



High School
Student & Parent Handbook
2026-2027 School Year

TAISM

The American
International School
of Muscat



Peter Lee, Director



Mr. Derek Lea, HS Principal

This Student/Parent Handbook is provided to TAISM students and parents for the purpose of conveying the school's policies, general procedures, and common behavioral expectations. 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 High School Principal or School Director.

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TAISM OVERVIEW

TAISM Mission Statement and Core Beliefs

The American International School of Muscat

The American International School of Muscat (TAISM) is a private, non-profit college preparatory, co-educational day school. The school is designed to afford expatriate children of all nationalities the best possible educational program within the context of an English language, American-based curriculum.

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.

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 the 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.
- 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.

Learner Profile



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.

Learning Principles

TAISM's definition of learning was developed by staff, students and parents. Each group discussed collective learning experiences at TAISM, the understanding we have of our students' needs, current educational research, and what students will need to be prepared for the future. These discussions helped us define what learning is and can be at TAISM. From those discussions, we decided to define learning through 6 Learning Principles.



The infographic is titled "LEARNING PRINCIPLES" and features the TAISM logo at the top center. Below the title, it states "TAISM is a school where learners...". The principles are arranged in a 3x2 grid, each with a colored triangle in the top-left corner and a description. The principles are: Collaboration (teal), Relationships (purple), Engagement (green), Agency (dark blue), Adaptability (orange), and Growth (olive green). The background has a blue geometric pattern at the top and a red geometric pattern at the bottom.

TAISM | The American International School of Muscat

LEARNING PRINCIPLES

TAISM is a school where learners...

- COLLABORATION**
... come together to generate and discuss ideas, understand different perspectives, and work towards common goals.
- RELATIONSHIPS**
... develop connections that foster a sense of belonging, build empathy, and promote wellbeing.
- ENGAGEMENT**
... are empowered to question, reason, and think deeply about important concepts and ideas.
- AGENCY**
... take ownership of their learning, pursue personal passions, and make choices that support their learning needs.
- ADAPTABILITY**
... make connections within and between subjects in order to apply their understanding to authentic situations.
- GROWTH**
... develop a growth mindset by reflecting upon their progress and revising their thinking.

Welcome from the High School Principal

Dear Parents and Students,

Welcome to the 2026-2027 school year! High school is a pivotal chapter—a unique time to explore passions, challenge perspectives, and prepare for the world beyond our campus. At TAISM, your journey is guided by our Mission to develop ethical, responsible, and globally conscious lifelong learners, our Core Beliefs, Learning Principles, and Learner Profile, and I am thrilled to support you as you navigate these next steps.

Our community is defined by its diversity, with students from over 33 nationalities coming together to create an environment rich in perspectives and culture. Whether in the classroom, on the field, or during our Discover Oman program, we encourage you to engage deeply, form meaningful connections, and strive for your personal best.

This handbook serves as our community roadmap, detailing the policies and procedures that keep our environment safe, respectful, and conducive to learning. I ask that students and parents review these pages together to ensure a shared understanding of our expectations.

Our goal is to foster an environment where every student can achieve their full potential. I am incredibly proud of our dedicated faculty and staff, and I truly value the partnership we share with our families. My door is always open, and I look forward to connecting with you throughout the year.

Warmly,

Derek Lea

High School Principal

HIGH SCHOOL OFFICE STAFF

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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.

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.

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 are eligible to:

- Stand for election
- Vote in Board elections
- Serve on Board ad hoc committees

Contracted teachers may not run for Board election. They have a representative on the Board.

Curriculum

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

- The Advanced Placement program (AP, College Board, U.S.A.) is also offered.
- TAISM follows the AERO standards (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).

Student/Parent Participation

Parents, students, and school employees 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 Code of Conduct outlined in the Student Handbook.

Parents will:

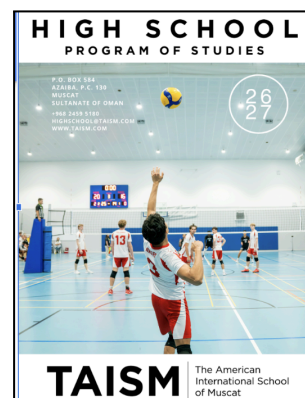
- Actively participate in their child's school life.
- Guide their child with an understanding of right and wrong, a sense of honest and ethical behavior, and respect for all people.
- Provide a regular time and place for homework and assist their child with his/her homework when necessary.
- Work to establish and maintain open and respectful communication with teachers.
- Assist their child in following the Code of Conduct.

ACADEMIC PROGRAM

High School Academic Programs

COURSE OFFERINGS AND THE HIGH SCHOOL PROGRAM OF STUDIES

The TAISM High School Program of Studies 2026-2027 ([linked here](#)) contains detailed information about the academic program in the course offerings. The Program of Studies can be located online at www.taism.com by selecting “High School” under the “Learning” tab. TAISM parents who have logged onto their TAISM Google account will find the Program of Studies on the High School page at parents.taism.com. Similarly, the Program of Studies is available for students at www.taism.com/high-school/academics.



ADVANCED PLACEMENT (AP) PROGRAMS AND EXPECTATIONS

TAISM offers Advanced Placement (AP) Program[®] courses (17 courses during the 2026-2027 school year as listed on the next page) to allow willing and academically prepared students to pursue college-level studies — with the opportunity to earn college credit, advanced placement, or both — while still in high school. The TAISM High School Program of Studies (published on the school's website) contains detailed information about the Advanced Placement program. The students who are most successful in AP courses are generally the students who have previously demonstrated the academic readiness and necessary commitment for the rigorous academic expectations of the AP Program. That said, we support a student enrolling in AP courses whose prior record indicates that a more rigorous academic program will be a stretch for them, provided the student accepts responsibility for the high level of commitment required and the student's parent(s)/guardian(s) are aware of the circumstances associated with enrolling in an AP course and will be supportive. In these cases there will be a probationary period, up to the time of the first major summative assessment and then Parent-Teacher Conferences during the first semester, during which the student must demonstrate satisfactory engagement and progress in their learning in order to remain enrolled in the AP course.

Students that enroll in an AP course accept and adhere to the following **“Statement of AP Expectations.”**

In all cases, students enrolling in Advanced Placement courses at TAISM are expected:

- To complete the Advanced Placement exam for that course in May of the school year they complete the AP course. Students who earn a qualifying score (3 or above) on an AP Exam are typically eligible to receive college credit and/or placement into advanced courses in college. (www.collegeboard.com).

- To demonstrate consistent commitment to our Behaviors that Support Learning - to be an independent learner who is consistently prepared, organized, engaged, persevering, and collaborative in learning. This includes attending information meetings, completing all summer assignments and committing the time necessary to be successful in an AP course (the College Board suggests 1- 1 ½ hours of time outside of class per AP course each night).
- To communicate effectively with their teachers - to ask questions, to communicate concerns about learning challenges, and to seek and utilize intervention opportunities offered and/or required by the school and/or teacher, especially when facing challenges.

Failing to Show Up for an AP Exam

If a student chooses not to show up for their scheduled AP examination, they will not be permitted to enroll in AP courses at TAISM in the future. Students who are ill on the day of the exam must contact the coordinator and will take the late exam.

The following AP courses are offered in the 2026-2027 school year at TAISM.	
AP Biology AP Chemistry AP Physics I & II AP Precalculus AP Calculus AB AP Computer Science Principles AP English Language & Composition AP English Literature & Composition	AP Comparative Government & Politics AP Human Geography AP Psychology AP French Language & Culture AP Spanish Language and Culture AP Drawing AP 2-D and 3-D Art and Design AP Self Study (see below)

AP Self Study

Students in grade 11 or 12 may take AP courses not offered by TAISM through an AP Self-Study option. AP Self Study requests must be approved by the counselor or principal. Students choosing this option must have successfully completed (with a score of 3 or above) an AP exam previously; or if they have not taken an AP course, the student must have achieved a High Honors award during the previous school year. It is the student's responsibility to work with the AP Coordinator to register and pay for an AP online course, and to register for the AP Exam through the College Board. Note that students are required to take the AP exam in May of the same year they take an AP Self-Study. In order for the course to appear on the transcript with credit and a grade, a student must enroll in, pay for, and complete an AP online course through VHS Learning or Apex Learning and provide the official transcript at the end of the course. Students who "drop" an AP Self-Study will not be approved for any other AP Self-Study and will be required to add a class at the beginning of the new semester. Students should see their counselor if they have questions about AP Self Study.

English as an Additional Language (EAL)

EAL students are admitted to TAISM depending upon the level of their English language fluency. A Board of Directors' policy guides the administration in its decisions regarding the provision for EAL services in the school.

Learning Support (LS)

Students with diagnosed learning differences are admitted to TAISM based on a review of the student's particular learning needs, the availability of resources to support the student's learning needs, and the availability of a program for the student to meet the graduation requirements as outlined in TAISM Board Policy.

Course Load

The maximum number of courses a student may take is eight. Students in grades 9 and 10 enroll in eight courses, while in grades 11 and 12 some students may enroll in seven courses and have an Independent Study or AP Self-Study period in their schedule.

Add/Drop/Withdraw

Students may make changes to their schedule during the first two weeks of the first semester and the first week of the second semester. After that time, changes can only be made after discussions between the student, parents, counselor and teachers involved. The High School Principal will make the final decision. If a student withdraws from a course after ten class periods, a W (Withdrawl) will be placed on their transcript.

