



# The International School

OF MACAO | 澳門國際學校



# ELEMENTARY

## STUDENT HANDBOOK 2025 - 2026

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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 |                     |          |                     |
|-----------|---------------------|----------|---------------------|
| Period 1  | 8:30 AM – 9:10 AM   | Period 5 | 12:10 PM – 12:50 PM |
| Period 2  | 9:10 AM – 9:50 AM   | Period 6 | 12:50 PM – 1:30 PM  |
| RECESS    | 9:50 AM – 10:05 AM  | RECESS   | 1:30 PM – 1:45 PM   |
| Period 3  | 10:05 AM – 10:45 AM | Period 7 | 1:45 PM – 2:25 PM   |
| Period 4  | 10:45 AM – 11:25 AM | Period 8 | 2:25 PM – 3:05 PM   |
| LUNCH     | 11:25 AM – 12:10 PM |          |                     |

### DROP-OFF

Starting at 8:00 a.m., the school gates are opened, and students should proceed to the playground area. Parents do not enter the gates or the playground area in the morning. Children should not be left unattended in the school before supervision begins by TIS staff at 8:00 a.m.

Should parents need to talk to their child's teacher before school, they should contact the teacher ahead of time to arrange a meeting.

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

### PICK-UP

**Students are not permitted to be on campus after 3:15 p.m. unless they are directly supervised by a parent or guardian.**

**Changes to Pick-Up Routine:** Please inform the homeroom teacher of any changes to the pick-up procedure for your child. If the change is for that day, parents must call and inform the NW office directly to ensure the homeroom teacher is informed.

### RECESS BREAKS

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

**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 home lunch or participate in the school lunch program offered by the food services operator. Lunch orders are done on a monthly basis. Students are expected to clean up their area before being dismissed to recess. If a child forgets their lunch, it may be dropped off at the office. Please refrain from regularly bringing your child their lunch.

**Students are not allowed to leave the school campus at lunch to eat elsewhere.**

**Note: TIS is a “Nut Aware” School**

Student safety is always our first priority. Some of our students have severe allergic reactions to nuts, and 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 nut products) 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 the 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 and late arrivals affect student progress and achievement. It is the parents’ responsibility to ensure that their children attend school regularly and punctually. When a teacher believes that poor attendance or lateness is 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 the administration, which could result in behaviour contracts with further possibilities of expulsion.

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.

**LATE ARRIVALS & EARLY DEPARTURES**

Late students should go directly to class. For early departures, parents must inform the homeroom teacher and pick up the child and sign them out in the NW office. Students are not allowed to leave the campus without prior parental permission.



## SCHOOL RULES

The school believes that good student behaviour is necessary for a safe and effective learning environment. Therefore, there are guidelines for behaviour. These guidelines are based upon the consideration of the 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 and 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 adhere to the [Student Code of Conduct](#).

## OUTDOOR PLAY

Students from Grade 1 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. If the child cannot find their hat, the family will need to purchase another one from the uniform shop.

## LANGUAGE USE

Please refer to the [TIS Language](#) policy.

## 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 in designated spaces 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 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 technology access being limited/revoked.

### **MOBILE PHONES**

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

### **OTHER ELECTRONIC EQUIPMENT & VALUABLES**

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

### **BACKPACKS & LOCKERS**

Backpacks are to be kept in the designated cubbies or lockers. Lockers should be locked, and the combinations should be kept confidential. Students are provided a locker at the beginning of the year. If families would like a student to have a lock, they can purchase one that the student can manage independently.

### **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 & 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
- IEP

Further information can be found in the [TIS Student Assessment, Evaluation and Reporting](#) policy.

## 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.

For further information, refer to the [Student Placement and Promotion](#) policy

### 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:

- Gender ratio;
- Language proficiency of students;
- Diverse academic abilities; and
- Relationships between children.

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

### PROMOTION & 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 uniforms are 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 |                                                                                                         |
|-----------------------------|---------------------------------------------------------------------------------------------------------|
| WINTER UNIFORM              | Long Sleeved TIS Polo + Grey/Black Sweatpants/Skort + Running Shoes                                     |
| SUMMER UNIFORM              | Short-Sleeved TIS Polo + Grey/Black P.E. Shorts/Skort + 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) and indicated drop off zones at all times. Drivers are reminded to practise 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. 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. Students are expected to be supervised by an adult after school in the Library.

The libraries will be closed at 4:00 p.m., and 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 between 3:00-4:00 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 oversees our on-site food for students. 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. For details, please click [here](#).

