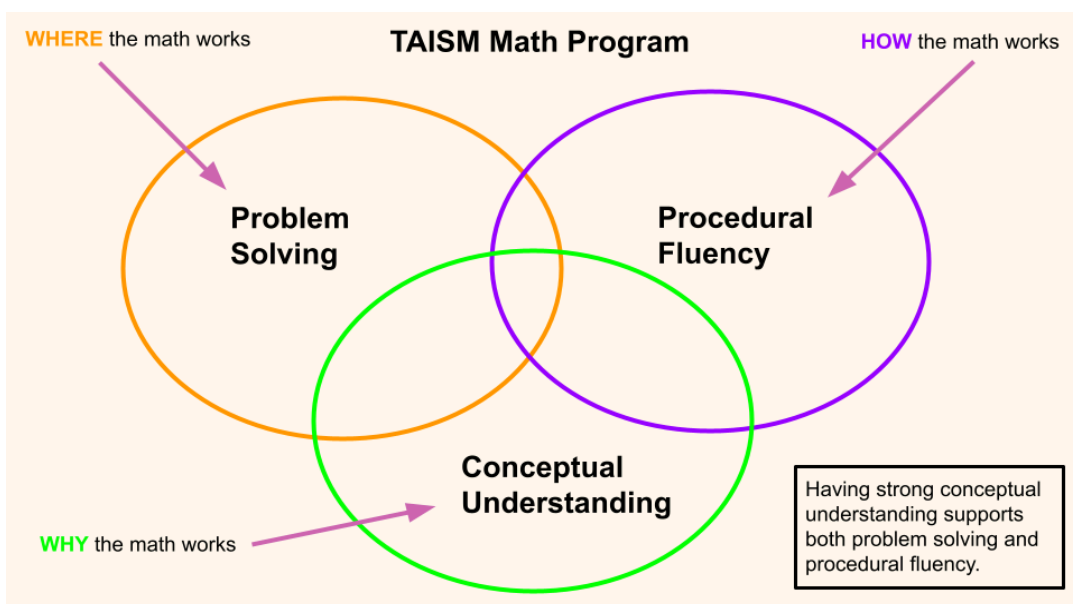
## Mathematics

### Philosophy & Curriculum

TAISM believes that a quality math program must stress the use of mathematics as a tool for engaging students in meaningful exploration and investigation. The learning of mathematics is an active process: exploring, justifying, representing, solving, constructing, discussing, using, investigating, describing, and predicting. Understanding a mathematical concept requires that the student progress through four levels of development: intuitive, concrete, pictorial, and abstract. Conceptual understanding of mathematical concepts is developed through progressions of learning.

The TAISM Mathematics Instructional Framework, based upon the AERO/Common Core Standards for Mathematics, stresses rigorous concept development, presents realistic and relevant tasks, and keeps a strong emphasis on computational skills. Students are assessed based on both math concepts and the math practices. At all grades, the teachers encourage students to:

- Persevere through rich problem solving tasks
- Reason about and discuss their mathematical thinking
- Develop procedural fluency and number sense
- Use the language of mathematics to communicate ideas and information precisely



## TAISM Elementary Mathematics Key Areas of Focus

Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>Numbers to 10</li> <li>2D and 3D shapes</li> <li>Length, Weight, Capacity and Numbers to 10</li> <li>Number Pairs, Addition and Subtraction to 10</li> <li>Numbers 10-20; Counting to 100</li> <li>Analyzing, comparing and composing shapes</li> </ul>	<ul style="list-style-type: none"> <li>Sums and Differences to 10</li> <li>Place Value; Addition and Subtraction to 20</li> <li>Ordering and Comparing Length Measurements</li> <li>Place Value; Addition and Subtraction to 40</li> <li>Identifying, Composing and Partitioning Shapes</li> <li>Place Value; Addition and Subtraction to 100</li> </ul>	<ul style="list-style-type: none"> <li>Sums and Differences to 100</li> <li>Addition and Subtraction Strategies of Length Units</li> <li>Place Value, Counting and Comparison of Numbers</li> <li>Addition and Subtraction within 1000</li> <li>Foundations of Multiplication and Division</li> <li>Time, Shapes and Fractions</li> <li>Problem Solving with Length and Data</li> </ul>
Grade 3	Grade 4	Grade 5
<ul style="list-style-type: none"> <li>Multiplication and Division of 2, 5 and 10</li> <li>Problem solving with Mass, Time and Capacity</li> <li>Multiply and Divide with Factors of 6, 7, 8 and 9</li> <li>Multiplication and Area</li> <li>Fractions as Numbers on the Number Line</li> <li>Collecting and Displaying Data</li> <li>Geometry and Measurement Word Problems</li> </ul>	<ul style="list-style-type: none"> <li>Place Value, Rounding, and Algorithms for Addition and Subtraction</li> <li>Problem Solving Conversion</li> <li>Multi-Digit Multiplication and Division</li> <li>Addition and Subtraction of Angle Measurements</li> <li>Fraction Equivalence, Ordering, and Operations</li> <li>Decimal Fractions</li> <li>Measurements with Multiplication</li> </ul>	<ul style="list-style-type: none"> <li>Place Value with Decimal Fractions</li> <li>Multi-Digit Whole Number and Decimal Fraction Operations</li> <li>Addition and Subtraction of Fractions</li> <li>Multiplication and Division of Fractions and Decimal Fractions</li> <li>Addition and Multiplication with Volume and Area</li> <li>Problem Solving with the Coordinate Plane</li> </ul>

## Science

### Philosophy & Curriculum

TAISM's elementary science program provides students with opportunities for discovering and developing their own natural curiosity. Students build a conceptual understanding of the natural world so that they are knowledgeable about the concepts and processes of the three major branches of science: earth, life, and physical sciences.

The elementary science curriculum is founded upon the American Education Reaches Out (AERO) Science Standards and the NGSS Framework. Using the curriculum framework, conceptual understanding is developed through three dimensional learning including disciplinary core ideas, science and engineering practices, and cross-cutting concepts. The curriculum also promotes students' ability to make connections to the phenomena that occur in the world that surrounds them.

