

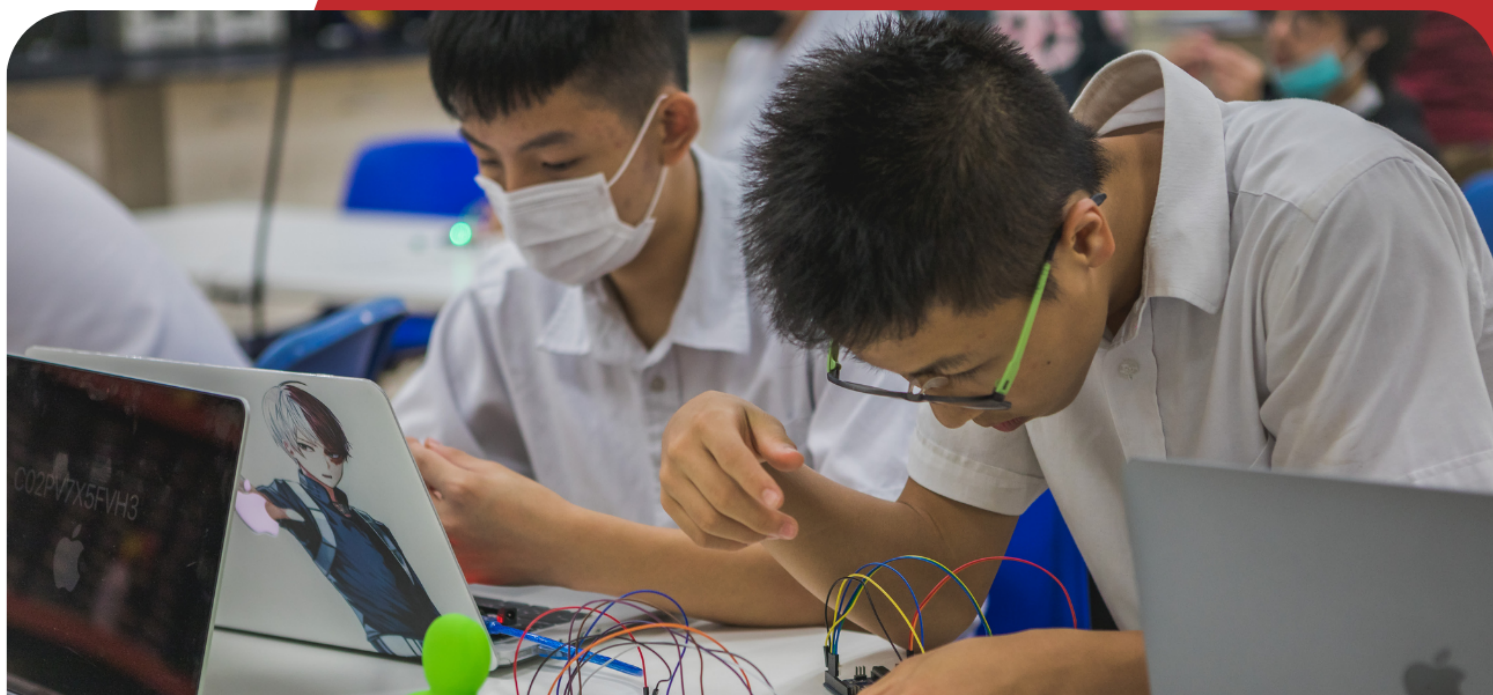


The International School  
OF MACAO | 澳門國際學校

2021-2022

# Secondary

## Student Handbook



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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.