Students in Grades 4-6 who do not order on a monthly basis may purchase meals individually on the day however, students are encouraged to order meals in advance. Additional drinks and snacks may also be purchased during lunch break.

Outside vendors approved by the school also offer lunches to students and staff during lunch hours. Students in grades 1-3 are not permitted to buy food from the 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 on the ground floor in the South Wing. Items are kept for two weeks. Expensive items are held in the NW school office. Please ensure every article of clothing is clearly labelled 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 or permanent 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

To ensure the safety of all students, parents are asked to adhere to the following guidelines:

1. Please refrain from double parking on campus.
2. Utilise parking spots available on campus.
3. Follow the instructions of our dedicated staff members who assist with traffic management.

In case of parking violations, Campus Security reserves the right to issue warning and/or to apply wheel clamps. Vehicle owners will be responsible for fees and fines.

### 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 well-being while at TIS.

### COUNSELLING SERVICES

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. Our counsellors are fluent in English, Portuguese, Cantonese, and Mandarin.

### AFTER SCHOOL ENGLISH TUTORING (ASET) Program

After School English Tutoring (ASET) support is a program designed to assist language learners in

small group settings. The classroom teachers, in collaboration with the EAL Coordinator, may recommend that students take part. Participation is mandatory for some students.

### EXTRA-CURRICULAR ACTIVITIES (ECA)

Extra-curricular activities are a fun and important part of going to school. At TIS, we recognize the importance of offering a diverse range of opportunities to our students to engage in arts, athletics, and other clubs. The School provides several sessions over the academic year, each consisting of multiple weeks of activities. Registration for these activities is conveniently done online through Gibbon. Once registered, you will receive notifications through Gibbon regarding payment procedures, commencement dates, and other important information. While most school-run activities incur a standard fee, some activities with external vendors may have additional fees. Should you have any questions or inquiries related to extracurricular activities, please contact the Activities department at [activities@tis.edu.mo](mailto:activities@tis.edu.mo).

## 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 to communicate with teachers on a daily basis. Parents should sign the agenda every evening.

### 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 Visual Arts  
@tis\_visualarts

#### LinkedIn

The International School of Macao  
@TISMacao #TISMacao

#### WeChat

@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, *TIS Times*. 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 [here](#).

**MEET THE TEACHER**

In September, the school hosts a Meet the Teacher Night for parents. Parents visit the classrooms, speak with the teachers, and learn more about the curriculum.

**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. Parent/Teacher interviews are held in October when parents and teachers meet to exchange information about their children, and parents are informed of recent progress.

Student-led conferences are held in March. At these conferences, children are in charge and are given the opportunity to showcase their work so that parents can learn about their child's progress at school. 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 throughout the year. All elementary assemblies will be held in the Neil P Johnson 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*: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective. Tiger Traits are discussed and celebrated at school assemblies. 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/school-policies-and-procedures> 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 | <a href="mailto:lorne.schmidt@tis.edu.mo">lorne.schmidt@tis.edu.mo</a> |
| <b>Principal, Elementary School</b>                                           | Nick Chignall | <a href="mailto:nick.chignall@tis.edu.mo">nick.chignall@tis.edu.mo</a> |
| <b>Vice Principal, Elementary School (Gr. 1-6) Curriculum and Instruction</b> | Yoonhee Jahng | <a href="mailto:yunhee.jahng@tis.edu.mo">yunhee.jahng@tis.edu.mo</a>   |
| <b>Vice Principal, Elementary School (Gr. 1-6) Pastoral</b>                   | Brian Rooney  | <a href="mailto:brian.rooney@tis.edu.mo">brian.rooney@tis.edu.mo</a>   |
| <b>Kindergarten Vice-Principal (PK/JK/SK)</b>                                 | Hiede Schmidt | <a href="mailto:hiede.schmidt@tis.edu.mo">hiede.schmidt@tis.edu.mo</a> |
| <b>PYP Coordinator</b>                                                        | Sajinda Khan  | <a href="mailto:sajinda.khan@tis.edu.mo">sajinda.khan@tis.edu.mo</a>   |
| <b>Designated Safeguarding Lead</b>                                           | Gareth Owen   | <a href="mailto:gareth.owen@tis.edu.mo">gareth.owen@tis.edu.mo</a>     |
| <b>Elementary Executive Assistant</b>                                         | Kelly Lei     | <a href="mailto:kelly.lei@tis.edu.mo">kelly.lei@tis.edu.mo</a>         |



## 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: 8:00 a.m. to 4:00 p.m. (Monday to Friday)