Credit

One (1.0) credit is defined as a course meeting the equivalent of 5 periods per week for 2 semesters. Credits are awarded by semester (0.5 credits per semester) for each successfully completed course in grades 9-12. Class standing for a student is determined by how many credits a student has earned. Additionally, students must be on track to graduate in order to advance in class standing.

GRADUATION REQUIREMENTS

Students must complete the school's credit requirements for the TAISM High School diploma. If either or both semesters of the required course is failed, a student must repeat that semester(s). Under normal circumstances, a student should be earning seven or eight credits per academic year. Upon the successful completion of these minimum graduation requirements over a period of four years, students are eligible to earn a TAISM High School diploma.

Subject	Minimum Credits for Graduation (1.0 credit = 1 year)
English	4.0
Social Studies	3.5
Science	3.0
Mathematics	3.0
Visual and Performing Arts	2.0
World Language	2.0
Physical Education	1.5
Health	0.5
Computer Science	0.5
Electives (from the above areas)	7.0
Oman Studies (Discover Oman)	1.0
Total	28.0 credits

ASSESSING AND COMMUNICATING STUDENT LEARNING

For evaluation (grading and awarding of credit) purposes, the TAISM school year is divided into two semesters. A mid-semester progress report is issued at approximately the mid-point of each semester. The mid-semester progress report indicates a 'grade in progress' at that particular time. At the mid-semester point, students reflect on their progress in each course through a collaborative dialogue with their teachers. Semester grades are then listed on the permanent record. Course credit is earned by semester (0.5 credits per semester).

In each subject area, essays, projects, presentations, quizzes, unit tests, and other assessment tasks are all part of the assessment process used to determine a student's progress toward achieving the course learning targets and standards. The results of these assessments provide the evidence for teachers to evaluate student learning and award academic grades for the course.

All academic courses will have a summative assessment or final project, presentation, or performance (final project subject to Principal's approval) at the end of each semester. Semester assessments will account for a maximum of 20% of the semester grade for each class. This percentage will be clearly identified by the teacher in the course syllabus distributed to students in the beginning of the school year or semester for semester-long classes.

Homework, which can consist of practicing skills learned at school, acquiring new knowledge in order to further learning at school, or creating/completing a project, is an important component of all courses at TAISM. However, due to the nature of each course, the amount of homework assigned will vary. The predicted amount/degree of homework load (light, moderate, or heavy) is published in the Program of Studies.

High School Grading and Behaviors That Support Learning

Academic grades in the high school are based on each student's achievement against well defined standards for each course. As a result, behaviors that influence academic achievement, including preparation, organization, engagement, perseverance, and collaboration, are not included in the academic grade. An academic grade and feedback on each of these five Behaviors that Support Learning are awarded for each class. Academic grades are based on Grading Options and Descriptions which are in turn aligned with the Grading Scale as outlined below.

Grading Options and Descriptions:

Academic assessments and assignments during the course of the semester will be graded using the following grade options:

Symbol	SBG Level	Description
A+, A	Excelling	A consistent, complex and independent mastery of a set of skills or standards based upon in-depth, comprehensive or novel evidence. Students at the Excelling level are able to accurately self-assess and apply and adapt to authentic, atypical, or unpredictable situations or circumstances.
B+, B	Meeting	A consistent and independent mastery of a set of skills or standards. Students at the Meeting level can occasionally, or with assistance, apply their proficiency to more authentic situations or circumstances.
C+, C	Approaching	An inconsistent mastery of a set of skills or standards. Students at the Approaching level may require assistance for more complex tasks. Connections to related or previously explored concepts are minimal or inconsistent.
D+, D	Emerging	A minimal and inconsistent mastery of a set of skills or standards. Students at the Emerging level demonstrate basic understanding and application of the standards.
F	Insufficient Evidence	Insufficient evidence submitted to justify a passing level. Either whole pieces of evidence are missing or the submitted evidence is incomplete or incorrect.

End of Semester Grading Scale and Grade Point Average (GPA)

At the end of the semester, an overall grade for the term will be assigned based on the evidence of learning gathered during the semester. The following grades may be assigned at the end of the semester:

Letter Grade	GPA Points	AP Weighted (+ .5)
A+	4.3	4.8
A	4.0	4.5
A-	3.7	4.2
B+	3.3	3.8
B	3.0	3.5
B-	2.7	3.2
C+	2.3	2.8
C	2.0	2.5
C-	1.7	2.2
D+	1.3	1.3*
D	1.0	1.0*
D-	0.7	0.7*
F	0.0	0.0*

*Advanced Placement (AP) Courses are considered college level courses and .5 additional GPA points are awarded for a grade of C or higher.

I

Incomplete ("I" is given to students who do not have all graded work completed by the end of the grading period. A student has a maximum of two weeks to make up all incomplete work.)

(m)

Modified Grade (The curriculum requirements were altered to meet the special needs of the student.)

NG

No grade issued

P

Pass

W

Withdraw from class

IP

Course in progress (used on transcript only)

Behaviors That Support Learning

Each student's academic success is significantly influenced by behaviors including preparation, organization, engagement, perseverance, and collaboration. Because of their importance, and in order to maintain the integrity of our reporting on student learning against the academic standards associated with each course, these Behaviors That Support Learning are assessed and reported separately in our grading and reporting process. Students receive a 'grade' of Consistently (C), Sometimes (S), or Rarely (R) for each of these five behaviors for each class

Behaviors that Support Learning	Descriptors
PREPARATION	The student is well prepared for learning, meets deadlines and fulfills commitments. <i>[Consistently, Sometimes, Rarely]</i>
ORGANIZATION	The student has required materials organized, and organization contributes positively to their learning. <i>[Consistently, Sometimes, Rarely]</i>
ENGAGEMENT	The student takes initiative and strives to maintain an active role in the learning process. <i>[Consistently, Sometimes, Rarely]</i>
PERSEVERANCE	The student puts forth best effort, works with determination and diligence, and seeks resources to overcome obstacles and setbacks in order to achieve learning goals. <i>[Consistently, Sometimes, Rarely]</i>
COLLABORATION	The student works well with others, respectfully shares knowledge and builds consensus to achieve common learning goals. <i>[Consistently, Sometimes, Rarely]</i>

The Behaviors That Support Learning Rubric can be found on the High School page at students.taism.com.

Semester Assessments

Semester assessments are held at the end of the first and second semesters. They make up a maximum of 20% of the overall semester grade.

Semester Assessment Policy

Students are expected to be at all assessments at the scheduled dates and times. TAISM does not give early or make-up semester assessments unless there are extenuating circumstances or a family emergency requiring departure from Oman. Students who miss semester assessments will forfeit the points for the semester exam.

Academic Reporting to Parents

A "Progress Report" is issued at approximately the midpoint of each semester. Academic notices will also be sent on an as-needed basis.

Report cards and associated teacher narrative comments are issued to each student at the end of each semester (twice per year). Report cards are distributed to students and parents as electronic documents. A hard (printed) printed copy will be provided upon request. At the end of the school year, the school may withhold report cards if library books, textbooks, school fees, or equipment have not been returned. When materials are returned or payment is received, reports will then be released.

Viewing Grades Online

Parents will be able to view their child's grades via PowerSchool Gradebooks shortly after the start of each semester. Prior to the opening of the gradebooks, parents will receive information on how to log on. Once online, parents will be able to view all grade details including student scores, assignment values and any comments on assignments or overall comments. Parents are reminded that entering and recording student assessments is a "work in progress" and certainly not the final grade for the semester. Prior to the opening of the gradebook, Mr. Gokul Krishnan (IT Manager) will be available for assistance or explanations.

Please note: PowerSchool is closed the week prior to the end of each semester while teachers enter comments and grades.

Academic Probation

A student who ends a semester with a grade point average of 1.7 (C-) or below will be placed on Academic Probation for the following semester. Additionally, a student may be placed on Academic Probation if they are not earning enough credits to maintain their class status and their ability to graduate within the four-year period of High School. A meeting will be set with the principal, counselor and the student's parent(s) to develop an improvement plan. Continued enrollment at TAISM is contingent upon meeting the conditions of the improvement plan.

Honor Roll

Grade Point Average (GPA) will determine a student's honor roll status on a semester basis using the 1st semester and 2nd semester grades. Since credit is awarded by semester, outstanding academic achievement will be recognized at the completion of each semester. Students who achieve the honor roll will have it noted on their report cards. Highest Honors – GPA of 4.00 or above; High Honors – GPA of 3.70 to 3.99; Honors – GPA of 3.30 to 3.69.

END-OF-YEAR RECOGNITION AND AWARDS

At the completion of each school year, students are recognized for their contributions and achievements in the following areas:

Service Awards and Recognition

- High School Student Council Awards are awarded to each of the Executive Council members and each Class Representative in recognition of their dedication, leadership, and commitment as a member of the High School Student Council.
- The Yearbook Award is awarded to a student(s) in recognition of their outstanding contributions to the creation of the annual TAISM High School Yearbook.
- Community Service Leadership Award(s) are awarded to students who demonstrate outstanding leadership and initiative to serve the community. In addition, a Service Recognition certificate is awarded to students who contributed 30 or more hours to the Community Service program during the year.
- High School Student Ambassadors and High School Help Desk for Middle School Students are awarded certificates in recognition for their contributions to these two service programs.

