



The International School  
OF MACAO | 澳門國際學校

# ELEMENTARY STUDENT HANDBOOK

2022-2023



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## WELCOME TO TIS

This Student Handbook serves as a reference guide to life at The International School of Macao. It provides both parents and students with general information about daily routines, school services and policies & procedures.

## ELEMENTARY SCHOOL DAILY ROUTINES

### ELEMENTARY SCHOOL HOURS

8:25 AM – 3:05 PM

TIMETABLE			
<b>Period 1</b>	8:30 AM – 9:10 AM	<b>Period 5</b>	12:10 PM – 12:50 PM
<b>Period 2</b>	9:10 AM – 9:50 AM	<b>Period 6</b>	12:50 PM – 1:30 PM
<b>RECESS</b>	9:50 AM – 10:05 AM	<b>RECESS</b>	1:30 PM – 1:45 PM
<b>Period 3</b>	10:05 AM – 10:45 AM	<b>Period 7</b>	1:45 PM – 2:25 PM
<b>Period 4</b>	10:45 AM – 11:25 AM	<b>Period 8</b>	2:25 PM – 3:05 PM
<b>LUNCH</b>	11:25 AM – 12:10 PM		

### DROP-OFF

Upon arrival at school, students should proceed to the playground area. Children should not be left unattended in the playground area or in the school before supervision begins by TIS staff at 8:00 a.m.

Should parents require to talk to their child's teacher, they are welcome to drop into the classroom after 8 a.m., however students must stay downstairs until 8:25 a.m.

When the bell rings at 8:25 a.m., all remaining students must go to their classrooms.

### PICK-UP

**Changes to Pick-Up Routine:** Please inform the homeroom teacher of any changes to the usual pick-up procedure for your child. If the change is for that day, parents must call and inform the office directly. Students are not permitted to be on campus after 3:15pm unless they are directly supervised by a parent or guardian.

### RECESS BREAKS

During the elementary recess, Grades 1 to 2 students play in the main playground area and soccer pitch area. Grades 3 to 6 students play on the front field and the basketball courts.

### LUNCH

Students in Grades 1 to 6 eat lunch in the MPR with a staggered eating time for all the grades. Students may bring a bag lunch or may participate in the school lunch program offered by the



designated food services operator. Lunch orders are done on a monthly basis. Students are expected to clean up their areas prior to being dismissed to go outside.

If a child forgets a lunch, it may be dropped off at the office. Parents must sign-in at Security. Please refrain from regularly bringing your child their lunch.

**Students are not allowed to leave the school campus at lunch to eat elsewhere. Ordering food from an outside provider and having it delivered to school at lunchtime is prohibited. The food will be confiscated when this happens.**

#### **Note: TIS is a “Nut Aware” School**

Student safety is always our first priority. Some of our students have severe allergic reactions to nuts; they also pose a choking hazard for our younger students. Some classrooms may be classified as “nut-free” if there is a child in the class with nut allergies. Parents will be made aware if their child’s class is a “nut-free” classroom and will be asked to refrain from sending peanuts (or other nuts) to school with their children.

#### **CLOSED CAMPUS**

TIS is a closed campus. Students are not allowed to leave the school campus during school hours unless accompanied by a teacher or signed-out by a parent/guardian. All parents are required to register for a Parent ID badge that must be worn at all times on school campus. Additionally, students from other schools are not permitted on campus unless they are here for a school activity or if they have permission from the Principal or Vice-Principal.

## **ATTENDANCE**

Attendance is a key factor in student success. All absences affect student progress and achievement. It is the parents’ responsibility to ensure that children attend school regularly and punctually.

Whenever possible, parents should notify the homeroom teacher and school office of an absence before it occurs. A child who is sick must stay home for his/her own benefit and to avoid spreading the illness. Parents are to contact the nurse or first aid attendant regarding any medicine that is to be administered. In some instances, the School may request a doctor’s note to be presented to confirm the student is fit to return to school following an illness.

