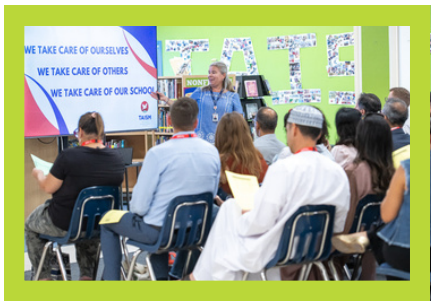












Middle School

Student & Parent Handbook

2026 - 2027

TAISM

TAISM The American International School of Muscat

E-mail: info@taism.com
Website: www.taism.com

Director:
Mr. Peter Lee
leep@taism.com

Middle School Principal:
Mrs. Carey Johnson
johnsonc@taism.com

Middle School Administrative Assistant:
Ms. Sunita Furtado
furtados@taism.com

Middle School Counselor:
Mrs. Andrea Callaway
callawaya@taism.com

Address: P.O. Box 584, Azaiba,
Postal Code 130, Sultanate of Oman
Phone: 968- 2459-5180 ext. 109
FAX: 968-2450-3815

The MS Student Parent Handbook is provided to TAISM parents for the purpose of conveying the school's policies, program of studies, general procedures and Rights and Responsibilities of students. If you have any questions regarding the content of this handbook, please contact the MS Principal.

Welcome to the TAISM Middle School!

Adolescence is an amazing time in our students' lives, full of exploration and discovery. The TAISM Middle School program is designed to give every student opportunities to explore ideas about the world, gain exposure to new interests, and discover their personal pathways for learning. Our dedicated and experienced teachers strive to create educational activities that allow students to learn in a safe, caring environment where all children can grow and succeed academically and socially.

In addition to academic learning, we place a high value on helping our students understand themselves as learners by fostering growth in the TAISM Learner Profile attributes. Recognizing that growth in these areas is a continuous journey, we are ready to meet each student where they are and support their development. Our middle school offers many opportunities for students to collaborate, apply critical thinking, inquire, and reflect on their learning through engaging and student-centered activities.

Community development and belonging are cornerstones of our Middle School program. Every student has a place here, and our dedication to this is evident in everything we do. From our small advisory groups that meet daily to all-school spirit days, we strive to ensure all students are included and appreciated for their unique abilities, ideas, and contributions to our school community. Additionally, our After-School Activity (ASA) program is robust, offering a wide range of activities such as sports, arts, technology, and academic clubs. Every student can find something that interests them, encouraging further engagement and growth outside of the classroom.

We look forward to a wonderful year of learning with your family!

Carey Johnson
Middle School Principal

Table of Contents



Mission & Core Beliefs 06

Homebase & EAGLE Time 07

Student Support 10

MS Discover Oman 15

MS Extra-curricular Activities 17

Library & MSLC 21

Assessment & Reporting 25

MS Dress Code 31

Student Health & Safety 34

Students' Rights & Responsibilities 40

Technology for Learning 49

General Information 54

MS Staff 66

TAISM 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.

TAISM's Mission & Core Beliefs

Mission

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

Core Beliefs

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

Home Base & EAGLE Time



Advisory - Home Base Program

Home Base meets three times a week and gives students a consistent, supportive space to connect with peers and a trusted advisor. It's an important part of how we help students feel known, supported, and part of a community.

Key components of Home Base include:

- Small-group setting with the same Advisor throughout the year
- Focus on building strong relationships and a sense of belonging
- Time for check-ins, team-building, and social-emotional learning
- Support with organization, goal setting, and academic reflection
- Reinforcement of behavior expectations and learner profile traits
- Activities include group discussions, journaling, and celebrating progress



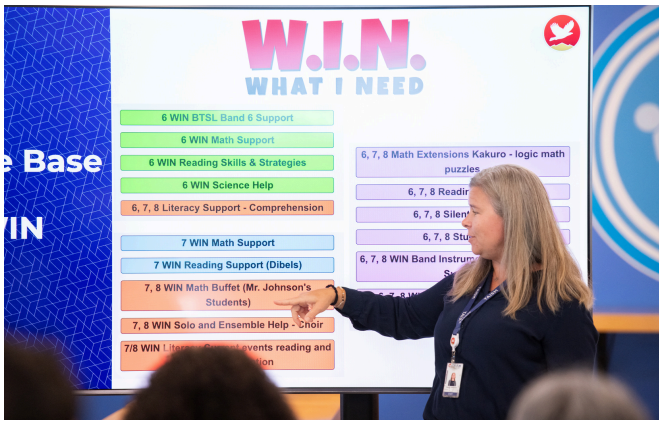






EAGLE Time

EAGLE Time happens twice a week and gives students time to focus on what they need most in their learning. Sometimes that means extra help, and other times it's a chance to extend or explore new ideas.





Key components EAGLE Time include:

- Targeted support in specific subjects when needed
- Enrichment options for students ready for more challenge
- Time to revisit assessments or build specific skills
- Groups are flexible and based on student needs
- Encourages self-advocacy, responsibility, and reflection
- Reinforces learner profile traits through meaningful, flexible learning

Student Support







Counseling Services

The TAISM Middle School is fortunate to have a full-time counselor dedicated to supporting the needs of young adolescents. The counselor is trained to help students navigate the complex social, emotional, physical, and academic challenges that can arise during middle school.

The Middle School Counselor is a student advocate with an open-door policy and is committed to supporting all students in a safe and confidential setting. Support may include:

- Individual meetings with students
- Small group sessions
- Collaboration with teachers and families
- Referrals to outside support services, when needed

The counselor may also lead workshops and classroom sessions on topics relevant to student development and community well-being.