Academic Achievement Awards

Students are recognized for outstanding academic achievement through awards in the following subject areas: Arabic as a Foreign Language, Arabic as a Heritage Language, (Visual) Arts, Choral Music, Computer Science, Drama, English, French, Health and Wellness, Instrumental Music, Mathematics, Physical Education, Science / Life Sciences, Science / Physical Sciences, Social Studies, Spanish, Technical Theater. The criteria are based on the student's demonstrated academic achievement in the subject area during the current school year as determined by the teacher(s) in that subject area.

Special Awards

Outstanding Student Athlete Awards - In order to celebrate the growth, development, and achievement of students who participate in our varsity level athletics programs, we recognize Outstanding Student Athletes who (1) are currently in grade 12, (2) participated on at least two varsity level teams during the current school year, (3) demonstrated leadership on and off the field through their positive attitude, strong work ethic, and/or effective communication skills, (4) showed dedication to the sport and to the team through their consistent attendance and passion to improve, and (5) maintained a high level of character and positive attitude toward their teammates, the opposition, and the game. The selection process is facilitated by the Activities and Athletics Director and involves varsity coaches and the high school principal.

Principal's Award - The Principal's Award is awarded each year to a student who has contributed in significant ways to achieving the school's Mission and Core beliefs through their contributions to one or more of our extra-curricular programs.

Academic Excellence / Highest Honors at Graduation - The Academic Excellence Award is awarded to each senior who has achieved Highest Honors during each semester of 11th grade, first semester of 12th grade, and the first half 2nd semester in 12th grade. In order to achieve Highest Honors students must maintain a GPA above 4.0 during this time.

Master of Ceremonies - The Master of Ceremonies for the Graduation Ceremony is determined through an audition process of interested 12th grade students who were at TAISM during their 11th and 12th grade years and who earned "Academic Honors" (GPA of 3.70 or higher) during each semester of 11th grade, first semester of 12th grade, and the first half 2nd semester in 12th grade.

Graduation Speaker - The Graduation Speaker for the Graduation Ceremony is determined through an audition process of interested 12th grade students who were at TAISM during their 11th and 12th grade years and who earned "Highest Academic Honors" (GPA of 4.0 or higher) during each semester of 11th grade, first semester of 12th grade, and the first half 2nd semester in 12th grade.

Outstanding Senior - The recipient of the Outstanding Senior Award distinguishes her or himself through academic achievement, participation in a variety of extracurricular activities, significant contributions to the TAISM community, leadership and character during her or his junior and senior years at TAISM. The criteria for this award are (1) academic achievement as evidenced by grades, awards, scholarships or projects (to be eligible for the award, a student must have a cumulative GPA of at least 3.3 during his/her junior year and the first three quarters of his/her senior year), (2) participation in a variety of extra-curricular activities, (3) service to the TAISM community and/or beyond, in which the student's initiative and participation have made a significant contribution, (4) leadership that distinguishes the student as a positive role model of mature and responsible behavior, and (5) character as demonstrated by a high degree of personal integrity and respect for others. The Outstanding Senior Award is voted on by TAISM faculty and staff.



ONLINE LEARNING AT TAISM

The TAISM High School uses Google Classroom as a learning management system. Students are enrolled in a Google Classroom site for each class. Teachers may use Google Classroom to push out announcements, information, assignments, as a means to collect work, and to communicate about class content. Parents are encouraged to sign up for Google Classroom Parent Notification emails, which inform them of their student's class activity. If the need for online learning should occur, the TAISM High School uses Google Meet as a platform for synchronous, live classes, following our normal school schedule.

Frequently Asked Questions About Technology at TAISM

HOW DO I KNOW IF MY PURPOSE IS WITHIN THE GUIDELINES? Ask yourself, "Is what I am doing, or wanting to do, necessary and clearly connected to my schoolwork?" If you can positively answer yes, then there is no problem. If you are doubtful or if the activity is not connected to your schoolwork, then the answer is your activity is not within the TAISM Responsible Use Agreement (RUA) guidelines and you should not do it.

WHAT DO I DO IF I UNINTENTIONALLY ACCESS INAPPROPRIATE MATERIAL? Call a staff member. He or she will verify that the access was unintentional. They will assist you in backing out of the site.

WHAT DO I DO IF I RECEIVE IN- APPROPRIATE E-MAIL? Contact the Technology Director, Librarian, or Principal immediately. He or she will show you how to block the sender, but may also choose to pursue the offender through administrative or other means.

MAY I SHARE MY PASSWORD? No. Never share your password.

WHAT IF A SITE ASKS FOR MY NAME OR E-MAIL? TAISM's policy is that students do not provide their personal information, including surnames. If site registration is necessary to the educational activity, the teacher will provide a school-based e-mail address to use.

HS 1:1 DEVICE ENVIRONMENT

Providing students with an individual iPad or Chromebook in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the 1:1 devices at TAISM gives students the access to learn anywhere, anytime - both in classrooms and at home using the same tools. This 1-to-1 personalized learning also promotes responsible use of today's ever-changing technologies.

All devices are the property of TAISM and are subject to the responsibilities/restrictions in the iPad agreement as well as the TAISM Responsible Use of Technology Agreement found above. All applications (apps), files and documents stored on the iPad are the property of TAISM. The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. Students in violation of this agreement may be subject to but not limited to: disciplinary

action, repossession, overnight confiscation or removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. TAISM is not responsible for the financial loss of any personal material that is deleted.

The [TAISM Device Agreement](#), signed electronically by students and parents each year, gives details on how to care for your iPad.

AI

DISCOVER OMAN PROGRAM

Living in Oman is an amazing experience and TAISM's Discover Oman program brings students to the far corners of this beautiful country. The educational benefits of learning beyond our classroom walls have been documented over and over again, but this is only one of many reasons we take a week of school for this program. From trekking high in the jebel, to an historical walk along one of Oman's many hiking routes, to an environmentally-conscious beach restoration, there are opportunities for every taste. High school students become more culturally aware of their host nation and learn about personal responsibility, and how to perform as a team. Strong relationships are formed between students and faculty over the course of the week and the memories made will last forever.



The Discover Oman program is a graduation requirement for all students, but more than that, it is the opportunity to fully appreciate the country we live in. Every high school student participates every year and will get the chance to see a different side of the Sultanate each time they participate. Trips are held in the first semester during the month of December.

Participation in HS Discover Oman is mandatory. Discover Oman is graded on a Pass/Fail basis, and students earn 0.25 credits for each year they successfully participate. Grades and credits will be noted on both report cards and transcripts. 1.0 credits of Oman Studies (Discover Oman) must be earned over 4 years in order to meet TAISM's graduation requirements. If a student is sick enough to be unable to attend, a doctor's note must be submitted and the student will have to complete a rigorous Discover Oman makeup experience.

Discover Oman:

- Provides exposure to Oman with the hopes of nurturing a better understanding and appreciation of Omani culture, geography and people.
- Strengthens acquaintances within the TAISM secondary school community among students and faculty, as well as the development of responsibilities commensurate with group living.
- Increases respect for the environment through exposure to unique habitats, unique topographical features and the impact of human populations on the land.

- Provides opportunities for personal reflection, self-awareness and self-reliance.



HIGH SCHOOL LIBRARY



The high school library is considered a school/community resource and is open to students, staff and parents daily, Sunday through Thursday. With over 5,000 books, 5,000 OverDrive/Sora ebooks and audiobooks, access to electronic databases and many other resources, the library makes for a busy, popular spot for high school students throughout the school day. High school students are able to use the library before and after school, at break times, during their independent and self-study blocks and during class time with teacher permission. The library is intended to be a place to read, create, collaborate, research, work on class assignments and study. Students coming to the library from a class must have a teacher's pass.

Library Loan Periods

Books may be checked out for up to three weeks and may be renewed as necessary. Ebooks are checked out for 14 days and can be returned at any time or they automatically expire at the end of the 14-day loan period. Any resource needed for a period longer must be

renewed on a regular basis. Students may check out five print books and five ebooks at any one time. Students may ask the Librarian for permission to borrow a greater number than this should the need arise.

TAISM parents are welcome to use the library and may borrow up to five items at a time. The prompt return of all books/materials is appreciated and expected. Parents automatically have access to Sora with their school parent email address (Google SSO).

Overdue Materials

It is the responsibility of all students to return library materials in a timely manner. The library staff will advise students of any outstanding items. Students receive notice of overdue books in their TAISM email accounts. Periodically, parent(s) or guardians may also be contacted regarding books and materials that are lost, damaged or past due. Official records and yearbooks will be withheld until all overdue books are returned and all fees for damaged or lost books are paid.

The library will remain closed during all holidays. The library will not lend print materials to any community members over the summer holiday; however, access to our growing collection of ebooks and digital audiobooks is available throughout the calendar year. There will be no access to the library and its print resources during any holiday period.

Computer Use

The library 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, school-related activities. Before using the computers in the library, students must have on file a signed copy of the school's Acceptable Use of Technology Policy. All usernames and passwords for online sources are available at the circulation desk and via the Destiny Discover landing page.

Restrictions on Privileges

The rules for behavior and use of library materials and equipment are governed by the Code of Conduct. The librarians reserve the right to recommend to the Principal that student privileges be restricted or suspended.



EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities

The extra-curricular program is an integral part of the high school program at TAISM. We believe that student activities provide opportunities for creativity that enhance character, promote personal growth and augment classroom learning. Teachers and members of the community offer programs after the school day, usually 3:45 to 5:10 p.m.