## SECONDARY SCHOOL DAILY ROUTINES

Monday, Tuesday, Thursday, Friday		Wednesday (TAP Day)	
Advisory Period	9:00 AM - 9:15 AM	Period 1	9:00 AM - 10:17 AM
Period 1	9:15 AM - 10:37 AM	Break	10:17 AM - 10:21 AM
Break	10:37 AM - 10:45 AM	TAP	10:21 AM - 10:56 AM
Period 2	10:45 AM - 12:05 PM	Break	10:56 AM - 11:05 AM
Lunch	12:05 PM - 12:45 PM	Period 2	11:05 AM - 12:17 PM
Period 3	12:45 PM - 2:08 PM	Lunch	12:17 PM - 12:57 PM
Break	2:08 PM - 2:14 PM	Period 3	12:57 PM - 2:14 PM
Period 4	2:14 PM - 3:35 PM	Break	2:14 PM - 2:18 PM
		Period 4	2:18 PM - 3:35 PM

### DAY 1 / DAY 2 SCHEDULE

The school operates on a schedule of classes for Day 1 and a different schedule of classes for Day 2. Weekends and holidays are not included in the Day 1 and Day 2 rotation.

### ADVISORY PERIOD

Each student is assigned a homeroom teacher advisor. Advisors meet with students on a daily basis to disseminate information and check-in with each student. It is highly recommended that the students take this time to get organized for their day and discuss any issues that have come up. The advisor is there to help them have a successful year.

### TEACHER ADVISOR PROGRAMME (TAP)

All secondary school students are expected to participate in the Teacher Advisor Programme. This includes daily sessions with an advisor and weekly advisory lessons.

### BREAKS

Secondary students are expected to move efficiently through the hallways in order to arrive on time to their next class.

## LUNCH

Secondary students eat lunch in the multi-purpose room (MPR), they may also utilise the round tables outside the MPR and in the Tiger Bites area. Students are not allowed to eat lunch in classrooms, hallways or in the outdoor areas near the basketball courts. 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 student forgets their 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. 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. 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.

It is the parent’s responsibility to inform all of their teachers of any upcoming absences. Given sufficient time, teachers will provide any necessary work. Notes about absences should be shown directly to each teacher. When the teachers cannot be reached, please notify the office.

When a teacher believes that poor attendance or tardiness 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 administration, which can result in academic contracts, or even expulsion.

All students are expected to attend school during the final examination period at the end of the school year. Students absent from final examinations without a reasonable excuse will receive no credit for the final examination and this will impact the final grade for the course.

Students in Grades 10 to 12 who accumulate more than 14 absences (excused or unexcused) in any one course may be withdrawn from the course.



**ATTENDANCE ISSUES (LATE ARRIVALS / ABSENCES)**

It is the parent/guardian's responsibility to notify the School of any lates and absenteeisms. Notices must be reported directly to the Secondary Executive Assistant in the Secondary School Office. This can be done via email to [absentee@tis.edu.mo](mailto:absentee@tis.edu.mo) or by phoning +853 8893 6814. A voice message (in English or Chinese) can be left if the Secondary Executive Assistant cannot be reached.

The following information is to be included in the message:

- Student's full name and homeroom
- Reason for the absence
- Likely date/time of the student's return to school
- Parent's name
- Parent's contact number/email address

Late students must sign in at the Secondary School Office prior to going to class. Students who frequently arrive late to school may face corrective action.

**EARLY DEPARTURES**

If a student must leave before the end of the regular school day, parents must contact the school through email or by phone to indicate that they give permission for the student to leave early. The student must sign out from the Secondary School Office before leaving the school. Students who are feeling unwell must see the school nurse in the First Aid Office who will advise on the best course of action, and contact the parent/guardian for permission to leave as needed. Students are not allowed to leave the campus without prior parental permission.

**STUDENT CODE OF CONDUCT**

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.

**STUDENT RESPONSIBILITY**

It is an expectation that students wear the proper uniform, follow the language policy, and arrive on time and prepared for class. Secondary students must take ownership for their responsibilities as learners and role models within the school.

**Students of TIS are expected at all times to:**

- Treat all school staff, fellow students, parents and members of the community and guests of the school with courtesy and respect.
- Display a spirit of honesty, integrity and responsibility.
- Comply with the school rules and policies, and make efficient use of their school time.
- Refrain from disruptive behavior that would deny any other student the opportunity to obtain full benefit of their education experience.