### TAISM Elementary Science Units

Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>Sunlight and Weather</li> <li>Needs of Plants and Animals</li> <li>Pushes and Pulls</li> </ul>	<ul style="list-style-type: none"> <li>Waves: Light and Sound</li> <li>Animal and Plant Defenses</li> <li>Space Systems</li> </ul>	<ul style="list-style-type: none"> <li>Slow and Fast Changes to the Earth</li> <li>Why is Our Corn Changing? Plants and Ecosystems</li> <li>Properties of Materials</li> </ul>
Grade 3	Grade 4	Grade 5
<ul style="list-style-type: none"> <li>Orca - Interdependent Relationships with Ecosystem &amp; Inheritance and Variation of Traits</li> <li>Forces and Motion</li> <li>Weather and Climate</li> </ul>	<ul style="list-style-type: none"> <li>Human Body</li> <li>Energy Systems</li> <li>Waves</li> <li>Earth's Features</li> </ul>	<ul style="list-style-type: none"> <li>Ecosystem Restoration</li> <li>Earth's Systems</li> <li>Patterns in the Sky</li> </ul>

# Literacy in English Language

## Philosophy & Curriculum

The aim of the literacy program at TAISM is to develop thoughtful, effective communicators, who are able to understand and use language successfully in a variety of media and situations. We also hope to instill a love of language in all its varied forms throughout a lifetime. Our curriculum is standards based, within a structure of developmentally appropriate milestones.

## TAISM Elementary Literacy Units

Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>Phonics and Phonemic Awareness with application into reading and writing</li> <li>Reading decodable books and books of interest</li> <li>Printing with correct directionality</li> </ul> <p>Integrated Literacy Units:</p> <ul style="list-style-type: none"> <li>Building Community and Storytelling with Fables</li> <li>Weather and Seasons</li> <li>Exploring World Maps and Continents</li> <li>Needs of Plants and Animals</li> <li>Taking Care of the Earth: Reduce, Reuse, Recycle</li> </ul> <p>The primary focus is learning to read. Students will progress through a variety of units to build knowledge, build rich vocabulary, syntax and apply reading strategies.</p>	<ul style="list-style-type: none"> <li>Phonics and Phonemic Awareness with application into reading and writing</li> <li>Reading decodable books and books of interest</li> <li>Printing with correct directionality</li> </ul> <p>Integrated Literacy Units:</p> <ul style="list-style-type: none"> <li>Different Lands, Similar Stories</li> <li>World Civilizations</li> <li>Astronomy</li> <li>Amazing Animal Adaptations</li> <li>Fairy Tales</li> </ul> <p>The primary focus is learning to read. Students will progress through a variety of units to build knowledge, build rich vocabulary, syntax and apply reading strategies.</p>	<ul style="list-style-type: none"> <li>Phonics and Phonemic Awareness with application into reading and writing</li> </ul> <p>Integrated Literacy Units:</p> <ul style="list-style-type: none"> <li>FolkTales from Around the World/Pourquoi Tales</li> <li>Pollination, Exploring Habitats, Insects Cycles in Nature</li> <li>Early Asian Civilizations</li> <li>Earth Changes over time</li> <li>Youth Service and Leadership</li> <li>Series Book Clubs</li> </ul> <p>Students continue to learn how to read and as their reading skills grow, they spend more time building knowledge, vocabulary and a bank of reading strategies.</p>
Grade 3	Grade 4	Grade 5
<p>Reading Units:</p> <ul style="list-style-type: none"> <li>Building a Reading Life</li> <li>Ancient Rome</li> <li>Following Characters into Meaning</li> <li>Animal Classification</li> </ul> <p>Writing Units</p> <ul style="list-style-type: none"> <li>Crafting True Stories</li> <li>Persuasive Writing - Changing the World</li> <li>Literary Essay</li> <li>Writing about Research</li> </ul>	<p>Reading Units:</p> <ul style="list-style-type: none"> <li>Realistic Fiction</li> <li>Comprehending Nonfiction</li> <li>Nonfiction Reading of Expository, Narrative, and Hybrid Texts</li> <li>Fantasy Fiction Book Clubs</li> </ul> <p>Writing Units:</p> <ul style="list-style-type: none"> <li>Understanding The Arc of a Story: Realistic Fiction</li> <li>Personal and Persuasive Essays</li> <li>Literary Essays</li> <li>Informational Writing: Research Writing/Expert Topics</li> </ul>	<p>Reading Units</p> <ul style="list-style-type: none"> <li>Interpretation Book Clubs</li> <li>Nonfiction Reading</li> <li>Biography Reading</li> <li>Argument and Advocacy</li> <li>Social Action Book Clubs</li> </ul> <p>Writing Units:</p> <ul style="list-style-type: none"> <li>Narrative Writing</li> <li>Literary Essay</li> <li>Biography Writing</li> <li>Argument Essay</li> <li>Social Issues Narrative Nonfiction</li> </ul>

## Social Studies

### Philosophy & Curriculum

TAISM believes that a social studies classroom environment is most effective when the learning opportunities are inquiry-based, highly collaborative, interactive, and allow for open discussion. The elementary social studies curriculum is founded upon the American Education Reaches Out (AERO) standards and the C3 Framework. Students engage in the 4 dimensions of the inquiry arc: asking questions, understanding disciplinary concepts in history, geography, economics and civics, evaluating sources and organizing evidence and communicating conclusions and taking action. Students are engaged in learning through a variety of instructional opportunities. This includes group projects, hand-on activities, classroom discussions, research, and other opportunities that enable them to form an understanding of the world in which they live.

### TAISM Elementary Social Studies Units

Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>● Me and My Classroom: Why Should I Be Responsible?</li> <li>● Lets Explore Our World</li> <li>● Taking Care of the Earth: Reduce, Reuse, Recycle</li> </ul>	<ul style="list-style-type: none"> <li>● TAISM is a Community</li> <li>● The Rights of a Child</li> <li>● Where in the World: Map Basics</li> <li>● What Choices Do We Make With Our Money?</li> </ul>	<ul style="list-style-type: none"> <li>● How do we shape our environment?</li> <li>● What makes me become we?</li> <li>● How can I make my community better?</li> </ul>
Grade 3	Grade 4	Grade 5
<ul style="list-style-type: none"> <li>● Identity and Culture</li> <li>● Where are We?</li> <li>● Globalization</li> </ul>	<ul style="list-style-type: none"> <li>● Impact of Natural Disasters</li> <li>● What Makes Oman Special? (Geography and History)</li> <li>● How has Oman Changed? (Government and Economy)</li> </ul>	<ul style="list-style-type: none"> <li>● Why do People Move?</li> <li>● Why do People Trade?</li> <li>● Why are There Social Inequities?</li> </ul>

## Visual Art

### Philosophy & Curriculum

TAISM values all arts as an important aspect in the development of children. The elementary art department at TAISM believes that every child is an artist and valued contributor to class. We strive to maintain a strong classroom community and believe the most important element of the elementary art program is a sense of belonging, acceptance, and a place where it is safe to take risks and make mistakes. Our goal is to foster each student's potential to the fullest. We believe children learn best by exploring art concepts through an art studio model. Students experiment, explore, and create through an array of techniques, and applications.

At TAISM, students are introduced to, and immersed in, a wide variety of media including but not limited to: printmaking, clay, oil pastels, watercolor, acrylic paints, and scratchboards. TAISM incorporates the National Core Art Standards within the elementary art program. Students will continually explore the elements of art from Kindergarten through Fifth Grade. Once students have a better understanding of the elements of art they begin to analyze their work to see how they can improve it by beginning to incorporate the Principles of Design.