TAISM is a member of the Muscat Secondary Sports League (MSSL) and SAISA (South Asia Inter-School Association). Soccer, volleyball, basketball, track and field, and swimming are part of both leagues. The MSSL has divided up the school year into seasons, which include competitions between member schools and an end-of-season tournament. Our sport seasons culminate with a SAISA tournament hosted by member schools and allows for international travel for our teams. TAISM also sponsors clubs and other activities after school such as Community Service, Model United Nations and drama programs.

Extra-Curricular Eligibility

Based on extensive research that shows a positive correlation between participation in activities/ athletics and academic achievement, there is no academic ineligibility at TAISM. Positive participation is viewed as a pathway to improved student performance. However, a student who is failing a class or classes may not be able to participate in a tournament or travel. A collaborative decision rests with the Athletic and Activities Director, coach, teachers, counselors and Principal.

A student who is placed on Disciplinary Probation may be restricted from competition or performance in a extra-curricular activity by the Principal. Student conduct that does not reflect the mission, aims and core beliefs of the school and occurs during the activity season, whether in or outside of school, may constitute grounds for suspension or dismissal from the team.

NOTE: A student may not participate in an extra-curricular activity if that student has missed any school on the day of the activity.

TAISM Sports Program Goals and Philosophy

The TAISM Athletic philosophy is rooted in the belief that every athlete has the potential for growth. We place importance on the holistic development of the student, including skill mastery and character building. The sports program believes that an extra-curricular sports program is vital to the intellectual, physical and emotional development of students. Sports and activities are an extension of a solid educational foundation and are used as a medium to help teach our students to develop a growth mindset, emphasizing the importance of effort, perseverance, and continuous improvement. We focus on the development of technical and tactical proficiency, and we also place value on the development of essential life skills such as teamwork, discipline, resilience, and self regulation. We promote values such as fair play,

integrity, and respect for opponents, officials, and the rules of the sport. The TAISM sports program is dedicated to nurturing the whole athlete, supporting personal growth, character development, and long-term success in both sports and life.

For more information about the sports program, see the TAISM Student-Athlete Handbook from the Athletic and Activities Director.

High School Student Council

The High School Student Council ("StuCo") is a student-elected organization that provides a wide range of social, service, and leadership opportunities for TAISM students. It is an integral part of student life. The Student Council plans and organizes many activities, including dances, social nights, Spirit Week, the OIG gift drive, TAISM's Terry Fox events, and other student-centered activities. In addition, the Student Council represents the study body when discussing school policy and practices with the administration.

The faculty advisor oversees and assists with the Student Council program. Students are encouraged to run for Executive office or Class Representative. The Executive Board (President, Vice President, Treasurer, and Secretary) is elected in the late spring each year for the next school year. Class representatives are elected at the start of each school year.

2026 - 2027 Executive Officers



Isla Everett
President



Karma Al Bitar
Vice President



Mustafa Abu Zeid
Treasurer



Emily Strobelt
Secretary



Israa Al-Bualy
Fundraising Coordinator

HIGH SCHOOL COUNSELING SERVICES

Counselors are an integral part of the educational team at TAISM. There are two high school counselors and a counseling secretary. TAISM counselors offer support and information to students and parents in a variety of ways: individual and group meetings, classroom lessons, course planning sessions, evening presentations, parent coffees, email reminders, and Counselor's Corner newsletter updates. Parents are encouraged to conference with their child's counselors and teachers by phone, email, or in person regarding any aspect of their child's wellbeing while at TAISM.



TAISM High School Counselors believe in supporting the academic, social/emotional, career/college, and global perspectives of each student following the standards of the International School Counselor Association (ISCA). Throughout high school counselors help students explore activities, interests, courses and colleges that are the best fit/right fit for them. The counselors follow a grade 9-12 curriculum that supports students in self-exploration which leads students to finding their future post-secondary plan.



Standardized Testing Program

Students in grade 10 and 11 have the option to take the Preliminary Scholastic Assessment Test (PSAT), which emphasizes college preparatory skills. Students in grades 11 and 12 can register for and complete the SAT which is offered at TAISM throughout the school year. The SAT is an entrance requirement for most universities and colleges around the world. Students create a personalized testing plan through consultation with their parents and counselor.

In addition, an English proficiency test such as TOEFL or IELTS may be required for admissions where English proficiency is required. For example, in the United States, Canada, the UK, Australia, etc. This test is administered off campus. See your counselor for more information.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

CODE OF CONDUCT

A student's first responsibility is to understand the guidelines specified in the Code of Conduct and Rights & Responsibilities: At the start of school, and periodically throughout the year, the faculty will review these guidelines with students. If a student is unsure about a specific expectation, he or she should check with a teacher or an administrator.

The following principles are the foundation of our school. All other rules and procedures are based on these ideas. Students should follow this code of conduct at all times while at TAISM.

- Students are expected to be truthful.
- Students will show respect for all members of the TAISM community.
- Students will show respect for property – their own, that of others and the school's.
- Students will behave in a manner that ensures their safety as well as the safety of others.

As stated in the TAISM Board Policy Manual, Section 7.40, Student Rights and Responsibilities, each student has the opportunity and the right to use the School as a means for self-improvement and individual growth. In so doing, the student is expected to behave in such a way as to assure other students the same opportunities.

Students may safeguard their rights by taking full responsibility for their actions. Students are responsible for their own behavior. They must respect the individual rights of others and help to provide a safe and positive school environment within which to learn.

All students attending the School are expected to carry out the following responsibilities:

- A. conduct themselves with honesty and integrity
- B. exercise self-discipline
- C. be courteous and communicate respectfully to other members of the school community
- D. respect the educational process and learning environment
- E. act in a manner that safeguards and does not endanger the health and well-being of others
- F. respect the property of fellow students and the property of the school
- G. dress in neat attire that takes into account cultural sensitivities

All students attending the School have the right to:

- A. clearly stated behavioral expectations
- B. pursue an education in a climate of mutual trust, respect, and interpersonal concern
- C. a curriculum which is relevant to the world in which they live
- D. be protected from abuse and harassment
- E. safety of both person and property, including safe and clean school facilities
- F. freedom of thought, conscience and religion
- G. protection from arbitrary interference with personal privacy, family, home and correspondence
- H. freedom of opinion and expression, unless doing so would violate the rights of others
- I. due process
- J. freedom of peaceful assembly and association, unless this would violate the rights of others
- K. confidentiality
- L. inspect and review all academic records directly related to the student
- M. seek a correction or deletion where an academic record is felt to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student
- N. attend any Open Board meeting
- O. have their views considered by teachers, administrators and the Board when the matter is directly related to the student

ACADEMIC HONESTY AND INTEGRITY

TAISM holds academic honesty and integrity as high ideals. Students are expected to be honest, trustworthy, and to display personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will result in disciplinary action.

The first time a student is found to be cheating or knowingly providing answers will be given a failing grade on the assignment or test, expected to repeat the assignment and the Principal and parents will be notified. In the case of a second issue of academic dishonesty (in any class during the student's time in HS), a student-parent-principal conference will be held, the student must complete an Academic Honesty Reflection and Correction exercise. After completion of the Academic Honesty Reflection and Correction exercise, the student will be given an opportunity to repeat the assignment, but the maximum grade that can be earned is a "C".

Repeated or serious instances of academic dishonesty will result in disciplinary probation, suspension or expulsion and the student will receive an "F" on the assignment. A record of offenses will be kept.

Incident	Behavioral Intervention	Reassessment Opportunity
First	• Teacher-Student Conference • Principal-Student Conference • Parents Notified	Student may redo assignment for full grade
Second	• Principal-Student-Parent Conference • Student completes Academic Integrity Reflection and Correction form	Student may redo assignment for a maximum "C" grade
Third	• Principal-Student-Parent Conference • Student placed on Disciplinary Probation	No reassessment possible. Student receives an "F" grade on the assignment

Academic dishonesty is defined as (but not necessarily limited to) the following:

- The giving or receiving of information on an exam, test, quiz, or other assessment, in such a way that would be considered cheating. This could include copying from another, bringing notes to a test, using technology to share answers with another student, or other similar unauthorized help.
- Using someone else's ideas or statements as one's own, without giving credit to the author, would be considered plagiarism. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student's work (i.e., homework assignments) and handing it in as one's own, the giving of one's work to another to copy, or any other similar use of another's work.

Expectations

Students are expected to uphold the following standards of academic integrity:

- All work submitted must be the student's own original work.
- Students must give credit to the source of any information or ideas that they use in their work.
- Students must not engage in any form of cheating, plagiarism, or other academic dishonesty.

Use of Generative Artificial Intelligence (AI) Tools in Academic Work

TAISM recognizes the growing presence of generative Artificial Intelligence (AI) tools and their potential impact on learning. These tools may be used in academic work only when explicitly permitted by the teacher and must be used responsibly, ethically, and in ways that support—not replace—the learning process.

Because different subjects and assignments require different approaches, each teacher will establish specific expectations regarding AI use. These expectations will be clearly communicated in course syllabi and/or individual assignment guidelines. Teachers may also use the TAISM “AI Stoplight” system to guide student’s use of AI:



The graphic features the TAISM logo at the top left. Below it is a vertical traffic light with three colored sections: red (top), yellow (middle), and green (bottom). Each section contains a traffic light icon and text. To the right of the traffic light is a blue box with white text titled 'Overall rules of the road:'. At the bottom is a dark blue banner with white text.