MS Counselor: Andrea Callaway (callawaya@taism.com)

Norms for Belonging

In 2024, TAISM Middle School students created our MS Norms for Belonging through a series of Home Base lessons. These activities were guided by the International School Counseling Standards and focused on the following goals:

- Reflect on how one's identity impacts relationships and experiences
- Define what it means to belong
- Use self-awareness to navigate diverse settings with care and respect

Over the course of four weeks, students engaged in thoughtful conversations about diversity, inclusion, and community. These student-led discussions emphasized empathy, honesty, and the importance of every individual's voice.
As a culminating activity, students identified strategies to live out the norms in their daily lives. Their work reflects our shared belief:

Everyone belongs at TAISM!





INCLUSIVE

Be friendly and inclusive - invite others to join in, especially if you see someone who is left out. Everyone can be part of the group!

KINDNESS

Treat people with respect and kindness - use friendly body language, facial expressions, and greetings.

ACCEPTANCE

Respect and accept differences in people. We are all unique and have something to offer - assume the best in others.

RESPECTFUL

Use friendly and respectful language - don't tease, use inappropriate language or make fun of differences in others such as language, religion, skin color, nationality, gender, learning differences, personal interests or customs.

UPSTANDER

Be an upstander when someone is receiving disrespectful, racist, or hurtful comments or actions.
Stand up for them and/or tell an adult.

PRIVACY

Keep people's information and business private. Don't spread or allow others to spread information or rumors about others.

LISTEN

Listen to others without judgment or interruption.

FORGIVE

Let go and move on - don't dwell on small disagreements.
Be proactive, assertive, and forgiving.
Everyone makes mistakes.

Norms for Belonging

TAISM MS

Student Support Services

TAISM is committed to supporting the academic, social, and emotional growth of all students. Our Student Support Services include both Learning Support and English as an Additional Language (EAL) and operate within a Multi-Tiered System of Supports (MTSS) framework. Support is responsive to student needs and delivered through collaboration among teachers, counselors, specialists, and families.

Learning Support

TAISM values diverse learning styles and recognizes that each student learns differently. The Learning Support program provides a range of services based on individual needs, including:

- Learning Lab classes for students who benefit from additional support with organization, planning, academic strategies, and follow-through
- In-class support and collaboration with teachers to ensure access to the curriculum
- Goal-based interventions aligned with individual learning plans

English as an Additional Language (EAL)

The EAL program supports multilingual learners in building the academic English skills needed to fully access the curriculum. Support may include:

- Targeted instruction in reading, writing, speaking, and listening
- In-class support to scaffold grade-level learning
- Collaboration with classroom teachers to adapt instruction and materials

Student progress is monitored through multiple data sources, and placement in the EAL program is based on English language proficiency. Services are adjusted regularly to reflect student growth and learning needs

MS Discover Oman













MS Discover Oman Program

One of the highlights of the school year at TAISM is the Discover Oman program. During this special week, students step outside the classroom to actively explore our host country. Through outdoor and experiential learning, students and faculty deepen their understanding and appreciation of the Sultanate of Oman. The Discover Oman program provides unique cultural, environmental, personal, and interpersonal experiences that cannot be replicated on campus. These experiences are designed to help students learn, reflect, and grow.



The goals of the Discover Oman program are to:

- Foster greater understanding and appreciation of Omani culture, geography, and people
- Strengthen relationships within the Middle School community among students and faculty
- Develop responsibility and collaboration through group living and shared experiences
- Build respect for the environment through direct exposure to Oman's natural landscapes and ecosystems
- Encourage personal reflection, self-awareness, and independence

Participation in the Discover Oman program is a school requirement. After the trip, students receive an evaluation from their chaperones based on their effort, behavior, and participation throughout the experience.

MS Extra-Curricular Activities













The extra-curricular program is an integral part of the TAISM Middle School experience. These activities provide students with opportunities for creativity, personal growth, connection to the school community, and enhanced classroom learning. Clubs and programs are offered after the school day by teachers and community members. Options range from robotics and music to after-school sports.

Activity buses are available at **4:45 p.m.** and **5:20 p.m.** for students participating in after-school activities.

Extra-Curricular Eligibility

At TAISM, we recognize that participation in activities, athletics, and leadership opportunities has a positive impact on student growth and academic performance. As such, there is no academic ineligibility for extra-curricular participation.
However:

- A student placed on Disciplinary Probation may be restricted from performances, competitions, or participation in specific extra-curricular activities.
- Conduct that does not reflect the school's mission and core beliefs, whether during or outside of school hours, may result in suspension or removal from a team, club, or event.

Please Note:

A student may not participate in an extra-curricular activity if they were absent from school on the day of the activity.



TAISM Sports Program

Goals and Philosophy:
TAISM believes that an extra-curricular sports program contributes to the intellectual, physical, and emotional development of students. Sports are viewed as an extension of the learning environment and provide opportunities to:

- Develop self-discipline and confidence
- Learn cooperation, accountability, and integrity
- Foster a sense of commitment and personal responsibility

Students are encouraged to maintain high academic standards while participating in sports.



Leagues and Opportunities:
TAISM is a member of the Muscat Secondary Sports League (MSSL) and the South Asian Inter-Scholastic Association (SAISA). Middle School athletes may compete in both local and regional events.

Middle School Sports by Season:
- Fall Season: Volleyball, Swimming (SAISA)
- Winter Season: Soccer (Football), Track and Field (SAISA)
- Spring Season: Basketball

Student Leadership

Student leadership is a valued part of student life at TAISM.

- **The Student Council** is a student-elected group that organizes social events, community service initiatives, and school assemblies.
- **MS Ambassadors** welcome and mentor new students, helping them feel part of the school community.
- **Grade Level Representatives** attend meetings with the Middle School Principal and Counselor to share feedback and represent their grade-level peers.



