



**TUIS**

Tashkent Ulugbek  
International School

# Secondary Parent Handbook





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# Welcome from the Director



**Dear TUIS Members,**

We are pleased to have you as a part of our school family. At Tashkent Ulugbek International School, we want every student to succeed, and we are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a student, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities. Get involved! This is OUR SCHOOL.

TUIS offers many exciting academic and extra-curricular opportunities for our students. Our school will help to increase expectation of responsibility and leadership. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of our school experience.

This handbook has been written to inform our students and their families about TUIS's policies and procedures. It contains important information that will allow you to better understand how your school operates.

The information included in this handbook is specific to TUIS.

If you have any questions, please do not hesitate to give us a call. We look forward to working with each of you.

**Hurshid Hoshimov**  
**Director of TUIS**

## STATUS

The Tashkent Ulugbek International was founded in accordance with decree Number 328, which was issued on 25 August 1995 by the Cabinet of Ministers of the Republic of Uzbekistan. Over the past few years the school has had many achievements. TUIS has got:

- membership of the Educational Collaborative of International Schools (ECIS)
- an educational state license from the Republic of Uzbekistan's Cabinet of Ministers, permitting the school to operate in Tashkent

## AIMS AND OBJECTIVES

- To conduct an educational process, based on up to date and leading pedagogic technologies;
- To provide a diverse and international environment where students can develop academically and socially as independent, creative and responsible learners;
- To provide a safe and secure atmosphere to foster the students' mental development, and to give them high quality education;
- To create a harmonious atmosphere, which will help facilitate the children's character development through spontaneous interaction, socializing, playing and sharing with peers and staff alike.

## THE EDUCATIONAL PROCESS

The school conducts its educational process based on a set of principles adapted from the National Curriculum of England and is supported by the Educational Collaborative of International schools. TUIS adheres to the State Educational Standards of the Republic of Uzbekistan.

The curriculum specifically emphasizes the following key aspects:

 **Knowledge**

 **Diversity and sharing**

 **Personal development and individuality**

 **Responsibility**

The Tashkent Ulugbek International School TUIS is a co-educational, international day school, which provides a secular education in a safe and secure environment on a centrally located campus in the City of Tashkent.

The school offers primary school and secondary school education to children from the international community as well as to children from a local community in Uzbekistan.

The Tashkent Ulugbek International School currently represents different nationalities in its student body and teaching staff. We respect the traditions and cultures of all our students and actively encourage them to uphold and cherish their own traditions and values, and respect the traditions and values of the other students' countries and nationalities.



## A CHART OF EDUCATIONAL STAGES

THE UK NATIONAL CURRICULUM			OUR EDUCATIONAL STAGES	EDUCATIONAL STAGES IN UZBEKISTAN	
AGE	KEY STAGE	YEAR		TYPE OF SHCOOL	CLASSES
12	KS 3	Year 7	Age 12-13(classes 7 to 8)	Secondary and High School	7
13		Year 8			8
14		Year 9	Age 14-17(classes 9 to 11)		9
15	Year 10	10			
16	KS 4	Year 11	11		
17	KS 5	Year 12			

Table 1 – A chart of educational stages



## THE EDUCATIONAL PROCESS

Transfer students who are seeking admission to higher mainstream classes take English proficiency tests. These tests are conducted in the written form and interview by class teacher to evaluate the child's knowledge and learning skills. The transfer students have to submit a leaving certificate, recommendations and other documents from their ex-schools.

The Tashkent Ulugbek International School provides an eleven-year educational programme and curriculum. It is compulsory to attend all classes during a school year.

Each academic year consists of two semesters four quarters with a total of 34 weeks, excluding breaks and holidays.

The school operates five days a week, Monday through Friday. Lessons in the secondary school (Year Seven through Eleven) run from 8:30 am until 2:55 pm.

At the end of each school year the school issues an academic report cards. After the final exams and at the end of the 9th and 11th grade students receive school certificate.



## THE CURRICULUM IS MADE UP OF THE FOLLOWING SUBJECT AREAS IN KEY STAGES 1-2

No	SUBJECTS	CLASSES	7	8	9	10	11
1	English Language		+	+	+	+	+
2	Mathematics		+	+	+	+	+
3	Biology		+	+	+	+	+
4	Chemistry		+	+	+	+	+
5	Information Technology		+	+	+	+	+
6	Geography		+	+	+	+	
7	World History		+	+	+	+	+
8	Uzbek Language*		+	+	+	+	+
9	Russian Language		+	+	+	+	+
10	French Language		+	+	+	+	+
11	Art		+				
12	Music		+				
13	Physical Education		+	+	+	+	+
14	Physics		+	+	+	+	+
15	Drawing			+	+		
16	Economics			+	+		
17	Business					+	+
18	Local Social Science*		+	+	+	+	+

Table 2 – Compulsory subjects for all students. \*Uzbek Language and \*Local Social Science are compulsory for Uzbekistan citizens only.



