



## **SCHOOL VISITORS POLICY**

**REVIEWED:** November 20, 2025

**AMENDED:** December 3, 2025

**APPROVED:** January 12, 2026

### **1. RATIONALE**

TIS is a caring and welcoming school and we want parents and community members to feel comfortable on our campus. We seek to promote respectful, courteous, and supportive interactions among adults and students that uphold a positive educational atmosphere and environment, and to ensure the safety of all students and staff. This policy applies to anyone who is on the school campus.

### **2. ADULT BEHAVIOR CODE OF CONDUCT AT SCHOOL**

#### **2.1 Expectations:**

- Demonstrate respect and courtesy to all students, staff, and visitors at all times, refraining from any hostile, threatening, or disruptive behavior.
- Follow all school procedures including signing in at the front office, wearing visitor identification badges visibly throughout the visit, and limiting movement to authorized areas.
- Maintain appropriate and professional communication by using respectful language and tone in all interactions.
- Respect instructional time by avoiding interruptions to classes or programs; arrange meetings or discussions with staff in advance via appointments.
- Refrain from any conduct that could endanger the safety or well-being of students and staff, including physical aggression, harassment, damage to property, or possession of prohibited items.
- Support school policies on student dress, behavior, and attendance, modeling positive attitudes toward education and school rules.
- Address concerns through appropriate school channels, starting with teachers or administrators, and avoid confrontational or public criticism of school personnel.
- Cooperate promptly and calmly with school staff directives and requests, including leaving the premises, if asked, due to non-compliance or disruptive conduct.



## **2.2 Consequences:**

Violations of this code may result in verbal warnings, restrictions on future visits, or bans from school property, depending on the severity and frequency of infractions.

This code encourages collaborative partnerships between parents, visitors, and the school, fostering an environment where students can thrive academically and socially while adults model exemplary behavior.

## **3. PROTOCOLS**

### **3.1 PARENTS and GUARDIANS**

ALL parents/guardians to the School are required to wear their TIS school ID while on campus.

### **3.2 STAFF**

ALL staff reporting to work are required to tap in / tap out at the main entrance when entering or leaving the school building and wear their TIS school ID while on campus.

### **3.3 VISITORS**

ALL visitors to the School are required to use the main entrance and to make their presence and business known to the guard station.

Visitors must wear a "Visitor's Pass" while in the building or on the playgrounds. These are acquired at the security station and must be returned when the visitor leaves the building. Individuals who are in the building without having followed appropriate procedures may be asked to leave. A visitor is anyone who is not a student, scheduled parent volunteer, or employee of The International School of Macao.

## **4. PROCEDURES**

### **4.1. Student Pick Up and Drop Off**

4.1.1. All vehicles entering the university campus must follow MUST campus security and parking protocols. (See Appendix A for MUST Campus security and parking policy).



4.1.2. To facilitate maximum safety, vehicles shall follow parking and traffic signs and traffic control personnel instructions at all times.

4.1.3. Students are to be picked up and dropped off by vehicles in the designated areas only. Under no circumstance should private vehicles be in the bus loading and unloading zone. Such vehicles may be towed away without warning.

4.1.4 Students should cross the street only at designated pedestrian crossings.

## 4.2. Parking

4.2.1. When necessary to park, parents and caregivers can park in designated areas on campus. If you are unsure, please contact the North Wing front desk for more information.

## 4.3. Parents / Caregivers

4.3.1. Parents / caregivers are expected to have their school ID clearly displayed upon entering the school premise at all times. Visitors are required to sign in at the security desk.

4.3.2. Parents / Caregivers will not be given access to the school cafeteria.

4.3.3. Parents / Caregivers may pick up and drop off students but shall not remain in the building unless for an appropriate appointment or meeting. Lunches and other materials may be dropped off at reception and the students will be notified to pick them up.

## 4.4. Parent - Teacher Appointments

4.4.1 If a parent would like to meet with a teacher, parents are welcome to contact the teacher directly to schedule the appointment.

## 4.5. Photography / Videography / Audio Recording

4.5.1 To ensure privacy in our community, visitors are not allowed to take photos / video of any students or staff on campus unless given prior



authorization by school administration. This includes photos and / or videos taken from the outside perimeter of the school grounds.

4.5.2 Audio or video recording of a school meeting is not permitted, unless permission has been granted by all parties involved.

#### 4.6. After-school hours

4.6.1 The school library and playground areas are accessible to students after school, until 5:00pm. Elementary students must be supervised by their parent/caregiver (kept in line of sight) during these times to ensure harmonious interactions with others. Parents / caregivers are only permitted to address their own students if conflicts arise. If required, they should contact a school staff member when further support is needed to address a conflict situation or accident.

4.6.2 Students, parents and caregivers shall vacate school premises by 5:00pm each day, unless a meeting or event with school personnel is scheduled at that time, or the student has a club or sport practice/game under the supervision of the coach/teacher.