MS Social Event Guidelines

Social events are planned for the enjoyment of TAISM students, often coordinated by the Student Council. The following guidelines apply:

- Students who are absent during the school day may not attend the event.
- Students may only leave early with prior parental permission.
- Students must be picked up promptly at the designated end time.
- In case of emergency, parents will be contacted using the number listed in PowerSchool.
- Students are expected to behave appropriately. Behavior concerns will be referred to the Principal, who will determine next steps.

Library & MSLC













The library is located in the Middle School Learning Commons (MSLC). Middle school students come to the library on scheduled visits with their Language Arts classes to check out materials, relax, and read. MS students may also visit the library before school, during breaks, and after school to access the collection and to take advantage of the space as a place to complete schoolwork, either individually or collaboratively.

The library Destiny Discover home page connects users with a wealth of resources, many subscription-based, accessible to students via their TAISM-issued Google accounts. All other resources are accessible without usernames and passwords and can be accessed directly from the Destiny homepage.



All TAISM library materials are accessible to TAISM families. Parents are encouraged to utilize the library, both its physical collection as well as Sora, its robust digital library.

Library Hours: 8:00am - 4:30pm (Sunday-Thursday)
Loan periods: 16 school days / 16-school-day renewal
Loan limits: 4 physical items, 5 ebooks/audiobook

The library sponsors a variety of events for middle school students to encourage reading, information literacy skills and library usage:

- **Author Visits**
- **Battle of the Books**
- **Summer Reading Program**

Dates for these events will be posted in newsletters, around the school, and in social media.



Book fairs and used book sales sponsored by the Friends of the Library are also held throughout the year. MS students are encouraged to get involved, read and have fun with all the events!

The library is intended to be a quiet place to read, study, research, and work on class assignments. The library staff reserves the right to recommend to the Principal that student privileges be restricted, suspended, or revoked.

It is the responsibility of the students to return materials in a timely manner. The library staff will advise students of any outstanding items. Official records will be withheld until all overdue items are returned and all fees for damaged or lost books are paid. A fee equal to the replacement, shipping, and processing costs will be charged for books, materials, or equipment that are lost or damaged beyond repair.

Access the library resources from anywhere in the world by navigating to the Destiny Discover catalog from our homepage at taism.com



Assessments & Reporting













At TAISM, assessment is an ongoing process that involves both teachers and students as partners in learning. Students can expect to be assessed in two main ways: formative and summative assessments.

Formative Assessment

Formative assessment is used regularly to provide students with feedback from teachers, peers, and self-assessment. This feedback helps students understand their progress and areas for improvement. Formative assessments are not included in semester report card grades but may be referred to in progress reports to provide a snapshot of student learning.

Summative Assessment

Summative assessments are formal evaluations of a student's understanding of specific standards or skills. These assessments are announced in advance to allow time for preparation. Examples of summative assessments include quizzes, tests, presentations, models, performances, and projects. Summative assessments are graded using rubrics that students are familiar with and contribute to semester grades.

Middle School teachers at TAISM make every effort to limit the number of summative assessments scheduled on a single day. Except in rare circumstances, students will not be expected to take or submit more than two summative assessments on the same day.



Academic Concerns

Academic progress is closely monitored at TAISM. We value open communication between school and home to support student learning. When a student demonstrates a lack of academic progress or growth in behaviors that support learning, additional support may be necessary. Interventions may include support from teachers, counselors, or the Middle School Principal.

An academic contract may be issued for students who show a consistent lack of progress resulting in “Emerging” grades (equivalent to a failing grade). Parents will be contacted by email before an emerging grade is issued. The academic contract outlines expectations for the student and parents, the support the school will provide, and a timeline for improvement. The school will work closely with the family to monitor progress. If the contract is not met, it may indicate that the current grade placement is not appropriate or that TAISM’s academic program may not be the right fit.



Standardized Testing Program

All Middle School students take the Measures of Academic Progress (MAP) tests at least twice each year. MAP is a computer-adaptive test used to measure academic growth in language arts and math. Results help teachers tailor instruction to support student strengths and areas for growth.

MAP results are reviewed with students in class, and goals are set to guide further progress. Results are also shared electronically with parents after each fall and spring testing period.

Academic Reporting to Parents

A report card with semester grades and teacher comments is issued to students and parents twice per year. Report cards are sent electronically, with printed copies available upon request.

Mid-Semester Progress Reports

Mid-semester progress reports communicate student growth in both academic achievement and behaviors that support learning. Parents receive instructions by email to access progress reports via PowerSchool. Teachers will also contact families by email if a student is likely to receive an “Emerging” in any course.

Please Note:
Report cards may be withheld at the end of the school year if library books, textbooks, school equipment, or school fees have not been returned or paid. Once materials are returned or payments are made, report cards will be released.

Middle School Grading System

Grading in the Middle School is based on a student's mastery of a specific set of standards or skills that are assessed in class over a semester. A final grade is issued at the end of each semester in each reporting category for every class a student takes. Grades are issued as Excelling, Meeting, Approaching, and Emerging along with special indicators as listed below.

EXC	Excelling: A consistent, independent, and complex mastery of a set of skills or standards.
MET	Meeting: A consistent and independent proficiency of a set of skills or standards.
APR	Approaching: An inconsistent or guided proficiency of a set of skills or standards.
EMG	Emerging: A minimal proficiency of a set of skills or standards that includes key misconceptions.
I	An incomplete is given to students who do not have all graded work completed by the end of the grading period. Normally, a student has a max- imum of two weeks to make up all incomplete work
M	Modified Grade (the curriculum requirements were altered to meet the needs of the student).
NG	No Grade issued - usually given if attendance is insufficient.

Behaviors that Support Learning

Behaviors that Support Learning are work habits and actions that help students succeed academically. MS teachers and staff help students develop these behaviors with explicit instruction, one-on-one assistance, routines, and reinforcement of behaviors in class. BTSL development throughout the middle school years prepares students for a strong foundation of learning mindsets and habits as they transition to high school.