- Attend school/classes regularly and punctually.
- Be neat and clean in appearance and dress in a manner which is appropriate to the standards of the school and community.
- Refrain from smoking, vaping, or the use/possession of tobacco products or alcohol while on school property or while attending school-sponsored events.
- Not use and/or be in possession of illicit narcotics/drugs or weapons at school, or at a school-sponsored event (these are strictly prohibited and may involve the authorities).
- Refrain from the use of improper, profane or obscene language.
- Respect the rights of others.
- Refrain from the willful destruction, damage or loss of school property or the property of others.
- Arrive at school/class ready to learn, with the required equipment/materials (e.g. laptop, PE uniform, books etc.).
- Complete all schoolwork and assignments on time and to the best of their ability.

## STUDENT DISCIPLINE CONTINUUM

TIS follows a 3-category approach to student discipline.

**Category 1:** Included in this category of behaviours are those actions perceived to be disruptive to the orderly process of education in the classroom, on School property or during School sponsored activities. These will typically be dealt with at the classroom level.

**Category 2:** These may be the result of chronic Category 1 offenses or Category 1 offenses that are considered severe, dangerous, or frequent. Administration will assist the teacher in finding a suitable resolution.

**Category 3:** A Category 3 offense may be the result of chronic Category 2 offenses, where the student has shown little or no remorse or willingness to change, or a highly severe or dangerous offense that immediately involves school administration.

In the event of a serious offence, TIS will cooperate with local agencies and authorities to be in compliance with Macau laws and regulations. TIS reserves the right to enforce disciplinary actions such as suspension and/or expulsion according to the severity of the incident, adhering to our suspension and expulsion policy.

## BEHAVIOURAL EXPECTATIONS

Students who are not meeting behavioural expectations will be held accountable. If a student reaches Category 2 or 3 status, a student/parent meeting with the Vice-principal or Principal will be arranged. A behavioural contract may be introduced. Should the student fail to meet the conditions of this contract, consideration will be given as to whether the school will continue to offer a place for the student at the school.

## RESPONDING TO BULLYING

At TIS, any form of bullying - physical, social, emotional, online, cyber or other - is not tolerated. Instances of bullying, harassment or ridicule due to differing cultural or personal choices and beliefs will be dealt with severely. 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 of any concerns or incidents by completing the [Confidential Bullying Report Form](#) found on the TIS webpage at <https://tis.edu.mo/people/students> (Quicklinks => Students => Web links => Bullying Reporting Form).

## ACADEMIC HONESTY

Developing integrity in our students is an extremely high priority at TIS. For this reason, matters pertaining to academic honesty are taken very seriously. All students are expected to abide by the Academic Honesty Policy.

## 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 complete a Responsible Use Agreement at the beginning of each academic year.

The School recommends that students who live in or are frequent visitors to Mainland China should have a VPN which allows them to access Google apps and tools used for class work.

## MOBILE PHONES

As per our Phone Use Policy, mobile phones are to be turned off and kept in lockers during class time. However, individual teachers will determine if and/or when mobile phones will be used in class for educational purposes. Personal use of mobile phones is not permitted during class. Students can use mobile phones during lunch break only. Teachers may confiscate mobile phones when students do not comply with this rule.

**LAPTOP COMPUTERS**

The TIS “Think Digital” Laptop Program requires each student in Grade 7 to 12 to bring an approved laptop to school each day. The Macbook and the Chromebook are the two approved devices for this program. The program allows for increased access to technology that will directly benefit students’ learning by allowing for more engaging and diverse teaching to occur.

**OTHER ELECTRONIC EQUIPMENT & VALUABLES**

Students are discouraged from bringing electronic equipment (other than a laptop) and valuables to school. The school will not be responsible for lost, damaged or stolen equipment. Headphones or earbuds should not be worn unless the classroom/supervising teacher has given permission to do so.

**LOCKERS**

All secondary students are issued a locker and school combination lock. Students are not to decorate the outside of lockers. Students are not allowed to bring their own locks from home. If a lock is accidentally damaged, it may be replaced in the office. Students should not keep valuables in unlocked 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. The school may search lockers at any time and the school will not be responsible for lost or stolen items.