## MUSIC

### Philosophy & Curriculum

*"Everything in the universe has rhythm. Everything dances."* - Maya Angelou

We believe that participation in a strong music education program creates an abiding love of music, an appreciation of cultures around the world, and provides students with the opportunity to be a contributing member of the school community.

Elementary students experience a comprehensive, hands-on and fun-filled approach to music. TAISM believes children are creative and active learners of music through movement, singing, instrumental music and listening to quality music. Throughout the year, each child will experience the joy of performing for parents and friends in concert. Students are offered many additional opportunities to expand their music learning and appreciation by participating in after school offerings.

TAISM strongly advocates that children acquire a broad base of musical knowledge and skills, which are incorporated through the National Core Art Standards.

## Physical Education (P.E.)

### Philosophy & Curriculum

TAISM believes that physical activity is critical to the development and maintenance of good health. The goal of TAISM's Elementary Physical Education program is to develop physically educated individuals who have the knowledge, physical skills, confidence, and interpersonal skills to enjoy a lifetime of healthful physical activity and fitness. Our PE curriculum is part of our regular program and uses the SHAPE (Society of Health & Physical Education) Standards.

TAISM physical educators believe that:

- The PE curriculum will be delivered in a safe and supportive environment. Therefore, students will feel comfortable taking risks as they learn a wide variety of physical skills and as they challenge themselves to achieve and maintain healthy fitness levels
- Instruction will be differentiated, taking into account the entry level skills and fitness levels of individual students
- An emphasis on sequentially learned skills and fitness empower students to choose and participate in lifelong physical activities

## Homework

**TAISM Elementary School's homework guidelines strive to balance the physical, emotional, social and academic well-being of each student.**

What is Homework at TAISM?

A large component of homework in the TAISM elementary school is self-selected reading. All students are expected to participate in nightly reading, in English or their native language. This may occur in the form of either the child being read to by a parent, the child reading with a parent, or the child reading on their own. Please consult with your child's teacher or the Principals if you have questions about how to support your child with homework.

Homework may also include the assignment of activities by the teacher for the purpose of

- Practice in order to reinforce learning and help students master specific skills
- Extension activities where students apply skills they already have to new situations

Homework that is assigned will be appropriate to the student's age, developmental level and individual needs with the expectation that it is clear, purposeful, and engaging. Homework that is assigned will not be new learning or take the place of instruction at school. It should be

noted that homework may include work in PE, music, art, library, world languages, as well as the core subject areas.

When homework is assigned to a student during the school week, the following guidelines per day will apply:

Pre-K and KG families are encouraged to engage in early learning activities such as playing, talking, reading together and reviewing student work from class.

Grade 1: up to 15 minutes (inclusive of 10-15 minutes of reading)\*

Grade 2: up to 20 minutes (inclusive of 10-15 minutes of reading)\*

Grade 3: up to 30 minutes (inclusive of 15-20 minutes of reading)\*

Grade 4: up to 40 minutes (inclusive of 20-30 minutes of reading)\*

Grade 5: up to 50 minutes (inclusive of 20-30 minutes of reading)\*

*These guidelines apply to all Elementary School students, including those receiving support as an English Language Learner or Student Support programs.*

*No homework will be assigned on the weekends and holidays, although reading for pleasure is always encouraged!*

#### Student Homework Responsibilities:

- Ask for help or clarification from the teacher when homework is not understood.
- Do your best on the work and complete homework on time.
- Take responsibility for managing time and materials.

As part of the homework process parents should support their children by:

- Allowing students to do the work themselves and let the work be a reflection of the students' individual efforts.
- Encouraging their child to do their best work.
- Providing a quiet and organized learning environment for study.
- Providing a healthy balance between homework, co-curricular activities and family commitments.
- Contact the classroom teacher if your child is not consistently able to do the homework by him/herself or if challenges or questions arise.

*Should you feel that your child would benefit from further out of school academic work, we encourage you to:*

- 1) Play board games with your children.
- 2) Pursue learning, athletic, and social opportunities in the community.
- 3) Read with your children.
- 4) Talk with your children about age-appropriate current events.
- 5) Contact your child's teachers and/or librarian for extension activities in your child's area of interest.

## Reporting Progress

### Report Cards

TAISM teachers complete formal progress reports for students 3 times per year. Students are evaluated based on their progress toward meeting the curriculum standards for their grade

level. The Behaviors That Support Learning (BTSL), factors which contribute to a student's academic progress and growth, yet are separate from curriculum standards, are also part of the formal report. Additional information, such as testing reports and specific course information may be included with the report card.

Student data is collected throughout the year. Multiple forms of data, including classroom work and assessments, as well formal testing using the Measures of Academic Progress (MAP) assessments in grades 3-5 and ongoing reading assessments in grades 1-5 are used collectively to measure student growth and plan for instruction. Student data is collected throughout the year and shared with parents during the reporting periods.

## Library Media Center

### Hours

The Library Media Center is considered a school-community resource. It is open to students, and staff daily, Sunday through Thursday, 8:00 a.m. - 4:30 p.m. and is intended to be a place for reading, research, and working on class assignments and study.

Elementary School students visit the library weekly as part of their regular schedule. Students may also use the Library Media Center during class time with teacher permission and when the library schedule permits.

### Loan Periods

Library books and other school owned resources are not to be taken outside of Oman. Additionally, the library will remain closed during all holidays. The library will not lend materials over the summer holiday. There will be no access to the library and its resources during any holiday period.

Books may be checked out for two weeks and may be renewed once for an additional two weeks.

Check out limits:

- Grades 3-5 3 books
- Grades KG-2 2 books
- Pre-K 2 books

Back issues of magazines may be borrowed for a one-week period. Reference materials are available for use in school only. At the librarian's discretion, these items may be made available for overnight check out.

### Overdue Materials

It is the responsibility of all students to return library materials in a timely manner. The librarian will advise students of any outstanding items. Overdue notices will be given to students for books or materials more than two weeks overdue. As necessary, parent(s) or guardians will be contacted regarding books and materials that are damaged or past due.

### Lost and Damaged Materials

A fee equal to the replacement and processing cost will be charged for books, materials or equipment that are lost or damaged beyond repair.

### Computer Access

The Library Media Center is networked to the TAISM computer system which includes access to the Internet and various online databases. The databases may also be accessed from home. Student use of this system is limited to educational and school-related activities.

### Restriction of Privileges

The expectations for behavior and use of library materials and equipment are governed by school rules. The librarians reserve the right to recommend to the Administration that student privileges be restricted, suspended, or revoked.