## TEACHING STAFF

The Taskent Ulugbek International School employs qualified and experienced expatriate teaching staff from various countries, in particular the UK, USA, Canada, Australia, South Africa, India. The school also recruits local teachers

and teaching assistants. Teachers and teaching assistants aim to provide the children with a high quality education, in terms of academic knowledge and practical experience, in a truly friendly and international atmosphere.



## NOURISHMENT AND MEDICAL SERVICE

The food, which is provided in the school cafeteria, is meticulously prepared and served in sanitary and hygienic condition. Lunchtime lasts from



12:05-12:30

11:00-11:20, (big break time).

In order to prevent food poisoning, it is strictly forbidden to bring cakes, chocolate products and fizzy drinks for the parties.

The school doctor and nurse are on hand to provide medical assistance, whenever necessary, within school hours. They also keep records of the students' vaccinations health-care and physical development; draw up a nourishment timetable; and check food quality.



## DROP OFF AND PICK UP PROCEDURES

School starts at 8:30 am and pupils should not arrive at school more than 20 minutes before the start of the school day.

Teacher assistants and coordinators will be present on the outdoor field for supervisory purposes between 8:00 and 8:20 am. If it is wet weather or high AQI the pupils will go inside.

### Late arrivals

If you are dropping your child off between 8:20 am and 8:30 am and other pupils have already gone inside the classrooms, your child should go to his/her classroom directly. Students arriving late after 8:30 am should go to the reception in the office to be registered before going to his/her classroom.

### Collection of the students

Students should be collected at the designated time at 15:00 pm, although there may be clubs and activities until 15.50 pm. If for any reason parents are late or unable to collect their child themselves, they should inform the receptionist so she can inform the teachers.

Students who leave early must report to the office before leaving. The school does not release a student without a parent's phone call or note.

If the student leaves the school on his own, then it is necessary to leave a statement in the school office that the parents allow their son/daughter to leave the school territory on their own after class and are responsible for the safety of their child.



## ATTENDANCE AND TARDINESS POLICY

If parents know in advance that their child will be absent from school or needs to leave before the end of the school day, they must inform the homeroom teacher or the school administration.

If a student is frequently absent or late, the matter will be reviewed by the school coordinator, and a meeting with the parents will be arranged. In cases of repeated tardiness (several times per week), the school reserves the right to send the student home after notifying the parents.

If a student is absent due to illness or arrives late for a valid reason, parents must contact the teacher or the school administration before 8:30 a.m.



## TARDINESS TO LESSONS

The following disciplinary measures apply to students who arrive late to class:

- **First tardy:** verbal warning.
- **Second tardy:** formal warning.
- **Third tardy:** the student will not be admitted to class.

In addition, a student who is repeatedly late may be assigned a mandatory after-school disciplinary session.



# STUDENT BEHAVIOUR POLICY

Students are responsible for their behaviour and are expected to respect the rights of all members of the school community.

Any behaviour that results in damage to school property, interferes with another student's right to education, negatively affects the moral and social climate of the school, or causes physical or emotional harm to others is considered unacceptable.

Violations of the school's behavioural expectations will be addressed by the school administration in an objective, consistent and fair manner. Students who fail to meet these expectations may be subject to warnings and/or disciplinary action.



## DISCIPLINARY MEASURES

To maintain a safe and respectful learning environment, the following disciplinary measures may be applied:

The use of inappropriate, offensive or profane language directed at students, staff members or any other individuals will result in a mandatory after-school disciplinary session without prior warning.

Participation in a fight, physical violence or aggressive behaviour is considered a serious violation of school rules and will result in suspension for a period determined by the school administration. During the suspension period, the student may not attend classes or participate in school activities. All absences incurred during the suspension period will be recorded as unauthorised absences. The student will not be permitted to make up or retake any tests, quizzes, classwork assignments, examinations or other assessed work administered during the suspension period.

Possession, use, distribution of, or being under the influence of alcohol, tobacco products, electronic cigarettes, vaping devices, narcotics, illegal drugs or any other prohibited substances constitutes a major violation of school rules and may result in termination of the student's enrolment and expulsion from the school.

In cases of repeated or ongoing behavioural violations, the School Director will meet with the student's parents or legal guardians and determine any further disciplinary measures.