Light Color	Label	AI Use Policy
Red	STOP	No AI Use Allowed
Yellow	CAUTION	Limited AI Use Allowed Use the AI Tool's content and verify, credit and/or make it your own. Follow teacher's instructions on acceptable uses for the task.
Green	GO!	AI Use Allowed Students may use AI, but all sources must be cited. AI content cannot replace students original thought. Check all content for accuracy.

Overall rules of the road:

- Never use AI to replace your own thought
- Always cite any use of AI
- Always check factual content for accuracy
- Never misrepresent your use of AI
- Follow the traffic light for each assignment and clarify expectations if they are not clear

Using AI Tools can blur the lines between the work you create and the work AI creates. To ensure you are maintaining academic integrity, consider HOW you are using the AI tool

Students are expected to:

- Follow all instructions provided by their teacher regarding AI use.
- Use generative AI tools in ways that enhance their learning, not to complete assignments on their behalf.
- Never submit AI-generated work as their own.
- Always cite the source of any ideas, text, or media generated with the help of AI tools.
- Understand that inappropriate or unauthorized use of AI may be considered academic dishonesty.

Academic Integrity and AI

Use of AI in a way that circumvents the learning process or violates teacher expectations will be treated as a form of academic dishonesty and subject to the same consequences outlined in the Academic Honesty and Integrity section of this handbook.

Education and Prevention

TAISM is committed to supporting students, staff, and families in understanding and navigating the ethical use of AI. This includes:

- Ongoing instruction for students on academic integrity and responsible AI use.
- Training for teachers on integrating AI tools appropriately into learning.
- Use of plagiarism detection software and version history review to help ensure the authenticity of student work.

TAISM's goal is to help students develop the skills they need to engage with emerging technologies in ethical, informed, and thoughtful ways.

Developed using ChatGPT - OpenAI. (2025, August 6). Response to a query about generative AI policy for student handbooks [Large language model]. ChatGPT. <https://chat.openai.com/>

ATTENDANCE EXPECTATIONS

A major responsibility of each TAISM student is to attend class, school-sponsored activities taking place during regular school hours, and class-required performances. These include, but are not limited to, Spirit Day, Discover Oman, and band/choir performances.

Academic success and regular attendance are closely related. Any absence is detrimental to the educational process. The school does not condone absences that are avoidable (for example, early departure for vacation, late arrival from vacation).

When students are absent without prior notification, they are required to bring a note signed by the parent (or an email to the HS Office directly from the parent) giving the reason for the absence (for example, illness, family emergency) and date(s) of the absence. A medical note is required if students are absent more than two days due to illness. All notes must be given to the principal's administrative assistant. Generally, the administrative assistant will call when students are absent.

In cases where an absence is unavoidable, parents should notify the high school office as soon as possible. Students should contact their teachers to learn about the work that they will be responsible for while they are absent. Often this work will be listed in detail on their teacher's Google Classroom site. Please note that due to the nature of some classes, it may not be possible to "make up" a missed lesson, assignment, or assessment.

If an assessment that cannot be replicated is missed (e.g., performance-based or semester exams), students may not receive credit for it.

Unexcused absences are those in which the parent /guardian has not informed the school of a valid reason (sickness/family emergency). Examples of unexcused absences include, but are not limited to: not attending required school activities (Ex: Spirit Day /Discover Oman/ performances) and attending non-school events. A parent note does not necessarily excuse an avoidable absence.

If a student has an unexcused absence for a class, they will not receive any credit for the class they missed. Unexcused absences and/or repeated tardiness will result in other consequences as determined appropriate by the Principal. As per Board policy (7.30), students are expected to attend classes daily in order to receive the maximum amount of academic instruction.

When a student is absent for more than 12 days (excused or unexcused) of a course in a semester, the Principal will conference with the parents or guardian and the student. At this time, the student will be warned that further absences will lead to a loss of credit or possibly class standing.

Flex Period/EAGLE Time/Homegroup Attendance Expectations

Student attendance and participation during this instructional time is critical to their academic success. Students are required to follow the same attendance expectations and procedures as regularly scheduled classes. Students who do not follow the attendance expectations may have EAGLE time support privileges restricted and other behavioral consequences may apply.

[HS Flex Period and EAGLE Time Overview](#)

Punctuality / Tardiness

Students are expected to get to class on time. If a student is late arriving at school, it is the student's responsibility to get a signed late pass from the Office Administrative Assistant.

Students arriving 15 minutes or more late to a period will be considered absent.

Three unexcused tardies equal one unexcused absence, and the above referenced potential loss of credit or class standing may apply if a student accrues 12 or more absences in one semester, even if the absences accrue as a result of excessive tardiness.

If tardiness becomes frequent, teachers will consult with students and/or parents to find solutions. Students will be referred to the Principal for further disciplinary action should the problem persist.

Making Up Missed Assignments or Assessments

Students are responsible for notes, assignments, and assessments that were missed due to any absence. They can find out about missing work by contacting classmates or checking Google Classroom. Students will be required to submit their work in a timely fashion after an absence in order to best demonstrate their learning. Normally, this means within three days. Further procedures for making up missed assignments or assessments can be found in each course syllabus.

Normally, if a student misses a summative assessment, the student will have three school days upon his/her return to make up the assessment. An "F" (indicating that no evidence has been submitted) will be entered into the gradebook for that assessment until it is made up. It is the responsibility of the student immediately upon returning to school to make a plan with the teacher to submit the evidence of learning after missing the summative assessment. If the summative assessment is not made up within three days, or if the student does not follow through with the plan created with the teacher, the student may receive an "F" (indicating that no evidence has been submitted) on the assignment.

In the case of severe illness (accompanied by a medical note) or extenuating circumstances, exceptions will be considered by the high school principal on a case-by-case basis.

Early Dismissal Procedures

If students are required to leave the school grounds during the instructional day, it is important that they sign out in the Principal's Office. If students are held in the Nurse's Office for medical reasons, they must still be signed out from the Principal's Office before leaving campus. Important: Students are never permitted to leave without notifying the office first.

Students will only be released to a parent or another designated adult. 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 may call the Principal's Office with verbal authorization.

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 student is taken out of school during school hours for dental/ doctor appointments, etc. The student or parent must sign out at the Principal's Office before leaving.

Students who arrive late must sign in at the Principal's Office and provide a parental note. The

Principal's Administrative Assistant will issue a late pass which must be given to the class teacher.

Please Note: When parents are taking children out of school for medical appointments, etc., parents should first report to the Principal's Office.

Visitors and Guests

A visitor is defined as a person who drops in to tour or conduct business at the school. A guest is defined as someone who attends class and stays for all or part of the academic day.

All visits must be pre arranged with the Admissions Coordinator, Principal or Director. We ask that all visitors report to the Receptionist.

TAISM students who wish to bring a guest to school must have prior permission from the Principal. Student guests are not allowed in the first two weeks or the last two weeks of a semester. Student guests may attend school for part of a school day as agreed upon by the Principal. Generally, guests are only allowed after 3:00 PM on days when school is in session.

TAISM alumni or former students who are guests of students are also asked to check into the high school office. They are to respect all of the school rules while on campus.

Physical Education Participation

Occasionally, a child is well enough to attend school, but not well enough to participate in PE. In this case, a parental note/email/phone call of explanation is required. If a health problem prevents a student from participating for a week, 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.

Physical Education Guidelines During Ramadan

Students are expected to participate in PE activities during Ramadan. However, the health and safety of students is of paramount importance. If a student is unable to participate in PE activities during Ramadan, a parental note must be sent to the PE teacher. The teacher will arrange an alternate activity.

DRESS CODE

At TAISM, all High School students are required to adhere to our dress code. The dress code is designed to be 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.
- Shoes should be comfortable and worn at all times. Flip-flops are discouraged and are not appropriate in science labs.
- Hats are not to be worn inside the school building but are encouraged to be worn outside to protect the face from the sun's UV rays.
- In the High School, PE shorts and shirts are to be worn in Physical Education classes only (they are not to be worn to school / classes).
- All decisions regarding appropriate dress remain at the Principal's discretion.

For Boys

- **Shirts** – TAISM polo shirts or TAISM t-shirts (i.e. from extracurricular or other activities) are to be worn to school every day. Polo shirts are available in red, white, or blue and may be purchased on Registration Days or from the School Receptionist during the school year.
- **Jackets/Sweatshirts** – Only TAISM sweatshirts (those sold or provided by the school) and jackets (e.g. the Senior jacket) may be worn at school.
- **Pants** – Long pants or jeans to the ankle must be worn. Shorts or pajama pants are not acceptable. Pants should fit properly and be secure enough around the hips so that underpants are not visible. Pants must be in good condition (no rips or holes, etc.).

For Girls

- **Shirts** – TAISM polo shirts or TAISM t-shirts (i.e. from extracurricular or other activities) are to be worn to school every day. Polo shirts are available in red, white, or blue and may be purchased on Registration Days or from the School Receptionist during the school year.
- **Jackets/Sweatshirts** – Only TAISM sweatshirts (those sold or provided by the school) and jackets (e.g. the Senior jacket) may be worn at school.