# Technology

## Responsible Use Policy

TAISM "encourages the development of information literacy skills across the curriculum to enable TAISM students and staff to be responsible, resourceful, innovative, discerning and informed users of technology and information" (from the Information Technology Vision Statement). The entire TAISM community is responsible for the protection and proper use of electronic data and information systems according to the policy provisions set forth below. All TAISM students, faculty, staff and guest users authorized to use TAISM information systems are responsible for reading, understanding and following this policy. The TAISM Responsible Use Policy is given to all new parents when joining TAISM or when major changes are made to the policy. Practices for acceptable technology use for elementary students derived from our main RUP and written in age-appropriate language for different levels, will be presented to the students and shared with parents at the beginning of each school year.

## Expectations of our learning community:

### **I will use TAISM information and communication tools for learning and education**

- I understand that I am responsible for any activity carried out on my account or with the tools used.
- Using technology can be another way to communicate within our school community. I will follow the same respectful behavior expectations when I use technology to communicate just as I would in a classroom.

### **I will use information and communication tools in a respectful, accountable, honest, legal and responsible manner.**

- any damage caused on purpose or through careless use of TAISM resources is my responsibility. I will report any damages immediately. I understand that if the damages were caused by my carelessness, I will be held accountable for all charges or replacement costs.

### **I will protect my digital identity, and the digital identity of others**

- Never publish information that could be used to identify a particular community member (such as but not limited to: last name, student numbers, phone numbers, etc)

### **I will follow copyright and respect the rights of others**

- I will use resources in a way that does not disrupt the work, study, or the intellectual rights of others.
- I will only publish items that I have the rights to publish (see Copyright Checklist) and I will provide references to resources used

### **I will keep my user information safe and never use anyone else's user information**

- Passwords must be kept secret and strong enough so that they are not easily guessed (at least 6 alpha-numeric characters and no easily guessable words)

### **I will follow established rules and policies for use of TAISM technology anytime I represent myself as a TAISM learning community member**

- I understand that the school can hold me responsible for what is posted while I am representing TAISM. For example, if I am a member of a TAISM group on Instagram, Facebook, YouTube or any other social networking site in any language, and I post information that dishonors the school, or one or more members of the school community, I will be subject to disciplinary action at school, even if the posting was made outside of school.

If you have any questions or comments related to the use of technology, please contact Maya Ibrahim, ES Technology Specialist at [ibrahimmay@taism.com](mailto:ibrahimmay@taism.com)

## TAISM e-mail

TAISM provides Elementary students from Grade 3 and up with a TAISM e-mail account which includes: web-based email, online document storage and collaboration, website creation, calendar and online chat. Using TAISM email, students will have a common platform available to work at home as well as at school, ask questions of teachers and fellow students, collaborate on projects, and share their work products. This opens up new channels of communication within the TAISM community as well as the rest of the world. It is very important that while students are using TAISM email, they are fully aware of their responsibilities as outlined in the TAISM Responsible Use Policy above. The Responsible Use Policy must be read and signed at registration.

## Frequently Asked Questions About IT at TAISM

### **How do I know if my purpose is within the guidelines?**

If the activity is not connected to schoolwork, then the activity is not within the RUP Guidelines and you should not do it.

### **What do I do if I unintentionally access inappropriate material or I receive an inappropriate email?**

Notify a staff member. He or she will assist you. Do not call others' attention to the inappropriate material.

### **May I share my password?**

No. Never share your password.

## Discover Oman

All students at TAISM will have the opportunity to explore a corner or aspect of the Sultanate of Oman that they would not normally experience within the classroom walls. TAISM's flagship program, Discover Oman, is an experiential-based program of outdoor discovery. Students get up-close and personal with the culture, geography, and people of the wonderful country in which we live. This year Elementary students will participate in two separate weeks of various day trips around Muscat that are organized at each grade level. These outings have been planned to be developmentally appropriate for the age of the students.

## Guidance/Counseling Services

TAISM has a full-time Elementary Counselor available to assist elementary students and families with personal and/or academic questions and concerns. The Elementary Counselor also provides services to students in one-on-one, group and classroom settings for social skills education. The Elementary Counselor is part of the referral and assessment process for students who may need special assistance in order to be successful. TAISM Counselors maintain an "open door policy" in order to be available as much as possible to support students, parents, and staff in finding the best solutions for educational and personal achievement.

# CO-CURRICULAR ACTIVITIES

## After School Activities

TAISM offers three sessions during the year where After School Activities are offered from 3:40-4:30. These typically run for 8-9 weeks and are led by TAISM staff.

After School Activities at TAISM are additional learning opportunities for students that are meant to enrich the TAISM experience. In addition students are able to explore new opportunities and/or enhance specific interests. After School Activities are meant to build interpersonal skills of teamwork and good sportsmanship.

Students in grades 1-5 are eligible to take after school activities during each session. Students in Kindergarten are eligible to take an After School Activity during the spring session. After School Activities are not available for students in the Pre-K program.

Additional sports opportunities are available to students in grade 3-5. These activities will teach game skills and sportsmanship through intramural activities and some games/matches with students in other schools. Communications regarding sports opportunities will be included in the After School Activities sign-ups each term.

## Field Trips

Elementary School students will have an opportunity to go on field trips during the school year including Discover Oman week. The field trips are part of the learning experience at TAISM and unless there are special circumstances, all students are expected to attend class field trips.

- Field trips supplement learning in the classroom.
- Field trips provide new experiences for your child.
- Field trips help build cohesiveness among class members.

Children must have signed permission slips to participate in a class field trip. In order to ensure the safety of all students and represent the school well, all students are expected to demonstrate actions that are safe and respectful.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

## Rights and Responsibilities of Students

The school recognizes the rights of students, and our program is designed to help them learn the relationship between freedom and responsibility. In order to promote a positive atmosphere for learning, the school believes that students have a right to:

- A safe, clean, and orderly environment
- Respect as an individual
- Caring and qualified teachers
- Participation in decision making
- Clearly stated expectations

TAISM holds honesty and academic integrity as high ideals. Students are expected to:

- Exercise self-discipline.
- Be courteous and communicate respectfully to other members of the school community.
- Respect the educational process and learning environment.
- Act in a manner which safeguards and does not endanger the health and well-being of others.
- Respect the property of fellow students and the property of the school.
- Dress in neat attire which takes into account cultural sensitivities.

## Classroom Rules

Each teacher establishes and enforces standards for the students under his or her supervision. The class rules will be in alignment with the student behavior expectations of the school. Any student, parent, or staff member with questions concerning in-class rules or expectations should contact the appropriate teacher.