When a teacher believes that poor attendance or lates are affecting a student’s achievement, the teacher will arrange a meeting with the parent/guardian to discuss the problem. If attendance continues to be a problem, the student will be referred to administration, which can result in academic contracts, or even expulsion.

#### **LATE ARRIVALS & EARLY DEPARTURES**

Late students must sign in at the North Wing Office prior to going to class. If a student must leave before the end of school, he or she must obtain a note from their homeroom teacher and sign out from the North Wing Office. The student should bring a note from home or the school will contact the home to ensure that the parents give permission for the student to leave early. Students are

not allowed to leave the campus without prior parental permission. Students who frequently arrive late to school may face corrective action.

## SCHOOL RULES

The School believes that good student behavior is a necessary condition for a safe and effective learning environment. Therefore, there are guidelines for behavior. These guidelines are based upon the consideration of safety, respect for others, and the provision of an environment conducive to learning and personal growth.

Students may only participate in activities that do not infringe on the rights, feelings or safety of others. Tackle games, tripping, play fighting, and other forms of rough play are not acceptable.

Students are expected to walk through the school building in a safe and orderly manner. There is no running in the corridors or on the stairs.

### RESPONDING TO BULLYING

At TIS, any form of bullying - physical, social, emotional, online, cyber or other - is not tolerated. Students are strongly encouraged to be upstanders rather than bystanders and to report any form of bullying immediately to a member of staff. A report can be lodged to inform student services with administration of any concerns or incidents by completing the [Confidential Bullying Report Form](https://tis.edu.mo/people/students) on TIS Website <https://tis.edu.mo/people/students> (Quicklinks => Students => Web links => Bullying Reporting Form)

### STUDENT RESPONSIBILITY

It is an expectation that students wear the proper uniform, follow the language policy, and arrive on time and prepared for class.

### OUTDOOR PLAY

Students in Pre K to Grade 6 must wear a hat while outside. If a child does not have a hat, he/she spends the recess in the designated shaded area.

### LANGUAGE USE

It is highly recommended that students only speak English at school, including lunch and break times. The purpose of this is to encourage students to improve their English skills through its practical application. Additionally, English is the language that is 'common' to ALL students; we are an 'inclusive' school, so our goal is to include everyone because we are all speaking the same language.

### TIS DIGITAL RESPONSIBLE USE POLICY

TIS supports the use of information technology for learning. Members of the TIS community are required to act ethically and responsibly in their use of technology and social media when such use relates to or may impact the school and its members. It is expected that the values of respect, fairness, responsibility and honesty are always demonstrated in communications and actions.

Digital citizenship is a high priority for our school. Students are expected to utilise the available technology in a responsible manner. Tech-based indiscretions, which include the inappropriate use of social media (on and off campus) are taken very seriously and may have significant consequences.

All electronic devices should be used to promote genuine learning, research and positive communication. Devices should be used at the appropriate time, with the teacher's permission. They should not be a source of distraction or disruption of the teaching-learning environment. When not required by a teacher, personal electronic devices are to be kept out of sight and turned off.

Devices must not be used to cheat, endanger or violate another person's reasonable expectation of privacy. The taking of images without a person's permission is not permitted. All students are expected to sign a Responsible Use Agreement (*The International School of Macao's Family Digital Contract*) at the beginning of each academic year. Violation of these rules may lead to the devices being confiscated during school times, and/or the student's school email address may be blocked if necessary.

### **MOBILE PHONES**

Elementary students are not permitted to use their phones in class or during breaks. The phones must be kept in their lockers for the duration of the school day. Teachers may confiscate mobile phones when students do not comply with this rule.

### **OTHER ELECTRONIC EQUIPMENT and VALUABLES**

Students are discouraged from bringing electronic equipment and valuables to school. The school will not be responsible for lost, damaged or stolen equipment.