If a student is unwilling or unable to comply with the behavioural expectations established by Ulugbek International School, or commits serious or repeated disciplinary violations, the school reserves the right to suspend the student temporarily or terminate the student's enrolment.

**All students are expected to:**

- respect others;
- respect school property and the property of others;
- complete assignments as assigned by the teachers;
- be prepared with appropriate books and materials;
- behave in a quiet and orderly manner when moving around the school buildings;
- respect community standards regarding displays of affection;
- respond courteously when talking with fellow students, staff members and visitors;
- obey the established rules of the school;
- respect the laws and customs of the Republic of Uzbekistan
- be a positive representative of Tashkent Ulugbek International School in the community.



# MOBILE DEVICE POLICY

To enhance students' concentration and improve the quality of the educational process, the following rules regarding the use of mobile and smart devices are in effect at the school.

## 1. PROHIBITED DEVICES

The use of the following devices on school premises is prohibited:

- smartphones;
- smartwatches;
- headphones and earbuds;
- tablets;
- other smart devices.:

## 2. DEVICE STORAGE PROCEDURE

Before entering the school, students must hand in all of the above-listed devices at the security desk.

Devices will be stored according to the established procedures throughout the school day.

Devices will be returned to students at the end of the school day.

## 3. CONSEQUENCES FOR VIOLATING THE POLICY

Any student found using a mobile phone, smartwatch, headphones, tablet, or any other smart device on school premises without authorisation from the school administration will be assigned a mandatory after-school disciplinary session without prior warning.

## 4. EXCEPTIONS

The use of a mobile phone is permitted only in emergency situations and solely with the authorisation of the school administration.

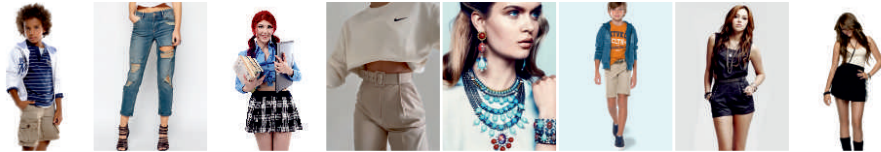
## 5. FINAL PROVISIONS

These rules are intended to create a positive learning environment that promotes student attentiveness, strengthens school discipline, and enhances the effectiveness of the educational process.





# DRESS CODE



TUIS does not require students to wear a school uniform; however, students are expected to dress in an appropriate and respectful manner. The following is taken from the school's dress code policy:

Tops and shirts need to be: loose fitting, not see-through, without inappropriate messages, and must cover all undergarments. Straps must be at least two to three fingers wide and midriffs must be covered.

Skirts and dresses must be culturally respectful and underwear should not be visible. Dresses and skirts should not be too short (allowable length is 10 cm above the knee)

Students must wear footwear that enables quick exits for emergencies and safety around the school grounds. High heels are not allowed.

Any kind and length of shorts of and "ripped" jeans are not allowed.

Certain classes will have specific safety requirements that may influence acceptable dress. (PE lessons)

Unacceptable: bright makeup, piercings, massive jewellery.

Teachers and administration have the final say on dress code issues; students will be removed from class if their clothing is considered inappropriate or disrespectful and may be sent home informing parents beforehand.



# AFTER SCHOOL CLUBS

Extra-activities are an integral part of the school program. They extend the educational and recreational opportunities for the children. The activities are held after a normal school day. These activities are invaluable in developing interpersonal skills, independence and confidence; outside the structured classroom. A full list of the activities offered (and any restrictions due to age or numbers) will be given each term, normally within two weeks of the start of the term.

Activities are organized with themes in order to promote breadth of experience; the themes shall be passed upon physical exercise, creativity, international mindedness and community. In the event that an activity is oversubscribed, the school shall attempt to create a parallel activity.

Here are some of clubs we offer regularly:



**Book club**



**Drama club**



**Journalism**



**Debate club**



**Guitar club**



**Sewing club**



**Basketball**



**Volleyball**



**Football**

## TIMETABLE SCHEDULE

Lesson №	Lesson time	Break time	Duration of Breaks
1 <sup>st</sup> lesson	8:30-9:15	9:15-9:25	10 minutes
2 <sup>nd</sup> lesson	9:25-10:10	10:10-10:15	5 minutes
3 <sup>rd</sup> lesson	10:15-11:00	11:00-11:20	20 minutes
4 <sup>th</sup> lesson	11:20-12:05	12:05-12:30	25 minutes
5 <sup>th</sup> lesson	12:30-13:15	13:15-13:20	5 minutes
6 <sup>th</sup> lesson	13:20-14:05	14:05-14:10	5 minutes
7 <sup>th</sup> lesson	14:10-14:55	14:55-15:00	5 minutes