## Discipline/Student Management

Most discipline issues are dealt with in the classroom. Inappropriate behaviors that become frequent or extreme will be referred to the Principals or the Elementary Counselor for assistance. Based on School policy, disciplinary procedures may include, but not be limited to verbal reprimand, loss of privileges, detention, suspension or recommendation of expulsion. Students riding the bus are expected to behave as they would in class and are subject to the same disciplinary procedures, pursuant to policy 7.4071. School policy regarding harassment, violent behavior, and vandalism are listed in the back of this handbook.

## [Board Policies Related to Rights and Responsibilities of Students](#)

# STUDENTS HEALTH AND SAFETY

## Student Protection at TAISM

The procedures that are established to provide a safe environment for students at TAISM are based on the TAISM Board Policy. The TAISM Board Policy includes Policy 7.90 regarding the right of each student to be protected from abuse.

## Student Protection TAISM Board Policy 7.90

Each student has the right to be protected from abuse. The school shall maintain an environment for all students that is free from abuse and take appropriate actions to ensure that students are protected.

The school shall adopt and maintain a comprehensive, proactive approach to student protection that includes:

- Adopting rules and procedures for student protection
- Screening and criminal background checks for all school staff
- Reporting and investigating student abuse Education and training for staff, students and parents
- Conducting self-audits of student protection procedures

The Administration shall be responsible for establishing, communicating and enforcing the above.

## Health Office

A Registered Nurse is available throughout the school day from 8:00 a.m. to 4:30 p.m. TAISM's nurses are part of the support staff at The American International School of Muscat. The Nurse:

- supervises the processing and maintenance of student health records,
- maintains first aid kits and supplies,
- responds to routine illnesses and injuries,
- provides ongoing training in first aid,
- coordinates with local doctors and hospitals,
- maintains the Lost and Found cabinet.

Students who wish to see the Nurse can obtain a pass from their teacher. Parents of students with specific medical concerns or needs are encouraged to contact the Nurse (2459-5180 x129) to discuss their requirements.

## Procedures for Dispensing Medication:

- If a student needs to take medicine during school hours, parents must leave the medication with the School Nurse. Medications are stored in a secure location in the Nurse's Office.
- The container must be clearly labeled with the student's name and the appropriate dosage.
- Students who require occasional medicines for headaches, asthma, allergies, etc. should leave a supply with the Nurse unless a regular schedule of medication has been prearranged. The Nurse will communicate with parents when medication is administered.
- No student may carry medicines of any description while at school.
- If the Nurse is not available, the Principal or the Director will dispense scheduled medications.

Parents are requested to discuss with the Nurse the necessary information regarding the dispensing of prescribed medication. No prescribed medication will be given to students without the written permission of the parent.

### **Lice/Nits**

Parents/Guardians of students identified with head lice/nits will be contacted by the nursing staff. Students will be required to be picked up from school in order to be treated and lice removed. Once the child is treated, the child may return to school with proof of treatment and evidence of lice removal with a nit comb. Proof of treatment may be in the form of a physician statement, receipt for the product used, or the box top from the product used. Once treatment and nit removal has been verified by the health office staff, the child will then be readmitted to class. Typically, students who go home for treatment of lice will be back in class the next morning.

### **Illness**

One of our primary concerns is to ensure a healthy environment. The following guidelines will help diminish illness during the year for both teachers and students. Parents should not send a sick or overtired child to school. A sick child will not enjoy school, and the flu, cold, or other contagious condition can infect the entire class.

- A child needs to be healthy enough to participate in both indoor and outdoor activities each day. If a child is not well enough to play outside, he/she should not be sent to school.
- A fever of any kind, diarrhea, or upset stomach requires a 24-hour period without symptoms before a child returns to school.
- If a child becomes sick during school, the school will contact his/ her parents or emergency contact person to come and take the child home.
- A child with a contagious condition may, at the discretion of the nurse and/or principal, be sent home and restricted from school attendance until such condition has cleared.

## CCTV System

The American International School of Muscat (TAISM) utilizes a surveillance camera system (CCTV) for the protection, safety, and security of students, employees, and authorized visitors on school grounds and in contracted transportation. Data from the system is accessed solely by the School Administration to monitor and review occurrences related to safety and security.

### Questions and Answers Related to CCTV at TAISM:

#### **How will the CCTV system be used by the school?**

As part of the school's ongoing efforts to maintain a safe and secure environment, video cameras are being used to monitor particular locations including the school perimeter, parking areas, gates and entries, hallways, storage areas, and public gathering spaces. Cameras are not installed in areas where there is a reasonable expectation of privacy (e.g. bathrooms, changing rooms). Data is maintained for 30 days but may be maintained longer if needed for an ongoing investigation or audit.

#### **Has there been any specific risk identified?**

No specific threat has been identified as the reason for utilizing cameras on campus or buses. They are a part of our ongoing effort to ensure student safety. It is quite common to have surveillance cameras in public buildings, on public transport, and more specifically in or around schools.

#### **Is CCTV required by the local laws or other authorities?**

Omani authorities require the use of CCTV cameras in buildings that are accessible to the public and are approved for use on the campus. Directives from the Ministry of Education and the Royal Oman Police advise the use of cameras in buses. Additionally, the TAISM Board of Directors has policies in place that direct the administration to establish security and safety regulations and procedures.

#### **Who has access to the recordings and monitoring systems?**

The CCTV system is maintained by TAISM's Technology Director and all systems have been designed for security of the data collected. Access to the information provided by the cameras is accessible only to the school administration for the use of security and safety. Data collected may be viewed when there is reasonable suspicion of a security or safety issue or violation of school policy or regulation.

#### **Do outside authorities have access to the recordings and monitoring systems?**

Data will not be shared with outside authorities unless the school is required to do so under local law.

Any questions regarding the implementation of CCTV can be addressed to Gokul Krishnan (Technology Director) or Peter Lee (Director).

# PARENT INVOLVEMENT

## Participation and Responsibilities

Parents, students, and the school have a mutual responsibility to work as a team for the benefit of the student. The school staff, faculty, administration and board will work to implement the TAISM Mission. To provide students with the best chance to succeed, TAISM depends on the following commitment from students and parents.

### *Students will:*

- Pursue individual excellence and do their best at all times
- Participate and contribute positively to their classes
- Demonstrate a respectful and caring attitude toward adults and students in the school community
- Display self-discipline and take responsibility for their learning
- Be sensitive to the unique nature of other students and their cultures
- Act with an understanding of right and wrong and strive to be honest at all times
- Abide by the school rules as listed in this handbook

### *Parents will:*

- Actively participate in their child's school life
- Guide their child with an understanding of right and wrong, a sense of honest and ethical behavior, and respect for all people
- Provide a regular time and place for homework and assist their child with his/her homework when necessary
- Read to their elementary child, or listen to them read, on a regular basis
- Work to establish and maintain open and respectful communication with teachers.
- Assist their child to follow the school rules

## Guardianship and Supervision

Given the nature of international work and traveling requirements, there may be the rare occasion when both parents are away from home. According to TAISM policy, "parents are responsible for finding a guardian for the student(s), acceptable to both the parent and the school. The guardian will have all the responsibilities and rights of a parent." Parents are expected to make arrangements for appointing a guardian and communicate that plan to the school in writing using the TAISM Parental Absence Guardian Notification form when both parents will be out of the home overnight.