### **BACKPACKS and LOCKERS**

Upper elementary students will not be permitted to bring backpacks into the class. Backpacks are to be kept in their lockers. Lockers should be locked and the combinations should be kept confidential. Students are provided a lock at the beginning of the year and it is their responsibility to return it at the end of the year.

### **ELEVATORS**

Students may not use the elevator. Students with disabilities or injuries may request an elevator pass from the North Wing School Office.

## **ELEMENTARY ASSESSMENT and REPORTING POLICY**

TIS uses an outcome based system in each grade to assess and report on student learning. Elementary students are assessed using clearly defined learning outcomes reporting the most recent, consistent levels of performance. The learning outcomes are reported according to the child's recent ability to consistently meet the specific learning goals in the curriculum using the following scale:

- Excelling
- Meeting
- Approaching
- Not Yet

## PLACEMENT POLICY

### GRADE LEVEL

TIS strives to place students with their age-appropriate peers. Since new students come from a variety of academic systems, the school uses the following criteria to determine the appropriate grade level for a student:

- The age of the student;
- The student's CAT (Canadian Achievement Test) score and/or Admissions Test results and/or interview results;
- The student's past educational performance and experiences;
- The potential for the student to be successful in his/her future studies at TIS; and the grade in which the student is applying to enter; and
- Students will not be accepted into a grade more than one year above/below their age-appropriate level.

### CLASS LISTS

TIS provides inclusive, heterogeneous classes. Students are not placed in classes by ability, commonly referred to as 'streaming'. Every attempt is made to make each homeroom in a grade level similar to other classes at the same grade level. Each year, class lists are developed with the following considerations:

- Male and female ratio;
- Ratio of native English speakers and English learners;
- Diverse academic abilities; and
- Relationships between children.

The school develops homeroom class lists. Parental requests for preferred teachers are not considered.

### PROMOTION and ACADEMIC EXPECTATIONS

When the learning progress of a student does not meet the requirements for success in the subsequent grade, teachers or administrators will provide notification to parents in such instances, with an aim to implement processes for support. If issues persist, the teacher shall alert the Principal. The Principal, in consultation with the teacher and parents, shall determine which grade placement will provide the most benefit for the student's learning.

## SCHOOL UNIFORM

### UNIFORM POLICY ENFORCEMENT

School uniform is compulsory for all students. The uniform policy is to be enforced during school hours or when students are on the school premises (unless specific activity permits).

Uniforms can be purchased at the school uniform shop located in the North Wing, Room 1540.

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from [our website](#).

GRADE 1 TO 6 SCHOOL UNIFORM	
DRESS UNIFORM (WINTER)	TIS Red & White Checked Long Sleeve Shirt + Grey Trousers + 100% Black Dress Shoes + White/Black Socks OR TIS White Long Sleeve Blouse + Grey Dress + 100% Black Dress Shoes + White/Black Socks OR White/Grey/Black Tights (Solid Colour)
DRESS UNIFORM (SUMMER)	TIS Red & White Checked Short Sleeve Shirt + Grey Shorts/Skorts + 100% Black Dress Shoes + White/Black Socks OR TIS Short Sleeved Red & White Checked Dress + 100% Black Dress Shoes + White/Black Socks
PE UNIFORM	White or Red Long or Short Sleeved TIS Polo + Grey PE Shorts or Grey Sweatpants + White/Black Socks + Running Shoes
OUTERWEAR	TIS Red Cardigan / Sweater / Knitted Vest OR TIS Red / Grey Fleece Jacket OR Red or Black Tigers Hoodie

## HEALTH & SAFETY

### FIRST AID

A nurse or first aid attendant is on staff during regular school hours. If a student is injured or feels ill, he or she will be taken to the First Aid Office. An assessment will be made and treatment provided as necessary. Parents will be notified if the illness/injury warrants examination by a doctor and/or the student needs to leave the school early. Parents will be contacted and asked to pick up sick or injured children.