**ELEVATOR USE**

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

**ACADEMIC REQUIREMENTS****TIS and THE INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME**

TIS offers the IB Diploma Programme (IBDP) as an option to our Grade 11 and Grade 12 students. The IBDP is an intensive 2-year academic programme that is offered concurrently with the Alberta Diploma programme. Students have the option of completing the full IB Diploma Programme or IB Courses in specific subject areas. The IBDP is a rigorous, internationally recognised programme that will enhance our students’ preparation for post-secondary studies and, in some cases, may improve matriculation options available to them after TIS. All successful students will earn an Alberta Diploma along with either the IB Courses or the full IB Diploma.

**TIS and THE ALBERTA (CANADA) HIGH SCHOOL DIPLOMA**

TIS is accredited with the Alberta (Canada) government. Alberta has requirements that students must meet in order to earn their high school diploma. As well, students who are planning on attending university will need to take additional courses in order to meet university and specific program entrance requirements (for admission, all TIS students are considered Alberta students). It is important to take the most challenging academic program available and achieve the highest possible marks for access to top universities.



The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

## MINIMUM REQUIREMENTS

100 CREDITS including the following:

- English 30-1 or 30-2; and
- Social Studies 30-1 or 30-2; and
- Mathematics 20-1 or 20-2 or 20-3; and
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20;
- Physical Education 10 and Career and Life Management 20 (CALM 20); and

10 credits, in any combination from:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Physical Education 20 and/or Physical Education 30

10 credits in any 30-level course (in addition to English and Social Studies), in any combination, from:

- 30 level Mathematics, Science, Fine Arts, Second Languages, CTS, or Physical Education and/or
- 30 level locally developed course
- 35 level Work Experience

Students work with teachers and Academic Counsellors to research career interests, review possible post-secondary options, and select required courses. Students are encouraged to meet with their Academic Counsellor early in their academic career in order to be best prepared for post-secondary studies.

## PROMOTION

Teachers shall advise students of appropriate course levels to help students be successful. Students in Grades 9 to 12 should consult with their Academic Counsellor to determine appropriate courses based on post-secondary options. Students who do not receive a passing mark in a course (or a passing blended mark for courses with diploma exams) shall not receive credits for that course and will need to re-take that course to earn the credit. Students who wish to continue to the next level of a Dash-1 course should have earned a grade of at least 4 in the prerequisite course. Students that do not earn a 4 in Dash 1 courses (eg. 10-1), should enroll in the Dash 2 courses (eg. 20-2) for the following year. Teacher recommendations regarding the appropriate level of course for the following will also be taken into consideration.

Middle School students who are not meeting minimum standards of academic achievement in English, Science, Mathematics or Social Studies (earning a grade of 1 on a subject report) will be expected to attend summer school in the course most relevant to the subject in which they are not

passing. The end of semester 1 and mid-term semester 2 reports will be considered for this recommendation.

### **ACADEMIC EXPECTATIONS**

Students who are not meeting academic, effort, attendance and punctuality expectations will be held accountable. Teachers or administrators will provide notification to parents in such instances, with an aim to implement processes for support. If issues persist, a student/parent meeting with the Vice-principal or Principal may be arranged. The student may be placed on an academic contract. Should the student fail to meet the conditions of this contract, consideration will be given as to whether the school will continue to offer a place for the student at the school.

## **SECONDARY ASSESSMENT POLICY**

Information can be found on our assessment and reporting policy on the school's website. Students can expect a variety of formative and summative assessments that include unit tests, exams, essays, projects, oral presentations, written reports, lab reports, etc. Students are expected to submit assigned work in a timely manner. Missed assignments will impact the final grade. Students are expected to show the initiative to approach their teachers when they require extra help or when they have a concern about an assessment.

Students and parents can access summative assessment grades in real time on Gibbon. Secondary students receive four academic progress reports per year.