Girls may choose to wear either pants or skirts, with the following expectations:

- o **Pants** – Long pants, leggings or jeans which go to mid-calf or ankle are permitted. Shorts or pajama pants are not acceptable. Pants should fit properly and be secure enough around the hips so that underpants are not visible. Pants must be in good condition (no rips or holes, etc.).
- o **Skirts** – Skirts (not see-through) that are loose-fitting and knee-length while sitting are permitted. Solid colored leggings or tights may be worn underneath skirts. Skirts that are tight-fitting and end near the thigh (mini-skirts) are not allowed, even with leggings or tights underneath. Skirts are expected to be secure enough above the hips so that underpants are not visible and be in good condition (no rips or holes, etc.).

Physical Education Dress Code for Boys and Girls

- Students must wear clothing appropriate for physical activity during PE class. PE clothing consists of shorts and a t-shirt. TAISM PE t-shirts may be purchased on Registration Days or from the School Receptionist during the school year.
- 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 shirts are recommended.



TECHNOLOGY RESPONSIBLE USE AGREEMENT (RUA)

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. The entire TAISM community is responsible for the protection and proper use of electronic data and information systems according to the agreement 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 agreement.



Expectations of our learning community:

I will use TAISM information and communication resources for learning and education

- I understand that I am responsible for any activity carried out on my account or with the hardware I use.

I will use information and communication resources in a respectful, accountable, honest, legal and responsible manner

- Any loss or damage caused by malicious intent or careless use of TAISM resources is my sole responsibility. I will report any loss or damage immediately. I understand that if the loss or damage was caused by my negligence, 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 adhere to copyright and respect the rights of others

- Use resources in a way that does not disrupt the work, study, or the intellectual rights of others.
- Only publish items that you have the rights to publish and provide references to resources used

I will keep my user information secure 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 8 alpha-numeric characters and no easily guessable words)

I will follow established protocols 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 social media, or Facebook, or any other social networking site in any language, and I post information that defames 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.

Or if I am a part of any other social media that defames the school or a school community member

If you have any questions or comments related to the use of technology, please contact Gokul Krishnan (IT Manager) at krishnag@taism.com.

Agreement Accountability

When you sign the agreement, you and TAISM will have an agreement. As part of that agreement, you agree to be honest and responsible in all your dealings with resources and digital tools, just as the TAISM administration will be honest and fair with you. If you have a problem or concern that relates to these guidelines please bring it to the attention of the TAISM administration as soon as possible. School administration will follow up with individuals who are found to have infringed any of these guidelines.

Using Personal Laptops to Access the Internet at TAISM

The Internet provides students with a vast wealth of knowledge and resources. It also provides opportunities for students to be distracted from school work. TAISM provides access for High School students to use their own personal laptops to connect to the Internet through our wireless network. This access is being made available so that students will have the necessary resources for their required school work. This connection is not to be used for entertainment purposes.

To access the wifi at TAISM, students and their parents must complete and abide by the [TAISM Wifi Agreement](#). Once the form is submitted, students must visit the Tech Office with their device for activation.

Statement Regarding Social Media Use by Students

TAISM encourages faculty, students, staff, and other school community members to use social networking/media (Twitter, Facebook, Instagram, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks that should be kept in mind when using these tools. In the online world, the lines are blurred between what is public or private, personal or school-related. Please be aware that whenever your social media footprint includes the TAISM community (either directly or by association) you are bound by the school's Responsible Use Agreement.

TAISM Google Workspace Applications

TAISM provides all HS students with a TAISM Google Workspace (Google Apps) account which includes: web-based email, online document storage and collaboration, website creation, calendar, and online chat. Using TAISM's Google Workspace, students 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 projects. 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's Google Workspace Applications, they are fully aware of their responsibilities as outlined in the TAISM Responsible Use Agreement (RUA). The RUA must be read and signed at registration.

BUS RULES

TAISM offers a contracted bus service to selected areas of the Muscat Capital Area. This service is facilitated through TAISM's Operations Office (2459-5180 ext. 110). Although the school is contracting this service from an outside vendor, the bus service is considered a direct extension of the school with regard to school rules that are to be followed on the buses.

In order to ensure student safety, the following actions are prohibited on the school bus:

- Playing loud music
- Throwing objects
- Behaving inappropriately
- Being excessively loud
- Standing while the bus is moving
- Arms, legs or any other body part out of the window
- Not using seat belts
- Eating or drinking
- Using vulgar or abusive language
- Not respecting or obeying the Bus Monitor.

Students who violate these bus rules will be referred to the Operations Manager first, and then to the Principal. Persistent or flagrant violations are grounds for restriction or denial of bus privileges. The drivers and monitors operate under the school's authority. They are instructed to refer potential problems to the Principal.

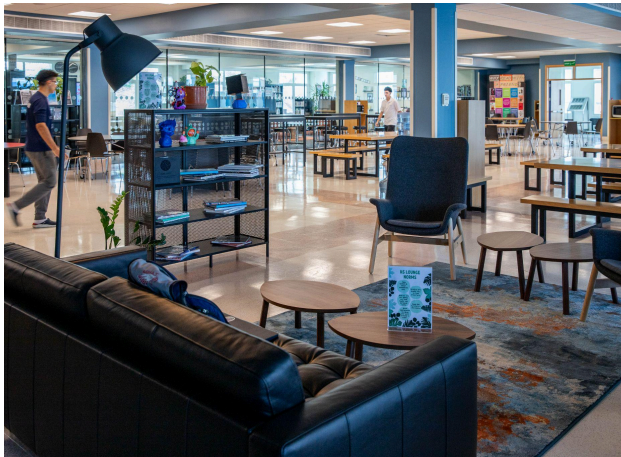
- Only students who are registered bus riders are allowed to ride on the buses. For liability reasons, guests and visitors are not allowed to use the bussing service. Occasionally, when TAISM families host visiting school students (sport tournaments, Festival of Choirs, etc.), visiting students are allowed to use the TAISM bus services.
- As a matter of courtesy, it is helpful when parents inform the Operations Manager or their bus monitor when his/her child will be taking an alternative form of transport.

HS COMMONS USAGE GUIDELINES

The HS Commons is a communal space that can be used at all times during the school day (until 5:10) by classes, study groups, clubs, or school-sponsored activities. It is designated as a lunch area from 11:45 until 12:25 on regular school days, though special scheduling may be needed should the space be reserved for external exams, etc.

Common agreements on the use of this space will avoid conflicts and confrontations that might otherwise occur. The following guidelines are to be observed:

- Any group reserving the Commons for a class study, discussion, guest speaker, etc has the right to request that other users of the room respect the need for space and quiet.
- Independent study students may freely use the room and work collaboratively, provided that they do not disturb other students. This is true at all times, except lunch.
- Anyone using the room is required to clean up after themselves. This means that:
 - All garbage and trash should be cleaned up.
 - All furniture should be returned to its original position.
- Any posters, flyers, or wall hangings need to be removed in a timely fashion.
- The use of the TV is limited to educational purposes and the content viewed must be approved by a member of the faculty.
- Students listening to music for personal reasons must use headphones.
- Students should not leave personal property in the HS Commons - lockers are intended for that purpose.
- Students must respect rules regarding food in the library - i.e. only capped drinks are allowed, no food.
- Reserving the HS Commons for a special activity or event is done through the HS administrative assistant.
- We are extremely fortunate to have the use of this facility and look to using it to build the HS Community and enrich students' educational experience.



SOCIAL EVENTS GUIDELINES

- Students must be present (full day) in school if they are to attend a social event on the same day.
- One guest per TAISM student may be invited with the permission of the Student Council Advisor or the Principal.
- A student can only leave a social event early with parental permission confirmed through the principal or chaperone via phone or text message.
- Students should be collected promptly (at the designated time) following the event.
- In the event of an emergency, parents will be contacted.
- Appropriate behavior is mandatory. Students unable to conduct themselves in a satisfactory manner will be reported to the Principal. The Principal will determine any necessary disciplinary measures.
- School-sponsored student social events will end no later than 11:00 p.m.
- Faculty chaperones are required for all school-sponsored social events.
- Students are not permitted to drive themselves to any social event.
- Students who arrive at a school function under the influence of alcohol or other illegal drugs, as determined by the faculty chaperones or Principal, will face disciplinary actions. His or her parents will be notified and asked to escort their child home. Disciplinary action will follow.

Assembly / Performance Guidelines

Throughout the year, students and faculty attend a number of assemblies. Parents are welcome to attend. Proper conduct and decorum is expected at all assemblies.

- Assembly/Conversation: During performances and presentations, the audience should be attentive and courteous.
- Smart Phones/iPads/MP3's: These should be turned off and removed from sight.
- Applause: A warm round of applause after a presentation is the reward for our performers. Whistling and hooting are unacceptable.
- Entering/Exiting: Audience members arriving late should enter the performance when there is a break in the program; likewise, audience members should exit only when there is a break.



MISC.

Locks and Lockers

Having a locker is a privilege that requires responsibility. Lockers are available by request, and any student who requests a locker will be assigned one. The High School Administrative Assistant assigns lockers. Lockers must be kept clean, neat, and closed. Please do not mark on them or attach anything to the outside except occasional spirit posters. All High School students are responsible for their assigned locker and lock. Please keep the combination to the lock private and lock all valuables inside the locker. If a lock assigned by the school is lost, a RO 2 replacement fee will be charged to the student. It is advisable to keep valuables (phones etc) in your locker when participating in PE.

Lost and Found

Articles of clothing and other items found on campus will be placed outside the HS Office. Items found on the bus will be placed in the Lost and Found cabinet on the ground floor near the Tree of Life entrance.

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 Nurses are responsible for maintaining the Lost and Found cabinet.