PREPARATION	Fulfills commitments, is well prepared for class and com pletes assigned work in a timely manner.
ORGANIZATION	Organizes time and materials well.
ENGAGEMENT	Actively participates and contributes, works independently, focuses in class.
COLLABORATION	Works well with, is respectful to, and shows kindness and consideration to students and adults

Behaviors that Support Learning Grading Scale

IN	Independently
WS	With Support
NY	Not Yet

MS Dress Code

At TAISM, we believe that how we dress reflects respect for ourselves, our community, and the culture of Oman. Our dress expectations are designed to be comfortable, appropriate for learning, and mindful of our host country.



General Expectations

- Students should come to school neat, clean, and dressed in clothes that are in good condition.
- TAISM shirts (any shirt from school-sponsored events, athletics, clubs, or TAISM merchandise) are required for daily wear.
- Only TAISM sweatshirts may be worn at school. These include any school-issued or school-approved team, club, or activity sweatshirts.
- Skirts and shorts must be at or near knee-length. Pants, jeans, and leggings are all acceptable as long as they are not frayed and fit appropriately. Pajama pants are not acceptable.
- Shoes must be worn at all times and should be comfortable for daily movement. Sneakers must be worn for PE and to participate in lunchtime sports.
- Hats should be removed while indoors.
- Jewelry should be kept to a minimum and of little monetary or sentimental value, as the school is not responsible for lost items.
- Hair should be clean and tidy. Hair color or styles that disrupt learning or draw undue attention are not appropriate for school.

Final decisions about dress remain at the discretion of the Middle School Principal.

Purchasing TAISM Shirts

TAISM shirts and sweatshirts are available at school on Registration Days and through the Visitors' Reception throughout the school year.



Physical Education Clothing

Students must wear the TAISM PE uniform or any TAISM-sanctioned t-shirt for Physical Education classes. PE uniforms, which include gym shirts and shorts, can be purchased on Registration Days or from the Visitors' Reception during the school year.

Students should have at least two sets of PE clothing. No jewelry should be worn during PE classes. Students should bring a reusable water bottle and a hat when PE is held outdoors.

Grade 6 and 7 students may wear their PE uniform or TAISM-sanctioned t-shirt to school and keep it on throughout the day. Grade 8 students may only wear PE clothing during PE class.



Swimming

Swimming is an important part of the PE program. All students are expected to participate.

Girls must wear one-piece swimsuits. Boys must wear swim trunks with a liner and drawstring or racing suits. Students must bring a towel for swimming classes. Swim shirts are recommended.

Student Health & Safety



TAISM is committed to maintaining a safe and supportive environment for all students. In alignment with TAISM Board Policy 7.90, every student has the right to be protected from abuse.

Student Abuse includes:

Any form of physical or emotional mistreatment, sexual abuse, neglect, negligent treatment, or exploitation that results in actual or potential harm to a student's health, development, dignity, or well-being—particularly in relationships involving responsibility, trust, or power.

TAISM's approach to student protection

- Clear rules and procedures for student protection
- Screening and background checks for all staff
- Reporting and investigating abuse concerns
- Ongoing education and training for staff, students, and parents
- Regular review of protection procedures through self-audits

The school administration is responsible for communicating and enforcing these policies.



Health office

TAISM has a full-time Registered Nurse on campus who:

- Maintains student health records
- Provides first aid and manages medical supplies
- Responds to routine illnesses and injuries
- Coordinates with local medical providers as needed
- Supports first aid training and wellness education

The nurse is available from **8:00 a.m. to 4:30 p.m**. Students need a pass from their teacher to visit the nurse. Parents of students with specific medical concerns are encouraged to call the nurse at **2459-5180.**

Medication at School

To ensure safety, TAISM has the following procedures for medication:

- Parents must leave all medication with the school nurse.
- Medications are stored securely in the Health Office.
- All medication must be clearly labeled with the student's name, dosage, and schedule.
- Students who need occasional medication (e.g., for allergies or asthma) should keep a supply with the nurse.
- The nurse will notify parents when medication is given.
- Students may not carry medication of any kind.
- If the nurse is unavailable, the Principal or Director may dispense scheduled medication.
- Written parent permission is required before any prescribed medication can be administered.

Illness Guidelines

To help maintain a healthy school environment:

- Students should stay home if they are sick or overly tired.
- Students must be well enough to participate in indoor and outdoor activities.
- A child must be symptom-free for **24 hours** (no fever, vomiting, or diarrhea) before returning to school.
- If a student becomes sick during the day, parents or emergency contacts will be asked to pick them up.
- Students with contagious conditions may be sent home and should remain home until cleared.

If a student is absent for more than **three consecutive days**, a medical certificate is required before returning to school.

Campus Access & Security

All parents are required to wear their **TAISM ID badge** while on campus.

- Parents without their badge must sign in at Visitor Reception and will be issued a visitor badge.
- ID photos are taken on registration days. For ID-related questions, contact the Operations Office.



CCTV Surveillance at TAISM

TAISM uses a CCTV system to support the safety and security of students, staff, and visitors.

What you should know:

- CCTV is used to monitor key areas like the school perimeter, entry gates, hallways, parking areas, and gathering spaces.
- No cameras are placed in private spaces such as restrooms or changing rooms.
- Data is stored for 30 days, unless needed longer for investigation.
- Only school administration can access CCTV footage, and only in the case of a suspected safety issue or policy violation.
- CCTV use is aligned with Omani regulations and school board policy.
- Outside authorities may access footage only if required by law.
-

Questions about the CCTV system may be directed to:

- **Gokul Krishnan,** Technology Director
- **Peter Lee,** Director

Q&A about 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.