## Addressing Concerns

Whenever you have a concern or problem, please let us know so we can discuss it and create a workable solution.

**First Step:** You should always contact the teacher first. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.

**Second Step:** If you still have a concern, then you should talk to the Associate Principal or Principal. This should be done only after direct contact with the teacher.

**Third Step:** The final step for resolution of a concern is to talk to the Director.

### **Contact with the School Board**

The School Board is responsible for the school's governance and policies, not the day-to-day operation of the school. The Board must also act only as a collective body. Therefore, the School Board will only entertain parental concerns in the following circumstances:

- After the concern has been brought to the attention of the Principal and Director.
- When the concern has been presented to the School Board Chairman in writing and signed, at least one week prior to the regular board meeting.

### **Parent-Teacher Conferences**

Parent-teacher contact is vital to the success of TAISM students. Formal parent-teacher conferences are scheduled around the end of the 1<sup>st</sup> and 2<sup>nd</sup> reporting periods. Parents may also request additional conferences at any time during the year. It is best to schedule an appointment by contacting the teacher through the office.

Conference formats available to parents, teachers and students:

- Telephone conference to clarify communications and quickly discuss student's current status
- Routine reporting conference to discuss student's progress over a longer period of time
- Problem-solving conference to address a specific problem or serious concern.

### **Back to School Night for Parents**

The Elementary "Back to School Night" is scheduled to take place during the early weeks of the school year. This event is meant for parents only. Parents are given the opportunity to meet their child's teachers and find out more about their child's academic program, classroom routines and teacher expectations.

### **Communication**

The weekly elementary newsletter will include information about the coming week's activities as well as information about our programs or events from the past week. Parents will also receive regular communications from the classroom teacher regarding the educational activities specific to their classroom. Any communications that are sent home in paper format are sent home with the youngest child in each family.

### **TAISM Association**

The TAISM Association is made up of parents or legal guardians of currently enrolled students and full-time faculty members. All TAISM Association members (except employees) are eligible to:

- stand for election to the Board,
- vote in Board elections,
- serve on Board ad hoc committees

Contracted teachers are also part of the TAISM Association, but may not run for Board election. TAISM professional staff have a representative to the Board.

# GENERAL INFORMATION

## Attendance Policy

One of the major responsibilities of each TAISM student is to attend class. Academic success and regular attendance are closely related. Absences, avoidable and unavoidable, excused and unexcused, are detrimental to the educational process. The school does not condone absences that are avoidable (i.e., early departure for vacation, late arrival from vacation, etc.). When a student is absent without prior notification, a note signed by the parent giving the reason for the absence (i.e., illness, family emergency) and date(s) of the absence is required the day the student returns to school. The note should be given to the Principal's Secretary.

## Extended Absences

Student absences that are not for medical reasons and extend beyond a few days will not normally be supported by the school. In cases where an extended absence is unavoidable, parents should notify the School office as soon as they know of a planned absence. Please note that due to the nature of the variety of assessments faculty employ, it may not be possible to 'make-up' a missed lesson or assignment. If an assessment that cannot be replicated is missed (performance-based, oral/aural in nature, or trimester exams) students may lose credit for that assignment. Students are responsible for all material that is missed due to absence. The Administration will have the final authority in determining non-credit for an assignment and excused or unexcused absence.

## Unexcused Absences

Unexcused absences and/or repeated tardiness may result in other consequences as determined appropriate by the Principal. Unexcused absences include, but are not limited to, skipping class, coming to school late, attending non-school events, extended vacations or non-school related activities. A parent note does not necessarily excuse an avoidable absence. Parents should be aware that excessive absences do affect opportunity to learn and may affect a student's readiness for grade promotion.

## Absence Verification

Parents can assist with this verification by calling the Elementary Office directly.

## Physical Education Attendance

Occasionally, parents feel that their child is well enough to attend school, but not well enough for PE. In this case, a parental note of explanation is required. If a health problem prevents a student from regular participation in PE, a doctor's letter is required.

If a student becomes ill during the day, he/she will be sent to the School Nurse for a written note to excuse him/her from PE. If this illness during the day becomes chronic, the situation will be discussed with parents.

## Checking In and Out of School

TAISM is a closed campus. After arrival at school for classes or a school event, students are not permitted to leave campus without parental permission. If a student becomes ill, the School Nurse will notify the parents. Written parental permission is necessary when a child is taken out of school during school hours for dental/doctor appointments, etc. The child must sign out at the Elementary Office before leaving. Students who arrive late must sign in at the Elementary Office and provide a parental note. The Elementary Secretary will issue a late pass, which must be given to the class teacher.

**Please note: When parents are required to take children out of school for medical appointments, etc., the parent should first report to the Elementary Office to sign their child out.**

### **Appointments During the School Day**

If students are required to leave the school grounds during the instructional day, it is important that they sign out in the Elementary Office. If students are held in the Nurse's office for medical reasons, they must still be signed out from the Elementary Office before leaving campus.

Parents are requested to send a written note to school the morning of any anticipated early dismissal (doctor's appointment, etc.). In an emergency or in response to an unanticipated situation, parents should call the Elementary Office with verbal authorization. Students will only be released to a parent or another adult designated by the parent.

### **Punctuality/Tardiness**

Students should make every attempt to get to class on time. If a student is tardy, it is the student's responsibility to get a signed late pass from the Elementary Office when arriving late to school. When a student's tardiness becomes excessive, teachers will refer students to the Administration for appropriate action.

### **Guardianship/Parental Absence**

Please complete a Parental Absence – Guardianship Notification letter in the case of the legal guardians' short/long term absence from Muscat or Oman. The designated guardian will have all the responsibilities and rights of a parent during the legal guardian's absence. Notification letters may be obtained on the parent site, [parents.taism.com](http://parents.taism.com) or in the Elementary Office upon request.

### **Birthday Parties and Celebrations**

To maintain a focused learning environment, birthday parties and other celebrations are not permitted on school grounds or in classrooms.

- Invitations: Birthday invitations should be distributed outside of school hours. Teachers are not responsible for distributing invitations.
- Treats: Parents may send in a small, individually wrapped treat (such as a muffin, cupcake, or donut) for their child to share with classmates.
- Decorations: Balloons, treat bags, and other party decorations should be reserved for celebrations outside of school.

By following these guidelines, we can ensure a positive and productive learning atmosphere for all students.