Lunch

A student may purchase a combo meal for lunch in the HS Commons. Also available are individual items which typically include fresh fruit, cold sandwiches, fries, fruit salad, yogurt, salad, hot dogs, soup, sandwiches, and rice and dhal. Vegetarian options are always available. The HS Commons food sales are open from 8:00 a.m. to 4:00 p.m. Sunday through Thursday for students, parents, and staff. High school students may not purchase food from the ES or MS cafeteria.

Student Property

Students are reminded of their responsibility when they bring items of value to school. This refers to laptops, mobile phones or personal listening devices. Lockers are provided for safekeeping. Clothing, school bags, food containers, and other personal property should be labeled with the owner's name.

The school does not take responsibility for valuables lost, stolen or left unattended. Lost valuables are often turned into the School Administrative Assistant. Protect your belongings by storing them in the lockers provided by the School.

Telephones / Mobiles/ Smart Devices

Students may use their phones before or after school, at breaks and during lunch. We are not encouraging their use at these times, but acknowledging that students may need to communicate with a parent or driver midday.

Students are not to use their phones for any reason during class time, unless specifically given permission by the teacher. This includes texting. Upon entering the classroom, students should leave their phones in their lockers or put their phones in their backpacks and leave them there for the duration of the class. Students must leave their phones in their backpacks on bathroom breaks or on occasional errands they may run out of class, unless specifically given permission by the teacher. Headphones and earbuds may not be worn during class unless the student is specifically given permission by the teacher.

During assessments, teachers will require that all students put their phones, smart watches, and earpods or headphones in a storage container for the duration of the assessment. Students found to be using a phone or other device (for any reason) during an assessment will be referred to the HS Principal for an Academic Honesty and Integrity infraction and may receive a failing grade on the assessment, as per the Academic Honesty and Integrity guidelines in this handbook.

Home Group, EAGLE Time, and Flex Period are instructional times, just like any other class during the day. Students are not to use their phones during these times, unless specifically given permission by the teacher. Students must leave their phones and headphones/earbuds in their lockers or backpacks unless specifically given permission by the teacher.

A student who does not comply with these procedures will have his/her phone taken away. On the first offense, it will be returned at the end of the period. For the second offense, the student will need to collect the phone from the HS Principal at the end of the day. In the case of further offenses, a parent-student-principal conference will be called, and further disciplinary action may result.

Personal Listening Devices

Personal listening devices, including cell phones (GSM), MP3 players, and other music devices, may be used during the school day under the following guidelines:

1. On the bus
2. During break times
3. At lunch
4. With the approval of a teacher
5. Other free time

Times when personal listening devices are restricted:

1. During an emergency situation, drill, or evacuation
2. During an assembly
3. During a class, unless a teacher explicitly says yes to its use
4. If the device is deemed too loud

Students are encouraged to limit their time with earphones on for health and social reasons. If used inappropriately, teachers will collect the personal listening device from the student and turn it into the HS office. The student can see the Principal at the end of the day to get the device. Multiple violations could result in restricting the use of the personal listening device at school.

Smoking and Use of Tobacco Products

TAISM is a smoke-free campus. Students, employees and visitors are prohibited from smoking or using other tobacco products anywhere on the school grounds or outside of the school gates. This includes e-cigarettes. Students and their guests are also prohibited from smoking at school-sponsored events located off campus. Students who violate this policy are liable for suspension.

Inappropriate Items

Items that could lead to the disruption of a class or might prove dangerous to others are not allowed in school.

Bikes, Rollerblades, Scooters, etc.

Students may not ride a bike, roller blades, scooter or skateboard on the school grounds, unless under the direct supervision of a teacher in the context of a school activity.

Group Skip Day

Any group of students who intentionally skip a day of school will face disciplinary consequences. All students involved will be placed under disciplinary probation.

Vandalism / Pranks

Willful misuse, negligent behavior, vandalism, or pranks resulting in the disruption of the school educational environment, including but not limited to the alteration or damage to school property or the personal property of others on the TAISM campus is a serious violation of school rules. If, in the judgment of the Principal, the violation is of sufficient magnitude or if the violation takes place in the context of a history of other violations of school policy and rules, disciplinary action up to and including probation, suspension or recommendation for expulsion may be imposed.

Student Use of Automobiles

Students are not allowed to drive themselves or other students/guests to school or a school event for any reason. This includes driving to school and parking adjacent to the school campus. Parents should arrange for the transportation of students by school bus or with an adult driver.

Lost and Damaged Materials

A fee equal to the replacement, shipping and processing cost will be charged for books, materials or equipment that are lost or damaged beyond repair. Damage to books which shorten their shelf-life will result in fines (depending on the cost of the book).

BEHAVIOR AND DISCIPLINE

Specific School Rules

- Students shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements or any other conduct that causes, may cause, or attempt to cause the disruption of any mission or function of the school or poses a threat to the health, safety and/or welfare of the students, staff or others.
- Students shall not incite, urge, encourage, advise or counsel other students to violate or conspire to violate any rule of the high school code of conduct.

The following infractions will result in disciplinary action:

- Use or possession of tobacco, e-cigarettes, alcohol or illegal drugs on the campus or at school-sponsored activities is not permitted (and will result in an out-of-school suspension)
- Possession of weapons of any description including knives or toys that simulate real objects
- Threatening someone with harm or initiating physical abuse
- Harassment of any community member
- Stealing
- Vandalism, including pranks
- Skipping class
- Dress code violations

Disregard for these specific rules or other expectations will result in appropriate disciplinary actions guided by the school's disciplinary philosophy, the Board Policy Manual and the decision of the High School Principal. Board Policy and the school's procedures include disciplinary action up to and including the recommendation for expulsion.



Disciplinary Procedures

The school has various responses to discipline infractions, depending on the following factors:

- The age of the student,
- The nature of the infraction,
- The disciplinary record of any students involved.

Typically, repeated infractions result in parent conferencing, counseling and consequences which help a student change their behavior. Corporal punishment is not used at TAISM nor does TAISM endorse it. The school administration reserves the right to take appropriate disciplinary action, including, but not limited to, reflection, restitution, loss of privileges, detention, suspension, or a recommendation of expulsion.

Disciplinary Responses

The following disciplinary responses are used at TAISM:

- **Conference** - The Teacher or Principal will confer with the student. The parents may be conferred with in person or by phone. A meeting may include other appropriate people, such as a counselor.
- **Detention (Loss of Privileges)** - Student detention is a disciplinary measure that requires a student to remain in a designated and supervised area of the school for a specific time. Behavioral detention is assigned through the office in consultation with the teacher. Academic detention for missing work should be supervised by the teacher assigning the detention. Parents will be notified of any decisions to detain students after school.

- **Disciplinary Probation** - When the magnitude of violation of the rules of student conduct is serious, or when violations persist in spite of counseling and/or warning of the student and parents concerned, the Principal of the school may, with advice from the Director, place the student on disciplinary probation.

In all cases when a student is given disciplinary probation, the student and parents must be informed, in writing, both of the reason for the probation and the terms of that probation. When the Principal concludes that it is necessary and appropriate, the student and/or parents will be recommended for counseling.

Disciplinary probation may include restrictions on participation in activities, and/or the requirement that free periods be spent in supervised study, to strengthen the student's internalization of the rule(s) violated. All instances of disciplinary probation must include reference to the consequences of any further violation of the rules of student conduct, and this must be shared in writing with the student and parents concerned.

- **Suspension** - Suspension shall mean a disciplinary measure which removes the student from class or school for a specified period. Suspension is a serious disciplinary action and will only be taken when other measures have failed to promote a positive change in the student's behavior, or where it is clearly in the best interests of the school to suspend the student's participation in classes and/or other school activities. This would include situations where the student's presence in school and/or other activities would be significantly disruptive to the conduct of classes, extra-curricular or social activities, or when the health and safety of others is compromised.

The Principal may suspend a student from participation in classes and/or other activities for a period not to exceed five school days and may prohibit the student from entering all or part of the school premises during that period.

The Principal shall notify the student and the student's parent(s) in writing of the reasons and conditions of all suspensions of five school days or less. The notification must also state the consequences of any further breach of discipline. A copy of this notification shall be given to the Director.

The student is responsible during the period of suspension for obtaining and completing the assignments given during the period of absence.

Decisions regarding suspension are made by the Principal. Appeals of suspension may be made to the Director.

There are two types of suspension used, depending upon the nature of the misbehavior as well as the student's behavioral history. After-school exclusion is a third disciplinary action that excludes a student from remaining after school.

In-School Suspension - Students may receive in-school suspension, which means they are isolated in a supervised area of the office. A student on in-school suspension is expected to work on schoolwork or read quietly. Lunch and breaks are spent in a supervised area. Parents will be notified in writing of in-school suspensions.

Out-of-School Suspension - In order to protect the health and safety of other students or to emphasize the seriousness of an action or situation, the school may impose out-of-school suspensions for 1-5 days. An out-of-school suspended student cannot return to school or participate in any extra-curricular activities or social events until a conference is held between the school administration, student and parent(s). Parents will be notified in writing. The student is responsible, during the period of suspension, for obtaining and completing the assignments given during the period of absence (i.e., contact other students or contact the School Office.).