Student's Rights & Responsibilities





TAISM Middle School students are expected to take responsibility for their actions and help create a positive, respectful learning environment. Our approach to behavior is grounded in fairness, clarity, and student growth.



The summary below reflects the key rights and responsibilities of TAISM students, aligned with TAISM Board Policy 7.40.

Student Rights

At TAISM, all students have the right to:

- Learn in a safe, clean, and supportive environment.
- Be protected from abuse and harassment.
- Be treated with respect and fairness by others.
- Know and understand school rules and expectations.
- Express themselves appropriately through opinion, thought, conscience, and religion.
- Keep their personal information and records private and secure.
- Be heard in decisions that directly affect them.
- Receive a relevant and meaningful education.
- Ask questions about decisions or consequences that affect them.

Student Responsibilities

Students at TAISM are expected to:

- Act with honesty and integrity.
- Treat others with kindness, courtesy, and respect.
- Take ownership of their choices and behavior.
- Use school resources responsibly and safely.
- Follow classroom and school rules.
- Support a positive and productive learning environment for all.
- Respect school property and the property of others.
- Dress in a way that is neat and appropriate for our school community.

Academic Integrity

TAISM values honesty and academic integrity. Students are expected to be honest, trustworthy, and to display personal integrity at all times. Academic dishonesty, including cheating or plagiarism, is not tolerated.

Examples of academic dishonesty include:

- Giving or receiving unauthorized help on tests, quizzes, or assignments.
- Using artificial intelligence (AI) tools (such as ChatGPT, image generators, or translators) to complete assignments without teacher permission, or submitting AI-generated content as one's own work. Any AI use must be clearly cited and aligned with the assignment's expectations.
- Copying another student's work or allowing one's work to be copied.

Violations of academic integrity are treated as disciplinary issues and addressed by the MS Principal. Repeated offenses may involve parent meetings and could impact the student's standing.



Specific School Rules

- Use or possession of tobacco, e-cigarettes, vaping materials, alcohol, or illegal drugs on campus or at school-sponsored events is not allowed and will result in an automatic out-of-school suspension.
- Attending school or events under the influence of alcohol or drugs will result in disciplinary action, including possible recommendation for expulsion.
- Weapons, including toy replicas, are forbidden.
- Threats or physical harm toward others are not allowed.
- Stealing is not tolerated.
- Misuse of digital devices, AI tools, or online platforms that disrupt learning or harm others will result in appropriate disciplinary action.

Personal Electronic Devices

To support a focused and respectful learning environment, students may not use personal electronic devices during the school day unless specifically directed by a teacher for academic purposes.

- Mobile phones must be turned off and stored in lockers from the time students enter the building until the end of the school day.
- Smartwatches or wearable devices that send or receive calls, messages, or notifications may not be worn during the school day and should also be stored in lockers.
- Personal listening devices (such as headphones or earbuds) may only be used with explicit teacher permission for academic purposes.
- Any personal electronic device used without permission during the school day may be confiscated and returned at the end of the day.
- With permission, students may use their phones to call home in the MS Office.





Use of School Technology

All use of TAISM technology is governed by the TAISM Responsible Use Agreement. Students are expected to uphold the following expectations when using school devices, platforms, or accounts:

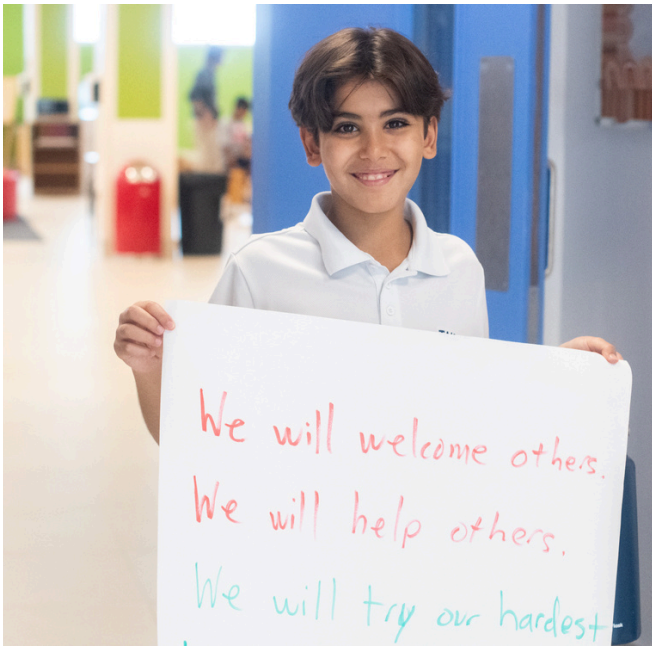
- Use school-issued devices for educational purposes only.
- Follow teacher directions regarding when and how devices may be used.
- Keep devices charged and ready for school use each day.
- Only visit websites, tools, and apps that are approved for school.
- Do not use AI tools unless directed by a teacher for a specific assignment.
- Use respectful, responsible behavior in all digital interactions.
- Protect the digital privacy and identity of themselves and others.
- Respect copyright laws and properly cite all sources used.
- Never use another person's account or share passwords.
- Students are responsible for any activity on their accounts or devices.
- Damage caused by misuse or negligence will be the responsibility of the student and may result in repair or replacement costs.

Students may be held accountable for online behavior that affects the school community, even if it occurs outside of school.

Digital Behavior & Community Values

Students are part of the TAISM community both in and out of school. While the school does not monitor personal accounts or devices, students are expected to communicate respectfully and use good judgment in their online interactions.

Even outside of school, digital behavior can affect friendships, classroom dynamics, and the overall school environment. It's important to think about how your words, posts, and messages might impact others.