### **Instructional Materials**

Educational materials at TAISM are current, and usually originate in the U.S. Students are issued required learning materials at no cost and are responsible for their care. All School non-consumable materials must be returned at the end of the school year. Students are required to pay for damaged or lost school property. Student transcripts and records will not be released if the student has not returned school property or owes money for lost or damaged books.

### **Lockers and Student Property**

Lockers will be assigned to students at the beginning of the school year. Clothing, school bags, food containers, and other personal property should be labeled with the owner's name.

Students should not bring items of value to school: e.g., large amounts of money, GSM phones, personal listening and game devices, and/or jewelry.

If electronics such as games or phones are brought to school, they should remain in the student's backpack or locker during the school day. The School will not take responsibility for valuables lost, stolen or left unattended.

### Lost and Found

Articles of clothing and other items found on campus will be placed in the Lost and Found cabinet in the central entrance hallway near the art rooms and/or the shelving across from the ES cafeteria. Students are responsible for checking the Lost and Found cabinet to claim lost items. Periodically, unclaimed items are donated to local community service organizations. The School Nurse is responsible for maintaining the Lost and Found cabinet.

### Elementary Lunch

Two types of "combo meals" will be served daily, one with meat and one vegetarian. The menu will reflect nutritional needs and guidelines and a variety of menu options will be available. A monthly calendar is published and shared via TAISM email for parents and students. A combo meal includes a main course, a vegetable, side dish, fruit and a choice of a drink. Students may also bring a packed lunch and microwaves are available for the warming of food (assistance provided). Hot water for Ramen noodles and other food options will not be available. Noodles should come already hydrated and can be heated if necessary in the microwave. Individual snack items will not be available for sale to Elementary School students during and after the school day, unless a parent or guardian is present.

Children with food allergies should be sure to inform the health office, so we can respond appropriately.

### Recess

Students in the elementary school have recess two times per day. Once in the morning and once around the lunch break. Students are expected to go outside during this time and should dress accordingly. Please refer to the Dress Code regarding the requirement of students wearing hats in non-shaded areas. In addition, students should bring a water bottle to keep hydrated. Healthy snacks are also encouraged.

Indoor recess or modifications to the recess timings will be arranged as determined by the Principal when the temperatures outside are deemed excessive.

### School Hours

- 8:00 – 8:25 a.m. Students arrive
- 12:30 p.m. Pre-K dismissal
- 3:30 p.m. Pre-K4 extended day and Kindergarten - 12 dismissal
- 3:40 – 4:30 p.m. ES after-school activities

**Students who are not in a supervised activity after regular dismissal are expected to leave the campus promptly at the end of the school day.** The school is not responsible for students who are at school before 8:00 a.m. or after 3:45 p.m. unless they are in a supervised activity. If you have questions on this policy please contact the Elementary Principal.

### Transportation

Visitors and parents must enter through the open gates in the parking lot adjacent to the Ghala Church at the North side of the school (24 hrs - 7 days a week) for both parking and drop-offs. Parents of students in the Pre-K program may also use the entrance on the west side of the school near the Bosch Performing Arts Center when displaying a valid parking pass. A valid

TAISM parking pass must be displayed prominently for immediate access. For safety, school security will question unauthorized vehicles or visitors.

- Students should use interlock paths and crosswalks while walking in parking areas.
- Drivers are expected to proceed with caution at all times, not exceeding 25 KM per hour.
- Drivers should park in designated areas only and not block in other vehicles at any time.
- To ensure adequate staff supervision, **Drop-off of students commences at 8 am.**

\* *Unless students are involved in an After School Activity, all elementary school students should be picked up or take the bus home immediately after school. Supervision is not available when students are not involved in After School Activities. Students remaining after school without the school's permission may lose their privileges of participating in After School Activities. If there are extenuating circumstances, parents should contact the Principal to discuss the situation.*

## TAISM Busing

The school offers a door-to-door busing service on a round trip or one-way basis. Busing can be arranged for the full year or a semester. Please contact the Business Office for current busing rates and service information. There are a number of regulations TAISM imposes upon the busing contractor to ensure safety. Drivers and monitors must adhere to these rules for safe travel.

### Bus Drivers

- Phones should be placed on silent and stowed away for the entire journey.
- Aggressive driving/Rash driving/Speeding is strictly prohibited.
- Students must never be dropped off or collected in a way that makes them cross over the road to get to their destination. The door should be as close as possible to the residence.
- Drivers should wear seatbelts as an example to the students.
- Drivers should obey all the traffic laws of the Sultanate of Oman at all times
- Drivers should be dressed appropriately; dishdasha or collared shirts and pants.
- Drivers should not interact with students beyond greetings.
- Drivers should cool their bus down properly before students arrive.
- Drivers should not honk their horn to announce their arrival except as a last resort.

### Bus Monitors

- Serve as the eyes and ears of the school in terms of ensuring students behave in appropriate ways on the bus.
- Communicate with all parents/guardians of bus riders proactively.
- Do not leave a student behind in the morning unless you have tried to call both phone numbers unsuccessfully, you have waited 3-4 minutes, and finally there is no response to a short honk of the horn.
- Do not leave the bus with children inside. The students need a monitor with them at all times.
- Speak up in a polite way if a student is violating rules repeatedly and report to the busing supervisor when warranted.
- Be respectful of the students, their parents, and their parents' employees.

### Bus Rules for Students

The same rules of student conduct apply on the bus as they do in the school. In addition to the normal school rules, the following actions are prohibited on school buses:

- Playing loud music
- Throwing objects
- Behaving inappropriately at bus stops
- Exiting the bus at an alternate stop without permission

- Being *excessively* loud
- Standing, laying down, or unbuckling the seat belt while the bus is moving
- Extending arms, legs or any other body part out of the window
- Not using seat belts
- Eating or drinking (except water)
- Being disrespectful to the monitor, driver, or fellow passengers

Students who violate these bus rules will be referred to the Principal. **Persistent or flagrant violations are grounds for restriction or denial of bus privileges, and no refund will occur.** The drivers and monitors operate in a collaborative manner with the Operation Department and will refer issues to the school administration and in some instances direct to the parent as well.

### Parents/Guardians

For Parents and Guardians, here are some very important things to know to ensure a smooth experience for your student:

- The bus routes are based on the safest and most efficient route to transport a group of students to a specified area of Muscat. The routes are determined by and at the discretion of the contractor with school approval. TAISM does not alter bus routes to serve individual students but rather to most efficiently serve the students as a whole.
- Should you relocate within Muscat during the school year, continued busing service is not a guarantee as seating is initially determined by demand in each area. If your new home is in an area in which the bus route is full, we will make every effort to try and accommodate, but cannot guarantee space.
- Parents or their nominated guardians are expected to escort children to the bus in the morning and to receive their students at the drop off point after school.
- Parents are responsible for knowing the schedule of their student(s) in terms of the whereabouts of a student who may be participating in after school activities.
- Parents should provide the Operations Office timely updates on changes of address or mobile phone number, allowing three working days for changes to take effect.
- We appreciate your patience with bus timings. There are variable factors at play which affect real pick up and drop off times. All routes are designed to be as efficient as possible.
- Ex-students and adults may not use the TAISM bus service.