### ROAD SAFETY

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zebra crossings) at all times. Drivers are reminded to practice extra care, drive slowly, and follow the directions given by staff directing traffic flow.



## SCHOOL SERVICES

### TECHNOLOGY

TIS students are fortunate to have access to some powerful digital tools for learning. These tools are used in many ways and for many different purposes. We have interactive whiteboards, Apple TVs, iMacs and laptops; we use Google classroom, Gibbon, WordPress and Google Drive; students use video and photography, animation and stop motion techniques; they research and present; create and share; work in classrooms, in labs and are mobile.

Our goal is to help our students be socially responsible, digitally literate lifelong learners. Being digitally literate means that our students will have the knowledge and ability to use technology competently and strategically to connect and collaborate with others, to produce and share original content and to use the Internet and technology to achieve both academic and personal goals.

### LIBRARY

The Elementary Library on the third floor of the North Wing is open from 8:00 a.m. to 4:00 p.m. Monday to Friday.

The Elementary Library has books suitable for Kindergarten to Grade 6 students, while the Secondary Library has materials for strong readers in Grades 5 to 6. Books are signed out for a week at a time and the number of books signed out depends on the grade. Elementary students must obtain permission from their teacher before using the Secondary Library.

The libraries will be closed when library staff are unavailable or if there is a meeting in the library, a sign will be posted. Library staff reserve the right to ask students to leave if they are disturbing others. Please note that food and drink are not permitted in the libraries.

Parents may sign up for a library account and are welcome to use both the secondary and elementary libraries before 8:30 a.m. and after 3:00 p.m. There is a parent section in the Elementary Library with materials which may be of particular interest to parents.

### FOOD SERVICE

The School's food service provider is Future Bright Group, the largest food and beverage enterprise in Macau with over 30 restaurants. Future Bright Group operates out of a large commercial kitchen in the MPR. All meals are cooked on-site and made fresh.

Meals are overseen by an executive chef and must be approved by a nutritionist. Meal choices include Western-style food, Asian-style food and a variety of other healthy options. An order form for choosing meals is provided for parents and students every month. Parents may also access the [TIS meal ordering system on our school website](#) to place a food order for their children.

Students who do not order on a monthly basis may purchase meals individually on the day however please be aware the line-ups can be quite long. Students are encouraged to order meals in advance. Additional drinks and snacks may also be purchased during lunch break.

There are also outside vendors that sell lunches to students and staff during lunch hours. Students in grades 1 and 2 are not permitted to buy food from outside vendors

## **SCHOOL STORE**

Uniforms, backpacks, hats, scarves, lanyards, mugs, pens, USB's and TIS School Spirit merchandise can be purchased at the school store located in the North Wing, Room 1540.

## **LOST & FOUND**

A school-wide lost and found box is located next to the security desk on the ground floor. Items are kept for two weeks. Expensive items are held in the school office. Please ensure every article of clothing is clearly labeled with the student's name and class.

## **TRANSPORTATION**

### **SCHOOL BUS**

TIS has arranged for door-to-door service provided by a reputable company at reasonable rates, paid directly by families using the service. [Registration forms are available on the school website](#) at or in the school office. Please note that any misbehaviour while on the bus may result in temporary bus suspension.

### **DROP OFF & PICK UP**

The Kiss 'N Ride program provides a queuing service to safely drop-off and pick-up students. Parents need to register for the Kiss 'N Ride program by completing the [appropriate documents available on the school website](#) or stopping by the school office.

TIS staff members in hi-visibility vests will be directing traffic during morning drop off and afternoon pick-up; please follow their directions at all times to ensure the safety of TIS students, parents and staff.

### **PARKING**

Parking is available in the parking spaces near the MUST Library and in front of the school.