Examples to consider:

- Posting a meme in a group chat with classmates that makes fun of a teacher or student
- Sharing a photo or video of another student without their permission and/or a rude caption
- Writing something unkind about a classmate on social media

When students act online in ways that reflect kindness, respect, and responsibility, it helps make TAISM a safe and supportive place for everyone.

Conduct on School Trips and Activities

Students are expected to follow all school rules during any school-sponsored activity, including those outside the regular school day.

- Students must be accompanied by a parent or guardian to attend TAISM sporting events at other schools.
- Misconduct may lead to suspension or exclusion from international trips and events.
- Students placed on Disciplinary Probation may not travel for school events.

Students should wear school uniforms on trips unless otherwise directed by a teacher or principal.



School Bus Rules

TAISM provides a contracted bus service. All school rules apply on the bus.

- Students must follow directions from drivers and monitors.
- Only registered riders may ride TAISM buses.
- To ride a different bus or get off at a different stop, a signed note from a parent must be given to the Operations Office.
- Guests are not allowed on TAISM buses.

To ensure safety, the following are not permitted on buses:

- Loud music or shouting
- Throwing objects
- Standing while the bus is moving
- Putting arms, legs, or heads out of windows
- Not using seat belts
- Eating or drinking
- Using vulgar or abusive language

Parents should inform the bus monitor or Operations Office (gokula@taism.com) if their child will not be riding the bus.

Discipline Philosophy

- We expect the best behavior from students and address misbehavior promptly.
- Students learn best in a respectful, trusting environment.
- Behavior expectations are clearly communicated and consistently reinforced.
- Students are capable of making good choices and learning from mistakes.
- When appropriate, restorative practices may be used to help students take responsibility and repair harm.
- Discipline should reflect what is best for the student and the school community.
- Parents will be informed of significant behavior concerns and are encouraged to partner with the school.
- Disciplinary matters are confidential and handled between the school and the family.

Disciplinary Procedures

Disciplinary actions are based on:

- The student's age
- The nature of the infraction
- The student's prior disciplinary record

Repeated infractions lead to more serious consequences. Corporal punishment is not used or condoned at TAISM.

Possible Disciplinary Responses

- Verbal redirection
- Conference with the student (and possibly the parent)
- Written reflection or community awareness assignment
- After-school exclusion from extracurricular or co-curricular activities
- Probation, with a written agreement outlining conditions and consequences
- In-school suspension in a supervised location; parents notified in writing
- Suspension for up to 5 school days, with written notice and right to appeal
- Expulsion, following consultation and a formal recommendation to the Board of Directors

Other Disciplinary Measures

- Academic and Behavior Contract: A formal agreement specifying expectations and consequences.
- Counseling Referral: The school may require counseling or evaluation to support student success and continued enrollment.
- Support Services: Students have access to support when facing conflict, crisis, or behavioral challenges.
- Financial Restitution: Families are responsible for any damage or loss of school property. Unpaid charges may delay access to grades or transcripts.

Technology for Learning





When you use technology at TAISM you are agreeing to follow the TAISM Responsible Use Agreement:

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 intellectual rights of others.

- Only publish items that you have the rights to publish (see Copyright Checklist) 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 6 alphanumeric characters and no easily guessable words).
- I will follow established protocols and policies for the 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 Snapchat, Discord, WhatsApp, Instagram, YouTube 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.*
- I will use AI tools responsibly for learning and follow my teacher's instructions, including being honest when I use AI to help with my work.
- I will not use AI to create or share harmful or inappropriate content, impersonate others, or enter personal or confidential information.



If you have any questions or concerns related to the use of technology, please contact **Gokul Krishnan, Technology Director, at kgokul@taism.com.**

TAISM Mail

All TAISM Middle School students are issued a TAISM Mail account, which provides access to web-based email, cloud document storage and collaboration, calendar, and website creation tools. This shared platform supports communication between students and teachers, enables collaborative work, and allows students to access school resources from anywhere. Students are expected to use their accounts responsibly and in line with the TAISM Responsible Use Agreement, which is reviewed and signed in Home Base at the start of the school year.



Middle School Chromebook Use

TAISM promotes a thoughtful and balanced approach to technology use. Chromebooks are important learning tools, and students will be guided in developing responsible habits for their use. As part of a gradual rollout, student access to take-home devices will expand over time to support learning both at school and at home.

Students are responsible for caring for and charging their assigned Chromebook and ensuring it is ready for use each school day.

Google Classroom

Google Classroom is the main learning platform used in the Middle School. Each student is enrolled in a Google Classroom for each of their classes, where teachers post assignments, share announcements, and provide resources. Students submit work and receive feedback through this platform. Parents are encouraged to sign up for Guardian Summaries to stay informed about their child's class activity.



Online Learning

If online learning becomes necessary, the Middle School Office will communicate a plan via email based on the circumstances of the situation. This may involve a variety of tools or approaches to ensure learning continues

General Information

This section provides key contacts and procedures related to Middle School operations, including attendance, admissions, and communication with the Middle School Office.



Administrative Offices

TAISM's administrative offices are located on the ground floor. These include:

- Director
- Finance Director
- Safety and Security Director
- Facilities Director
- Receptionist
- Administrative Coordinator

The Business Office manages the payment of school fees.



Middle School Principal's Office

The Middle School Principal's Office is located upstairs from the main rotunda in Room 284.
To make an appointment, please call 2459-5180, ext. 109.

Admissions

Admissions are coordinated by the Admissions Coordinator in consultation with the Middle School Principal.
Grade placement is determined by:

- The student's prior academic background
- The student's age
- Additional assessments (e.g., testing and writing samples), if needed

Final placement decisions are made by the Principal.

Attendance

Consistent attendance is essential to academic success. All absences, whether excused or unexcused, affect learning and should be avoided when possible. Avoidable absences, such as leaving early for or returning late from a vacation, are strongly discouraged.