### **HONOUR ROLLS and SCHOLARS**

Secondary students whose course average is above 80% are placed on the Honour roll. Students with averages above 90% are designated Honours with Distinction. Secondary School students whose average is above 95% are designated as Scholars.

### **AWARDS**

In June, TIS sponsors an awards ceremony. This ceremony is to honour our outstanding students. Awards are given for excellence in academics, citizenship, leadership, athletics and fine arts.

## **PLACEMENT POLICY**

### **GRADE LEVEL**

TIS strives to place students with the age-appropriate peers. Since new students come from a variety of academic systems, the principal uses the following 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 beyond 1 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.

## SCHOOL UNIFORM

### UNIFORM POLICY ENFORCEMENT

A 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).

Jackets, sweaters, shirts, trousers, skirts and shorts must be those issued by the School uniform shop or the Athletic Department. Other clothing brands are not acceptable. Shoes must be in black. Hats and hoods are not to be worn inside. Skirts and shorts should be worn at an appropriate length.

### PE UNIFORM

All secondary students are required to wear their dress uniforms during the school day and change into their PE uniform for PE class. Students should change into or out of their PE uniform at break or lunch and not remain in it all day.

GRADE 7 TO 12 SCHOOL UNIFORM	
DRESS UNIFORM	TIS White Long / Short Sleeved TIS shirt + Charcoal Trousers / Shorts / Skort / Skirt + 100% Black Dress Shoes + White / Black Socks OR Black / Skin-Tone Tights Hair accessories are to be plain Red, White or Black
PE UNIFORM	TIS Red / White Short Sleeved Polo / Black TIS Tigers T-Shirt + Grey / Black PE Shorts + 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

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from our website.

#### GUIDELINES FOR DRESS DOWN DAYS

- Length of Dress / Skirt / Shorts should not be more than 2 inches above the knee
- Clothes must cover all undergarments
- No see-through clothing
- Trousers / Jeans / Skirts / Shorts should sit above the hip bone
- Tailored hems for Shorts / Skirts
- No swimwear or bathing suits unless it is covered up by clothing that fits the other guidelines
- No bare feet inside school facilities.
- Any footwear is allowed, however be aware of PE / Lab classes where running shoes or covered shoes are required
- Clothing should not have offensive words, symbols or pictures
- Clothing and accessories should not have sharp parts that may cause bodily harm and / or accessories that may be mistaken for weapons

## 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.

### 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 Secondary Library is open from 8:00 a.m. to 4:30 p.m. and provides areas for students to work individually and meet with peers.

Students may use the Secondary library to access computers, printers, scanners and photocopiers. The library staff are happy to help students locate resources and suggest reading material.

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

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 parents' 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. Students who do not order on a monthly basis may purchase meals individually. Students may also purchase additional drinks and snacks.

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.

## **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 in the South Wing. Items are kept for two weeks. Expensive items are held in the school office.



## 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 or in the school office.

### DROP OFF & PICK UP

The Kiss 'N Ride program provides a queuing service to safely drop off and pick up students traveling to/from school by private car. Parents need to register for the Kiss 'N Ride program by completing the appropriate documents available on the school website or at 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.

### ACADEMIC COUNSELLING

The Academic Counselling office supports students as they work towards university and career goals. The Academic Counsellors assist students in selecting their courses for each school year,

making sure they have the correct prerequisites that will allow them to complete their studies and graduate with an Alberta High School Diploma or an IB Diploma Programme Diploma. Parents are encouraged to be active participants in the discussion around academic and future planning.

The Academic Counselling office has a library of resource materials available to both parents and students, in both paper and electronic format. These include university calendars through to prep material for SAT tests. Information sessions are organized throughout the year for parents to learn more about the application process, course selections, and options available for students. In September, TIS hosts a large university fair with representatives attending from all over the world. Parents and students are welcome to talk to the representatives and ask questions. Throughout the year, the School also hosts numerous universities to give talks and provide advice to all students in Secondary School.