The Operations Department is available to answer any questions you may have regarding bus services via email to Ms. Anu Gokul @ [gokula@taism.com](mailto:gokula@taism.com) or Mr. Badar Al Mamari @ [AlmamariB@taism.com](mailto:AlmamariB@taism.com) or by phone @ 968 2459-5180.

### Dress Code

TAISM has a dress code that is comfortable, respectful of Oman's culture, and appropriate for our school climate:

- Students are responsible for being neat, clean and dressed appropriately.
- Wearing valuable jewelry and jewelry in quantity is discouraged. TAISM accepts no responsibility for any jewelry brought to school.
- Provocative or unusual hair styles or coloring are not considered appropriate for school.
- Shoes should be comfortable and worn at all times.
- Hats are not to be worn inside the school building.
- Due to the intensity of sun and heat and the health implications that could result, Elementary School students are required to wear hats outside at recess throughout the school year. Students who do not wear a hat will play outside, but will have to stay under one of the covered areas. Parents may also want to consider applying sunscreen to their children before sending them to school as well as providing them with UV protective sunglasses.

- In the Elementary School, gym shirts and gym shorts may be worn in lieu of the regular school uniform on days in which a student's physical education classes are scheduled.
- All decisions regarding appropriate dress remain the Administration's prerogative.

The following dress guidelines are used for regular school attendance and school-related functions:

#### **For Boys:**

**Shirts** – TAISM polo shirts are to be worn on all days. They are available in red, white, or blue and can be purchased on Registration Day in August or from the School Receptionist during the school year. \* Elementary students may wear their PE uniform on the days they have Physical Education class.

**Pants/Shorts** – Pants and shorts are acceptable in solid colors as well as plaids, stripes and printed fabrics. Clothing with logos or printed images such as cartoons are not acceptable.

Pants and shorts should not be frayed, should fit properly and be in good condition. Jeans may be worn. Boys may wear shorts, but not frayed, or athletic-type shorts. **Shorts should be knee-length or longer.**

**Jackets/Sweaters/Sweatshirts** – Only TAISM sweatshirts may be worn at school. A TAISM polo shirt must be worn under the TAISM sweatshirt. Sweatshirts may be purchased on Registration Day in August or from the School Receptionist.

#### **For Girls:**

**Shirts** – TAISM polo shirts are to be worn on all days. They are available in red, white, or blue and can be purchased on Registration Day in August or from the School Receptionist during the school year. \* Elementary students may wear their PE uniform on the days they have Physical Education class.

**Skirts/Pants/Shorts**– Girls may wear skirts, pants, or shorts to school. Skirts and shorts should be knee-length. Long pants, capris, jeans, or leggings/jeggings which go at least to mid-calf or ankle are permitted. **Shorts should be knee-length or longer.**

**Jackets/Sweaters/Sweatshirts** – Only TAISM sweatshirts may be worn at school. Sweatshirts may be purchased on Registration Day in September or from the School Receptionist. A TAISM polo shirt must be worn under the TAISM sweatshirt.

#### **Dress Code – Physical Education**

Students must wear their PE uniforms for PE classes. Kindergarten – Grade 5 students may wear their PE uniform on PE days as per their schedule. It is recommended that students have at least two uniforms.

Swimming is an integral part of the PE program. Girls must wear one-piece swimsuits, and boys must wear swimming trunks (liner and drawstring) or racing suits. Students are required to bring a towel. Swimming goggles are recommended.

No jewelry should be worn during PE classes.

#### **Purchasing TAISM Uniforms**

TAISM shirts and Physical Education clothing will be on sale during Registration. Afterward, school uniforms are available for purchase in the Visitor Reception or the Main Office. A list of available uniform merchandise and prices will be available in the ES Office.

### **Visitors and Guests**

Visitors are welcome on campus by appointment only. Visitor's must access the campus through visitor reception after security screening and must wear a visitor badge. The Admissions Coordinator, Principals or Director will be happy to provide a tour when arrangements are made ahead of time.

### **Withdrawals and Transfers**

Students are permitted to withdraw from school during any time of the year. When students withdraw to transfer to another school, TAISM will provide transcripts and other information upon the written request of the parents. A minimum of 7 days notice is required. Student transcripts and records will not be released if the student has not returned school property or owes money for lost library books, textbooks, or school fees, etc.

Withdrawals and transfers are a fact of life in the international school setting. Please note that the sooner the school knows about an impending departure, the more support it can offer in the transition to a new school.

### **Parent Newsletters**

Keeping families informed of school events and news is important to fostering a partnership between home and school. School-wide information and stories are posted on our school website and on our TAISM parent site ([parents.taism.com](http://parents.taism.com)). Additionally, an elementary school weekly e-mail newsletter is also sent home every Thursday afternoon by the Elementary office to your TAISM family email account. This will help keep you up-to-date on happenings specific to the Elementary School.

## ES HOMEROOM STAFF

Classroom	Teacher	Assistant
Pre-K	Sharon Smith-Lossiah Rhea Khimji	Gita Kumar, Muna Al Marhoobi, Manuela Burul, Zulfa Al Busaidi
KLR	Lauren Rossi	Ghada Khalifa
KAR	Allison Ryan	Fatma Al Marhoobi
1KR	Kara Roland	Saimya Al Salmi
1NR	Natasha Rice	
2TR	Travis Roland	
2TC	Thomas Cabaluna	
3AV	Amanda Virgen	
3SC	Sarah Carlson	
4SC	Shauna Covell	
4KB	Kathryn Barnum	
4EC	Eric Carlson	
5AH	Annemarie Hodge	
5AC	Amy Cabaluna	
5MR	Michael Ram	

## ES SPECIALIST STAFF

Subject	Teacher	Subject	Teacher
Music	Hannah Dick Melissa Davis	AFL AHL	Taline Sabbagh Hilda Ashkar
Art	Cori Lee Kristy Schuttenbach	Spanish French	Melissa Foltz Carla Khalil
Library Library Assistant	Mark Smith-Lossiah Preeti Dutia	PE PE	Josh Takayoshi Luther Rauk
ELL ELL Assistant ELL Assistant ELL Assistant	Ken Ingram Jean Soonawalla Marion Cuvillier Taryn Krook	IT  Counselor	Maya Ibrahim  Dan Everett
Student Support SS Assistant SS Assistant	Sharon McGowan Loveleena Bawa Basak Wotherspoon	Aquatics Aquatics Assistant	Velin Prabhu Grace Luna