- **After-School Exclusion** - In some cases, a student may be asked to leave immediately at the end of the school day. Students will not be permitted to take part in any extra-curricular activity. After School Exclusion is usually given for a period of 3-5 days. Students who receive after school exclusion are not permitted to remain at school past 3:45.
- **Expulsion** - Expulsion means that the student is permanently removed from the school. Very serious offenses may lead to a student's expulsion. Any decision to expel must be made after due consideration and consultation between the Director, Principal, parent(s) and student. The school administration makes a recommendation of expulsion to the Board of Directors. Only the Board has the authority to expel a student.
- **Counseling Referral**: The school may require professional counseling or a diagnostic evaluation as a requirement for continued enrollment. The results of such testing and/or professional recommendations may also be required in order to provide the student with the best possible education.
- **Financial Reimbursement**: When students are responsible for damaging, destroying or losing school property, they will be assessed fines and charges appropriate to the damage or loss. Failure to uphold this responsibility will result in the withholding of grades and transcripts.

STUDENT HEALTH AND SAFETY

STUDENT PROTECTION @ 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.

Student abuse constitutes:

All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the student's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

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.

Harassment

TAISM Board Policy 7.403

Every student will be treated fairly in the School in an environment free of harassment. Harassment constitutes a disciplinary infraction subject to penalties up to and including a recommendation for expulsion.

Harassment means any improper behavior by a student or person employed by the School that is directed at, and is offensive to, any member of the school community. Harassment comprises objectionable conduct, comment or display made on either a one-time or continuous basis that might reasonably be expected to demean, belittle, or cause personal

humiliation or embarrassment. It includes harassment based on the following prohibited grounds of discrimination: race, national or ethnic origin, color, religion, age, sex, marital status, family status, or disability.

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to cause offence or humiliation to any member of the School community.

Abuse of authority is a form of harassment and occurs when an individual improperly uses the power and authority inherent in his or her position to affect a student's grades or learning, undermine the performance of the student, or in any way negatively interfere with the well-being of the student. It includes intimidation, threats, blackmail or coercion.

A student shall discuss the issue with the Principal. If the Principal is involved in the issue, the student shall discuss the issue with the Director.

HEALTH OFFICE

Registered Nurses are members of the support staff at TAISM. Generally, the school nurse position is shared between two professionals.

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.

A nurse is on duty from 8:00 a.m. to 4:30 p.m. 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) to discuss their requirements.

Procedures for Dispensing Medications

If a student needs to take medicine during school hours, parents must leave it 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. The only medication students may carry to self-administer are inhalers. 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.

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 @TAISM

Dear Students and Parents,

The American International School of Muscat (TAISM) has expanded its surveillance camera system (CCTV). This letter is prepared for you to gain more information about our expanded network.

The system is designed for the protection, safety and security of students, employees, and authorized visitors on school grounds and in contracted transportation. Below you will find important questions and answers related to the system. Data from the system is accessed solely by the School Administration to monitor and review occurrences related to safety and security. Questions can be addressed to Gokul Krishnan (IT Manager) at krishnag@taism.com or Peter Lee, School Director (leep@taism.com).

Purpose:

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 a 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).



GENERAL INFORMATION

Administrative Offices

The Administrative Offices (Director, Business Manager, Director's Administrative Assistant and Accountants) are located on the ground floor. All school fees are handled by the Business Office.

High School Principal's Office

The HS Principal's Office is located outside the high school commons. Please call 2459-5180, ext. 190, to make an appointment. The HS Office Administrative Assistant is located next to the Principal's Office.

High School Counseling Office

The counselors' offices are located by the high school rotunda. Appointments can be made through the Counselors' Administrative Assistant at ext. 170.

School Hours

8:00 – 8:30 a.m.	Students arrive
8:28 a.m.	Warning bell - proceed to class
8:30 a.m.	Classes begin
3:30 p.m.	Dismissal
3:40 – 5:10 p.m.	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. High School students may stay after school if they are working with a teacher or studying in the library. Students must sign up ahead of time if they wish to stay in the library after school.

School Trips & Field Trips

Field trips are an important part of the student's educational program and a required part of the school curriculum. Prior to field trips, parents will be informed of the departure and arrival times, the mode of transportation and the field trip site. Appropriate adult supervision will be maintained at all times.

To participate on a field trip, the student must have a signed permission slip. Students are responsible for any missed work from other classes due to the field trip.

Appropriate Attire for Field Trips

Students are to adhere to the dress code when participating on co-curricular or extracurricular trips, unless informed otherwise by the coach, advisor of the activity, teacher

or Principal. If swimming is a planned activity, all students must be suitably attired. This means girls must wear one-piece bathing suits.

Conduct on School Trips and Field Trips

Students are held responsible for their conduct while attending or participating in school-sponsored activities beyond the regular school day. During this time, student conduct is subject to all regulations of the school and will be governed accordingly.

Students represent TAISM while participating in interscholastic events. Violation of the behavioral expectations could result in disciplinary action from school. If students have been suspended for disciplinary reasons, they will be banned from international interscholastic events for a period of 60 school days (1/3 of the school year) from the time of their suspension. After the 60 school days, students will be allowed to resume travel to international destinations representing TAISM. If further disciplinary issues arise that result in placing the student on Disciplinary Probation (an additional suspension or serious disciplinary concern), the student would not be allowed to travel to participate in an international interscholastic event. Any student on Disciplinary Probation will not be allowed to represent TAISM at an international interscholastic event.

Subsequent serious violations of discipline at school or interscholastic events during a student's enrollment at TAISM will result in the student being suspended and/or placed on Disciplinary Probation, thus preventing the student from traveling to international interscholastic events as per the above procedure.

Parent Weekly Newsletter

A weekly High School Newsletter will be emailed home every working Thursday. This newsletter provides information about happenings in the high school and helps with planning for upcoming events.

Guardianship and Supervision

Given the nature of international work and traveling requirements, there may be rare occasions when both parents are not able to be at home with their children. The school should always be notified in these situations so it can know how to respond in case of an emergency. According to TAISM Policy No. 7.202, "parents are responsible for finding a guardian of the student acceptable to both the parents and the school. The guardian will have all the responsibilities and rights of a parent when a student under guardianship is enrolled." This is especially important when living abroad, as family relatives are generally not in the country. Under no circumstances is it acceptable to leave your children without providing adult supervision.

Parent Back-to-School Night

The High School "Back to School Night" is scheduled within the first three weeks of the school year. Parents are given the opportunity to meet their child's teachers and find out more about their child's academic program, classroom routines, and expectations. We encourage parents

to attend in support of their child's education.

Parent Email Addresses

Parents are required to provide the school with email addresses as most of the communication from the office is via email. Please keep the school office informed of any changes in the address(es).

Parent-Teacher Conferences

Parent-teacher communication is a key ingredient to the success of any student. Parent-teacher conferences are arranged for HS parents around the midpoint of each semester.

Parents may also request additional meetings at any time during the year. It is best to schedule an appointment by contacting the teacher or arranging through the High School Administrative Assistant. It is also appropriate to involve the high school counselor in communications regarding academic and/or social and emotional concerns.

Parent Concerns

Whenever parents have a question or a concern, they should contact the school in order to discuss the situation and create a workable solution.

First Step: Parents should always contact the teacher. The majority of concerns can be immediately addressed and resolved through face-to-face contact with the teacher.

Second Step: If there is still an academic concern, parents should speak with the counselor.

Third Step: If the concern persists, then parents should talk to the Principal. This should be done only after direct contact with the teacher and the counselor.

Fourth Step: The final step for resolution of a concern is to contact the Director.

Parent Contact with the School Board

The School Board is responsible for the school's governance, policies and long-term planning, not the day-to-day operations 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.

Withdrawals and Transfers from TAISM

Withdrawals and transfers are a fact of life in our international setting. High school students, however, are strongly discouraged from withdrawing until the end of a semester. Students withdrawing before the end of a semester will miss semester examinations, an important part of summative assessment, which may result in loss of credit.

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 seven 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 or damaged library books, textbooks, or school fees, etc. To initiate a transfer or withdrawal, please contact the Admissions Office.

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.



2026-2027 HIGH SCHOOL STAFF

LEARNING SUPPORT:

Dr. Elisabeth Pasquini
Ms. Liz Milton
Ms. Ana Segovia

ART:

Ms. Dana Morris

BAND:

Mr. Drew Minaker

CHOIR:

Ms. Melanie Brink

COMPUTER SCIENCE:

Mr. Greg Brink

COUNSELING:

Ms. Chrystal Kelly
Ms. Jennifer Maaldrink

DRAMA:

Ms. McKenzie Eury

EAL:

Ms. Janine Collinson

ENGLISH:

Ms. Freddie Charbonneau
Ms. Janine Collinson
Ms. Kathryn Dean

HEALTH:

Mrs. Laura MacDonald

LIBRARY:

Mr. Ryan Callaway
Ms. Sophie Wilson

LIFEGUARDING:

Mr. Velin Prabhu

MATHEMATICS:

Mr. Ryan Myers
Mr. Alam Virgen
Mr. Tim Wotherspoon

PHYSICAL EDUCATION:

Mr. Josh Takayoshi

SCIENCE:

Mr. Sean Fisk
Dr. Thomas Pasquini
Ms. Misty Tyler

SOCIAL STUDIES:

Mr. Greg Elsen
Ms. Freddie Charbonneau
Mr. Alan Gee
Mr. Hugo Maaldrink

WORLD LANGUAGES

Ms. Hilda Ashkar - Arabic
Ms. Severine Gerard - French
Mr. Zakaria Makri - Arabic
Ms. Cecilia Vaquiro - Spanish



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