### **ENTRANCE & PARKING PERMITS**

All vehicles entering the MUST campus must display a MUST entrance/parking permit. TIS provides one permit per family free of charge. [Forms are available on our school website](#) or at the school office.

## **STUDENT SERVICES**

### **STUDENT SERVICES DEPARTMENT**

The main role of the Student Services Department is to act on the student information provided by teachers so that students can be fully assisted and supported in their academic, social and emotional wellbeing while at TIS. Students are welcome at any time to access the services provided by the Student Services Department located on the 3rd floor of the South Wing.

**PERSONAL COUNSELLING**

Counselling is provided to enhance students' self-efficacy, ability to cope with daily stress, self-empowerment and positivity to life. Counsellors also help students to improve interpersonal relationships and facilitate better emotion regulation. In addition, counselling and consultation may also be provided for TIS parents. Our counsellors are fluent in English, Portuguese, Cantonese and Mandarin. Students should make an appointment prior to establishing visits with the counsellors during academic time.

**ENGLISH LANGUAGE LEARNER (ELL) SUPPORT**

Afterschool ELL support is a program designed to assist language learners in small group settings. The classroom teachers and ELL instructors may recommend students take part.

**EXTRA-CURRICULAR ACTIVITIES (ECA)**

Extra curricular activities are a fun and important part of going to school. TIS provides many opportunities for students to get involved in arts, athletics, and clubs. The school offers three different extracurricular sessions. School-run activities are generally free of charge, activities which require materials may incur a small additional cost. Sign up forms are done online via *Gibbon*.

There are also outside agencies who provide additional activities at or near our school, additional costs for these activities arranged directly with the provider. These are listed with the Athletic Department.

**HOME & SCHOOL COMMUNICATIONS****EMAIL**

Each student is provided with an email address for educational purposes through Google. Google Apps also provides online tools, such as word processing and document storage.

**AGENDAS**

Parents can use the agenda and classroom blog as a means to communicate with teachers on a daily basis. Parents should sign the agenda every evening.

**SEESAW**

Grade 1 to 3 teachers share news, announcements and photos with parents through Seesaw. Parents can access the Seesaw blog via a link shared by the classroom teacher.

**GOOGLE SITES**

Grade 4 to 6 students use Google Sites to share their blogs and portfolio of work. Parents can access the site via a link shared by the classroom teacher.

**TIS SOCIAL MEDIA PAGES**

At TIS students and parents can stay connected and informed of School events via our social media platforms. Below are some recommended social media addresses to follow.

**Facebook**

The International School of Macao  
@TISMacao

TIS Academic Counselling  
@CounselingTIS

TIS Tigers  
@tistigers

TIS Alumni  
@MacaoTISAlumni

**Instagram**

The International School of Macao  
@tismacao

TIS Academic Counselling  
@tisacademiccounselling

TIS Tigers  
@tistigers

TIS Volunteer Team  
@tisvolunteer

TIS Sustainability  
@tisgreenlife

TIS Physical Education  
@tis\_physhed

TIS Visual Arts  
@tis\_visualarts

**Twitter**

@TISMacao

#TISMacao

The School recommends using social media as a secondary source of obtaining information as important messages will always be communicated via email.

**NEWSLETTERS**

TIS publishes an online newsletter, *Insight Online*. The newsletter is used to inform parents of school functions and plans, feature student's accomplishments, and as a community notice board for items pertaining to TIS and its families. Subscribe at <https://www.tis.edu.mo/news>

**CURRICULUM NIGHT**

In September, the school hosts a Curriculum Night for parents, at which time presentations will be provided to explain the schedule of studies and the educational programs to be used during the year.

**REPORT CARDS**

Elementary students receive three report cards per year.

**PARENT/TEACHER INTERVIEWS and STUDENT-LED CONFERENCES**

There are two scheduled times when parents come to the school during the school year.

The parent-teacher interviews are held in November when parents meet to exchange information about their children and parents are informed of recent progress.