### **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 ECA 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.

### **AFTER SCHOOL SECONDARY ENGLISH TUTORING (ASSET)**

ASSET club is an after-school program designed to assist language learners in small group settings. English Language Learner (ELL) students are required to take ASSET if they do not take an ELL class within their daily schedule.

### **AFTER SCHOOL MATH TUTORING PROGRAM (ASMaT)**

ASMaT is an after-school math tutoring program (ASMaT) for students in Grades 7 to 10 who are struggling in math. It is open to students who have struggled in their previous math courses. Sessions are one hour each and will be held two or three times a week with small groups of students in the same grade. Topics will be coordinated with the regular classroom teacher for each class.

## **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. Students are expected to check their school email regularly.

## GIBBON

Gibbon is a web-based learning platform used by staff, students, and parents to access a wide-variety of school related content. Students are able to do the following in Gibbon:

- view their timetable
- check the mark book
- access course content shared by their teachers
- sign up for extra-curricular activities and sports teams
- submit assignments electronically

All student data, including parental contact information is stored in Gibbon. It is the responsibility of parents to inform the school when important contact information changes (ie. mobile phone number, email address, work contacts, etc). Parents and students will be able to view important curriculum documents, academic results, teacher contact information, etc, through Gibbon. Access is through [gibbon.tis.edu.mo](http://gibbon.tis.edu.mo)

## GOOGLE CLASSROOM

Google Classroom is an alternative online learning environment utilized by Grade 7 to 12 teachers. The login information is the same as the student's TIS email account. Access is through [classroom.google.com](http://classroom.google.com).

## 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\_physed

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://tis.edu.mo/news>.

## CURRICULUM NIGHT

In September, the School hosts a Curriculum night for the parents, at which time a presentation will be provided to explain the educational programs to be used during the year.

## REPORT CARDS

Secondary students receive four report cards per year. This includes a mid-year report and the final report which contain comments and course details. Interim report cards are a snapshot indicating how a student is progressing at that moment in time. The final course grades are recorded in the student's transcripts, typically used for university applications.

Academic grades are reported on a 1-7 grade scale. The year-end report card will also show a final course grade as a percentage, for reporting final grades used in awarding the Alberta High School Diploma. Effort grades are reported on a letter-grade scale.

## PARENT/TEACHER CONFERENCES

There are two scheduled Parent/Teacher conferences during the school year. The conferences are usually held in November and April when parents and teachers meet to exchange information about the children, and parents are informed of recent progress. All secondary school parent/teacher interviews are done on a drop-in basis and are held in the teachers' classrooms.

## ADDITIONAL MEETINGS

Parents may request additional meetings with the academic staff at any time. Please contact the School to schedule an appointment. Teachers are generally available before and after class. Occasionally teachers will request team meetings with the parents and the student's teachers to review performance and programming.

## OTHER USEFUL INFORMATION

### FIELD TRIPS & INTERNATIONAL TRIPS

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.

**EXPERIENCE WEEK**

Participation in one of the Experience Week programs is an expectation for all students in Grades 7 to 12. The program is an important opportunity for TIS students to learn beyond the classroom setting. Experience Week options are carefully chosen based on safety and the ability to offer a diversity of locations to support international-mindedness. All excursion activities are framed by the IB strands of Creativity, Activity and Service.

Students are expected and encouraged to attend the international programs. However, local options are also provided for those who cannot travel.

Additional costs associated with Experience Week are not covered in regular tuition fees.

**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 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>	Patrick Hurworth	patrick.hurworth@tis.edu.mo
<b>Principal, Secondary School</b>	Lorne Schmidt	lorne.schmidt@tis.edu.mo
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<b>Academic Counsellor</b>	Charles Wester	charles.wester@tis.edu.mo
<b>Head of Student Services</b>	Gareth Owen	gareth.owen@tis.edu.mo
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<b>Athletics Director</b>	Bing Han	bing.han@tis.edu.mo
<b>Secondary Executive Assistant</b>	Vanessa Wong	vanessa.wong@tis.edu.mo

### CONTACT US

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