Type of Absence	What Families Need to Do
Unexpected absence	Call or email the Middle School Administrative Assistant.
Illness lasting three or more days	Call or email the Middle School Administrative Assistant. Provide a doctor's note to the Middle School Office.
Planned absence	Notify the Middle School Office in advance. The office will work with the student and family to complete a Pre-Arranged Absence Form.
Unexcused absence	Skipping class or habitually arriving late without parental notification may result in further consequences.

Absences

Students who miss more than six days in a semester (excused or unexcused) are considered at risk for decreased academic performance.
Note: School-sponsored activities are not included in this total.

The Middle School Office will follow up on absences longer than two days. Parents can assist by contacting the Middle School Administrative Assistant directly.

Make-up work

Students are responsible for:

- Checking Google Classroom for assignments
- Meeting with teachers to clarify expectations

Make-up work will receive full credit when completed as agreed upon.

Punctuality & Tardiness

Students are expected to arrive at school and to each class on time.

- **Late arrival to school:** Students must sign in and get a late pass from the Middle School Administrative Assistant.
- **Excessive tardiness:** Teachers will refer students to the Principal for follow-up

Checking In & Out of School

TAISM is a closed campus. Once students arrive at school for the day or for an event, they may not leave without prior parent permission.

- If a student becomes ill during the day, the School Nurse will contact parents.
- For planned early dismissal (e.g., medical appointments):
  - Parents should send an email or written note to the Middle School Office in the morning.
  - The student must be signed out at the Middle School Office.
  - Students will only be released to a parent or a designated adult.
- For unexpected or emergency departures, verbal parent permission via phone is acceptable.
- Students arriving late must sign in at the Middle School Office and provide a parent note. A late pass will be issued by the Middle School Administrative Assistant and given to the class teacher.

Homework

At TAISM, we recognize that homework can support student learning while also valuing Balance in students' lives outside of school. Homework should be purposeful, reasonable in amount, and connected to learning.

Homework may be assigned:

- to reinforce or practice skills and concepts introduced in class;
- to provide purposeful reading;
- to prepare for or extend classroom learning;
- to support research or longer-term projects; and
- to provide opportunities for challenge, exploration, or creative thinking.

Homework should generally be work students can complete independently using skills and concepts that have already been taught. Across all classes, students should not routinely experience more than 60–80 minutes of homework in an evening, including assigned reading. This is an upper guideline, not a nightly expectation.

Due to our block schedule, homework is typically due the next time a class meets, allowing students time to seek support when needed. Students are encouraged to begin homework the night it is assigned.

As part of developing Behaviors that Support Learning, students are expected to record assignments in their MS Planner, manage their time, seek help when needed, and complete assigned work. When a pattern of incomplete work develops, the school will work with the student to provide additional support.



Guardianship & Supervision

Occasionally, due to international travel or work obligations, both parents may be away from home. In these cases, TAISM policy requires that a guardian be designated who is acceptable to both the parents and the school. The designated guardian will assume full responsibility and authority for the student during the parents' absence.

Parents must complete and submit a **guardianship form** to the school prior to travel. This is especially important in an international context where extended family may not be present. Under no circumstances should a student be left without adult supervision.

Dropping Off & Picking Up Students

The designated student drop-off and pick-up area is on the east side of campus, across from the church. This lane is used by both parents and buses. Safety is the highest priority, and entry and exit points are clearly marked.

Traffic flow is typically one-way, and gates are monitored by security during school hours. Students should stay on pedestrian walkways and use designated crossing areas. Parents are encouraged to model safe walking and driving behaviors when arriving or departing. All members of the community share responsibility for maintaining a safe environment.

Field Trips

Occasionally, classes or grade levels will take educational field trips off campus. Parents will be informed of the departure and return times, mode of transportation, and the location of the trip. Appropriate adult supervision will be provided at all times.
Written permission from a parent or guardian is required for a student to participate in a field trip. Students may only attend with a signed permission slip.

Lockers

The Middle School Administrative Assistant assigns lockers and locks. Each student is responsible for keeping their assigned locker and lock secure and in good condition. Combinations should be kept private, and valuables must be stored inside locked lockers.

Lockers are a privilege that comes with responsibility. They must be kept clean and neat. Only occasional spirit posters may be attached to the outside. The cost to replace a lost lock is RO 3.

How to open a combination lock:

1. Turn the dial to the right (clockwise) two full turns. Stop at the first number.
2. Turn the dial to the left (counterclockwise) one full turn past the second number.
3. Continue turning left until you reach the second number.
4. Turn the dial right again until you reach the third number.
5. Pull the shank to open the lock.



Lunch

Students may bring lunch from home or purchase lunch at school. Individual items are available for purchase in the MS Learning Commons (MSLC), or students may choose a Combo Meal, which includes a main dish with a side, a drink, and a dessert. Vegetarian options are available.

The MSLC is open for lunch from 11:55 a.m. to 12:30 p.m.

Physical Education

If a student is unable to participate in Physical Education on a given day, a **note from a parent is required.** If there is an ongoing health issue that prevents participation, a doctor's letter must be provided. Students who are not participating in PE are still expected to attend class.

If a student becomes ill during the school day, they may be excused from PE with a written note from the School Nurse. If these instances become frequent, the situation will be reviewed with the parents.

Students who are not well enough to participate in PE during the school day may not participate in after-school sports practices or games on the same day.



PE Guidelines during Ramadan

Students are expected to participate in PE activities to the extent they are able. The health and safety of students are the top priority. If a student cannot participate in PE during Ramadan, a parental note should be provided to the PE teacher. The teacher will arrange an alternative activity when appropriate.

Lost & Found

Lost items will be placed in the Lost and Found cabinet. Students are responsible for checking the cabinet to recover their belongings. Periodically, unclaimed items will be donated to local community service organizations. Clearly labeled clothing is more likely to be returned.