Student-led conferences are held in March. Students share examples of their work and take responsibility for their learning. Student-led conferences help promote honest conversations, independence and increased communication between parents, students and teachers. Parent attendance at these conferences is highly encouraged.

## ADDITIONAL MEETINGS

Parents may request additional meetings with the academic staff at any time. Please contact the School office to schedule an appointment. Teachers are generally available before and after class.

## OTHER USEFUL INFORMATION

### ASSEMBLIES

TIS holds assemblies every month. Parents are welcome to attend. All elementary assemblies will be held in the Black Box Theatre. Dates of the assemblies are posted on the [school website](#).

### TIGER TRAITS

At TIS, we expect our students to develop the following character traits as part of our character education program, *Tiger Traits*: Responsible, Courageous, Principled, Caring, Reflective, Problem Solver, Collaborator, Resilient, Open-Minded, Creative. Tiger Traits are discussed and celebrated at school assemblies each month. Additional achievements are recognized as appropriate.

### FIELD TRIPS & EXPERIENCE WEEK

Throughout the year, students will participate in numerous excursions away from the TIS campus. These trips are selected based upon their curricular relevance, feasibility, opportunity and developmental level. In addition to local field trips, upper elementary students will have the opportunity to travel to Hong Kong, China or further afield. It is important that all students participate in local and international trips.

### HOUSE TEAMS

All students at TIS are assigned to a House Team in order to help boost school spirit and achieve goals. During different spirit events throughout the year, the four different house teams will compete against one other in various competitions.

### INCLEMENT WEATHER POLICY

The school's first priority when dealing with inclement weather will be the safety and well-being of students, staff and parents. Further information is available on the school website at <https://tis.edu.mo/services/health-safety> or at the school office.

### SECURITY

TIS welcomes parents and community members to be involved at the school. For the sake of security, TIS families must register for a Parent ID badge to wear when staying in the school, while other visitors are required to sign in at the Security Counter to obtain a Visitor ID badge. Visitors must return the ID badge prior to leaving.

TIS receives many additional visitors during the course of the year. TIS staff supervise school tours for government officials, prospective families and educational partners. Students who are not from TIS are not allowed on campus without prior approval from administration.



## PARENT VOLUNTEERS

Parents are invited to take an active part in the educational process of their children. Parents may volunteer on an occasional or regular basis and staff will be happy to describe the opportunities available for volunteers. Homeroom teachers coordinate the volunteers within their own classrooms. Volunteering is an excellent way to experience and contribute to TIS educational programs.

Parents who volunteer for extended times are given a Volunteer ID badge to assist with security.

## SCHOOL CONTACTS

<b>Head of School</b>	Lorne Schmidt	lorne.schmidt@tis.edu.mo
<b>Principal, Elementary School</b>	Mary-Anne Jasinski	maryanne.jasinski@tis.edu.mo
<b>Vice Principal, Elementary School (Gr. 1-6) Curriculum and Instruction</b>	Lindsay Johnston	lindsay.johnston@tis.edu.mo
<b>Vice Principal, Elementary School (Gr. 1-6) Pastoral</b>	Nick Chignall	nick.chignall@tis.edu.mo
<b>ECE Coordinator (PK/JK/SK)</b>	Heide Schmidt	heide.schmidt@tis.edu.mo
<b>Head of Student Services</b>	Gareth Owen	gareth.owen@tis.edu.mo
<b>Elementary Executive Assistant</b>	Kelly Lei	kelly.lei@tis.edu.mo

## CONTACT US

General Inquiries Email: [info@tis.edu.mo](mailto:info@tis.edu.mo)

Admissions Email: [admission@tis.edu.mo](mailto:admission@tis.edu.mo)

Telephone: (853) 2853 3700

Fax: (853) 2853 3702

Office Hours: 8:15 a.m. to 4:00 p.m. (Monday to Friday)