



The International School
OF MACAO | 澳門國際學校



ELEMENTARY

STUDENT HANDBOOK 2026 - 2027

CONTENTS

<u>WELCOME</u>	2
<u>ELEMENTARY SCHOOL DAILY ROUTINES</u>	3
<u>ATTENDANCE</u>	5
<u>SCHOOL RULES</u>	5
<u>ELEMENTARY ASSESSMENT & REPORTING POLICY</u>	7
<u>PLACEMENT POLICY</u>	7
<u>SCHOOL UNIFORM</u>	8
<u>HEALTH AND SAFETY</u>	9
<u>SCHOOL SERVICES</u>	9
<u>TRANSPORTATION</u>	10
<u>STUDENT SERVICES</u>	11
<u>HOME AND SCHOOL COMMUNICATIONS</u>	12
<u>OTHER USEFUL INFORMATION</u>	13
<u>SCHOOL CONTACTS</u>	14

WELCOME

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

MISSION STATEMENT

Mission Statement

In a safe, caring and welcoming environment, our mission is to develop socially responsible, life-long learners able to problem solve, think critically, and make positive changes in our global community.

學校使命

澳門國際學校旨在讓學生在一個安全及充滿關愛的環境下，培養出社會責任感及終身學習的使命，使學生有能力解決問題、發展具批判性思維、並為全球社區作出積極貢獻。

VISION



CORE VALUES

Responsibility

責任先行



Respect

行抱尊重



Caring

心存關懷



Student-Centred

學生為本





High Quality Teaching and Learning



Collaboration

- Teachers • Students • Families • Community & Leadership
- Working Together For Success



Nurturing the Whole Child

- Academically • Socially • Emotionally • Ethically • Physically



Environment

- Inclusive • Stimulating



How We Teach

- Thoughtful Planning • Real-World Connections
- Personal Excellence



Our Outcome

- Empowering Positive Impact • Academic Success • Personal Growth • Positive Contributions to Life & Community



Global Citizenship & Intercultural Learning



Nurturing A Sense Of Belonging In Our Local And Global Communities



Developing the IB Learner Profile

- Critical Thinking • Effective Communication
- Responsible Action • Reflection



Guided by Care, Respect & Responsibility

- Growing Empathy • Integrity & Leadership



Authentic Experiences

- TIS Community Action • Creativity • Activity • Service
- Experience Week • Local & Global Projects



ELEMENTARY SCHOOL DAILY ROUTINES

ELEMENTARY SCHOOL HOURS

8:25 AM – 3:05 PM

TIMETABLE			
Period 1	8:30 AM – 9:10 AM	Period 5	2:10 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 front 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 in Grades 4 to 6 can purchase à la carte options. 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 inform the NW office upon their arrival, and then go 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 in the Student Code of Conduct. 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.

It is an expectation that students adhere to the [Student Code of Conduct](#).

RESPONDING TO BULLYING

Bullying is defined as “repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation” (Alberta Government). 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 the Administration of any concerns or incidents by completing the [Confidential Bullying Report Form](#).

At TIS, we are committed to creating a safe and supportive environment for all students. Our comprehensive approach to addressing bullying includes several key responses:

Counselling and Support: We provide counselling and emotional support for both the victim and the bully to address the effects of bullying and to promote healing and understanding.

Consequential Action: Consequential measures for the bully may range from detention and suspension to expulsion, depending on the severity and frequency of the behaviour.

Education and Awareness: We implement education and awareness programs to prevent bullying, teaching students about empathy, respect, and the impact of their actions.

Encouraging Reporting: We actively encourage students to report any incidents of bullying, ensuring they understand that their voices are heard and taken seriously.

Parental/Guardian Involvement: We involve parents and guardians in addressing the issue, fostering a collaborative approach to resolving and preventing bullying.

Our goal is not only to address bullying when it occurs but also to foster a school culture where respect and kindness are the norms. By taking these comprehensive actions, we aim to create a safe and nurturing environment for every student.

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 admissions 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.

[Uniform Guidelines](#)

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 Vest OR TIS 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.

SCHOOL STORE

Uniforms, backpacks, hats, lanyards, mugs, pens, 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) AND LEADERSHIP AND PRODUCTION ACTIVITIES (LPA)

ECA's & LPA's are a fun and important part of life at TIS. The school provides many opportunities for students to get involved in the arts, athletics, and various clubs.

ECA's are run over 3 sessions during the school calendar year (ECA#1 - Oct-Dec, ECA#2 Jan-Mar & ECA#3 Apr-Jun) whereas LPA's are clubs that have different schedules, some of which run for the whole school year.

All ECA & LPA information, including sign up & registration for these activities, can be found on SchoolsBuddy. LPA clubs are free of charge but ECA's incur additional cost. In addition, the school has developed partnerships with activity specialists to offer more extensive ECA options. For any ECA or LPA enquiries, please email the activities team at 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.

WECOMM

Each teacher in Elementary will have a WeComm account to post important announcements and as a way to communicate on an individual basis with families.

AGENDAS

Students in Grades 3-6 are provided an agenda. Parents can use the agenda to see homework assigned and important information from the class. 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 Tigers
@tistigers

TIS Alumni
@MacaoTISAlumni

Instagram

The International School of Macao
@tismacao

TIS Tigers
@tistigers

TIS Volunteer Team
@tisvolunteer

LinkedIn

The International School of Macao
@TISMacao #TISMacao

WeChat

@TISMacao #TIS Macao

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

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 Three-Way 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.

Three-Way 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 calendar](#).

TIGER TRAITS

At TIS, we expect our students to develop the following character traits as part of our character education program, *Tiger Learner Profile Attributes*: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective. Tiger Attributes 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 one of four house teams (Dragon, Lion, Panda, and Phoenix) in order to help boost school spirit and achieve goals. During different house team events throughout the year, the four different teams will compete against one another in various competitions. Students are encouraged to wear their House Team shirts during these events. Replacement shirts can be purchased at the Uniform Shop. Other uniform requirements remain the same as a regular school day.

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

Head of School	Lorne Schmidt	lorne.schmidt@tis.edu.mo
Principal, Elementary School	Nick Chignall	nick.chignall@tis.edu.mo
Vice Principal, Elementary School (Gr. 1-6) Curriculum and Instruction	Yoonhee Jahng	yunhee.jahng@tis.edu.mo
Vice Principal, Elementary School (Gr. 1-6) Pastoral	Brian Rooney	brian.rooney@tis.edu.mo
Kindergarten Vice-Principal (PK/JK/SK)	Hiede Schmidt	hiede.schmidt@tis.edu.mo
PYP Coordinator	Sajinda Khan	sajinda.khan@tis.edu.mo
Designated Safeguarding Lead	Gareth Owen	gareth.owen@tis.edu.mo
CAS/Exp. Week Coordinator	Richard Welford	richard.welford@tis.edu.mo
Athletics Director	John Powell	john.powell@tis.edu.mo
Modern Languages Coordinator	Sarah Ip	sarah.ip@tis.edu.mo

Inclusion Coordinator	Karine Estadieu	karine.estadieu@tis.edu.mo
Elementary Executive Assistant	Kelly Lei	kelly.lei@tis.edu.mo

CONTACT US

General Inquiries Email: info@tis.edu.mo

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