School Materials

Students are responsible for the care of materials issued to them for the school year, such as Chromebooks and printed materials. These items must be returned at the end of the year. Families will be charged for any materials that are lost or damaged.

Parent Newsletters

TAISM maintains strong communication with families through regular updates. School-wide announcements and stories are posted on the TAISM website and parent portal (parents.taism.com).

In addition, a weekly Middle School email newsletter is sent every Thursday afternoon by the Middle School Administrative Assistant. This includes updates specific to the Middle School as well as relevant all-school information. Please contact the Middle School Administrative Assistant if you are not receiving newsletters or if your email address changes.

Parental Concerns

TAISM encourages open communication between families and staff. If you have a concern, the following steps should be taken:

- If the concern is related to a specific class, contact the teacher first. Most issues can be resolved at this level.
- If the concern is not class-related or remains unresolved, contact the Principal.
- If the concern is still unresolved, contact the School Director.

Parent Contact with the School Board

The School Board oversees school governance and policy but does not manage daily operations. Parents may contact the School Board only under the following conditions:

• The concern has already been discussed with the Principal and the Director.

• The concern has been submitted in writing to the Director and signed at least one week prior to a scheduled board meeting.

Parent Back-to-School Event

TAISM's Back-to-School events are held in September. These evenings give parents the opportunity to meet their child's teachers and learn more about academic programs, routines, and expectations. This is not intended for personal conferences.

Parent-Teacher Conferences

Ongoing communication between parents and teachers is important to student success. Formal parent–teacher conferences are held twice each school year. Parents may request additional conferences at any time by contacting the teacher directly.

Conference options include:

• Telephone or Zoom conference to clarify communications

• Routine progress update

• Problem-solving conference to address specific concerns

School Hours



8:00–8:20 a.m. Student arrival
8:28 a.m. Warning bell
8:30 a.m. Classes begin
3:30 p.m. Dismissal
3:40–4:30/5:10 p.m. After-School Activities (ASA)

After-school activities are a vital part of the middle school experience. Students not participating in a supervised activity may stay in the MS Learning Commons (MSLC) if they sign up in advance. To do so, they must sign up on **Power School** or with the **MS Administrative Assistant** by noon.

All middle school students must be accounted for after school hours. Students may only remain on campus after school if they are participating in an ASA or have signed up to stay in the MSLC.

Student Daily Planner

Each student receives a Daily Planner to help organize assignments and support communication between home and school. It also contains helpful reference information. Students are expected to bring their Planner to school every day. The replacement cost for a lost Planner is **RO 3**.

Student Property

All personal items should be clearly labeled. Students are advised not to bring valuable items to school, such as large amounts of money, mobile phones, electronic devices, or jewelry. TAISM is not responsible for lost or stolen items. All personal belongings should be stored in lockers with the lock secured.

Telephones

Students may use school phones in the Middle School Office with permission from a staff member. Students are not permitted to use mobile phones during the school day and must keep them stored in their lockers. Parents who need to contact their child should call the Middle School Administrative Assistant.

Visitors & Guests

A **visitor** is someone who comes to campus briefly for a tour or business. A **guest** is someone who attends classes and remains on campus for part or all of the day.

All visitors must prearrange their visit and check in at the **Visitor Center**. Tours can be arranged through the Admissions Coordinator, Principal, or Director.

Parents are welcome on campus, but are asked to schedule appointments in advance if they wish to meet with a staff member.

Withdrawals & Transfers

Students may need to withdraw from TAISM at any time during the year. Families are encouraged to complete the semester, if possible. TAISM provides transcripts and other records upon written request from parents. A minimum of seven days' notice is required.

Records will not be released until all school materials are returned and any outstanding fees (e.g., library fines, textbook replacement, school fees) are paid.

Early notification of a student's departure allows the school to better support the student's transition.

MS Staff 2026-27

Art:
Mr.Chris Charnitski

Band:
Mr. Drew Minaker

Counseling:
Mrs. Andrea Callaway

Language Arts:
Mrs. Alyssa Minaker
Mrs. Kelly Rauk
Mr. Daniel Forbes

Health:
Mrs. Laura Macdonald

Mathematics:
Mr. Chad Johnson
Ms. Erin Ann Schueler

Physical Education:
Mr. Jason Martin
Mr. Luther Rauk
Ms. Grace Luna (Aquatics)
Mr. Velin Prabhu

Library:
Mr. Ryan Callaway - MS Librarian
Mrs. Sukhi Kaur - MS Library Asst.

MS Office:
Mrs. Carey Johnson - MS Principal
Ms. Sunita Furtado - MS Admin Assistant

Computer Science:
Mr. Greg Brink

Choir:
Mrs. Melanie Brink

Drama:
Ms. Kenzie Eury

Learning Support:
Dr. Elisabeth Pasquini
Ms. Erin Ann Schueler
Ms. Liz Milton
Mr. Michael Morris
Ms. Rima Boudjemline
Ms. Ana Segovia

Social Studies:
Mr. Rick Coriell
Mrs. Kelly Rauk

Science:
Mrs. Colleen Coriell
Mrs. Jessi Fisk

World Languages:
Mrs. Hilda Ashkar(Arabic)
Ms. Taline Sabbagh (Arabic)
Mr. Zak Makri (Arabic)
Mrs. Carla Khalil (French)
Mrs. Melissa Foltz (Spanish)

MS Discover Oman Coordinators:
Mrs. Melissa Folz
Mr. Mike Morris

TAISM

The American International School of Muscat

Address: P.O. Box 584, Azaiba, Postal Code 130,
Sultanate of Oman
Phone: 968- 2459-5180 ext. 109
FAX: 968-2450-3815

E-mail: info@taism.com
Website: www.taism.com