



The International School
OF MACAO | 澳門國際學校



Elementary

Curriculum Guide



INSIDE THIS GUIDE

ELEMENTARY Curriculum Guide

Welcome from the Head of School	2
Welcome from the Principal	3
Introducing TIS	4
Curriculum	5
School Facilities	6
Faculty and Staff	9
The TIS Approach	10
The TIS Advantage	11
TIS Integrated Learning Team	11
Elementary Curriculum	13
Elementary Curriculum Outline	14
Elementary Assessment and Reporting	15
Placement	16
Learning at TIS	18
Appendix	
Elementary School Daily Routines	25
Health and Safety	30
School Services	30
Transportation	32
Student Services	33
Home and School Communications	34
Additional Parent Information	36

*In a safe and caring 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.*



Welcome from the Head of School

The International School of Macao (TIS) is a Pre-kindergarten to Grade 12 school, where our mission is to develop socially responsible, lifelong learners able to problem solve, think critically, and make positive changes in our global community. We are accredited by the Education Ministry of Alberta, Canada and our graduates receive a high school diploma that is recognized by universities around the world. At TIS, we offer the Alberta curriculum and the International Baccalaureate (IB) Diploma Programme for our high school students as a program of choice.

We are a positive and supportive school with the best interest of all of our students as our priority.

It is my honor and privilege to be leading a school that has an excellent reputation for providing a very high quality education and outstanding extra-curricular experiences for all students.

It is my belief that school staff, parents, guardians, and volunteers must collaborate as an effective team to create a nurturing environment. I encourage open communication between home and school at all times. If you have a comment, question or concern, please do not hesitate to contact us; I know our staff will extend the same courtesy.

Mark Lockwood
Head of School



Welcome from the Principal

At TIS, our diverse student population includes children from Macau and many other countries who bring a wide variety of linguistic and cultural backgrounds to our school. In addition, they bring unique educational experiences, personal strengths, needs and talents that combine to make TIS a very distinct and exciting school.

We offer a full range of learning experiences for our kindergarten and elementary students, designed to build strong foundations in reading, writing, listening and speaking, and to further develop their ability to understand and interact with others and with their world.

As our students continuously develop thinking and problem solving skills, they become increasingly independent, co-constructors of their own learning with the support and guidance of their parents and teachers. Together we strive to develop socially aware and responsible citizens who are life-long learners.

This document provides a snapshot of who we are and what we do; the parents and students who join us every day tell a more complete story of our on-going learning journey. We are very proud of our students and our program, and are always happy to welcome new families here at TIS. I look forward to seeing you and your children when you join our TIS community.

Mary-Anne Jasinski
Elementary Principal





Introducing TIS

At the International School of Macao (TIS), we provide many opportunities and support for students to explore and enhance their individuality and creativity in a truly international learning environment. We offer an outstanding and comprehensive academic program for students from Pre-Kindergarten to Grade 12. Our range of academic and extra-curricular programs allow boys and girls to nurture their emerging talents and prepare themselves for a future of learning and responsible citizenship.

TIS was established in 2002 to provide a Canadian curriculum and accreditation to local and expatriate students. TIS opened with an initial local enrollment of 58 students on the campus of Macau University of Science and Technology (MUST) in 2002. By 2006, the school had grown to over 500 students and had become accredited by the Education Ministry of Alberta, Canada. Students graduate from TIS with an Alberta High School diploma that is accepted in leading universities around the world.

In 2006, the School moved into the first phase of its new, purpose-built facility on the MUST campus. Currently, the TIS campus can accommodate a total enrollment of 1600 students with facilities spread across two buildings in two wings, as well as multiple outdoor areas for sports and recreation.



Curriculum

Our progressive curriculum ensures that students are best prepared for the future by cultivating skills and attitudes that enable lifelong learning and caring for the community. By aligning pedagogy, curriculum and core values, our mission is to develop socially responsible life long learners able to problem solve, think critically, and make positive changes in our global community within a safe and caring environment.

The International School of Macao (TIS) offers the Alberta, Canada provincial curriculum at all grade levels, which is the cornerstone of our successful educational program. TIS's excellent results in the most recent PISA tests (Program for International Student Assessment) show the effectiveness of the Alberta curriculum and the teaching strategies that are used at the school. As an Alberta accredited offshore school, TIS must meet rigorous requirements in order to offer this world-class curriculum.



On July 1st, 2017, TIS became authorized to offer the International Baccalaureate® (IB) Diploma Programme (DP) as an option to its curriculum for Grades 11 to 12. The two-year IB DP is a challenging and balanced pre-university educational program that is recognized around the world. The similarity between the Alberta and IB programs will allow students selecting this option to graduate with dual diplomas.

Reading	
TIS	86%
CANADIAN NORM	75%
Language	
TIS	81%
CANADIAN NORM	75%
Math	
TIS	90%
CANADIAN NORM	75%
Diploma Exam Acceptable Standard	
TIS	82.6%
PROVINCE	83.7%
Diploma Exam Standard of Excellence	
TIS	25.4%
PROVINCE	24.2%
Diploma Exam Participation Rate	
TIS	79.4%
PROVINCE	55.7%

In addition to our regular curriculum, all students in Grades 3 to 11 take part in the Canadian Achievement Test (CAT). The CAT test is a standardized test which measures students' basic reading, writing and mathematical skills. When compared to the average Canadian results, our students surpass the norm in all three areas.

Our Grade 12 students are required to write standardized exams for their diploma courses, which account for 30% of the final grade in any given course. When compared to provincial results, TIS students perform better than the norm.

School Facilities

Our Campus

TIS is located within the Macau University of Science and Technology (MUST) campus in Taipa. Our large, modern campus allows students to take full advantage of their academic and extra curricular goals and offers a progressive and world class-learning environment, which includes state-of-the-art sports and recreational facilities.

The TIS campus is comprised of two buildings; the North and South wings which include:

- Purpose-built classrooms for kindergarten, elementary and secondary students
- Science laboratories
- Computer labs
- Robotics lab
- Black Box Theatre
- Multi-purpose hall and room
- Visual arts, drama and music studios
- Television and film studio
- Two-story library
- Discovery Centre
- Covered playgrounds
- Food preparation area
- Administration centres
- Student Services Hub
- Learning Lab



Outdoor Areas

In addition, there are multiple outdoor areas at TIS that include open common areas and spacious athletic fields that encourage students to socialize and take part in recreational activities.

Indoor and outdoor playgrounds with soft surfaces are located within the North and South wings. There are two basketball courts and a large playing field next to the school. TIS is fortunate to have a football stadium, tennis courts and gymnasium adjacent to our campus. Swimming pools, cross country trails, a skating rink and beach volleyball courts are all within a reasonable distance from the school.



Wired, Wireless, And Online

The Internet is an indispensable tool in education and TIS is committed to effective use of technology in the regular classroom. All classrooms are connected to our network and also have wireless access. In addition to regular computer labs, iPads and wireless laptops are also available for classroom use. Classrooms have SmartBoards, projectors and speaker systems. Students and parents have access to the TIS online community (class resources, report cards, and transcripts) through the school information system. All elementary teachers use either Seesaw or Google Sites for communicating and sharing. In addition, parents can keep abreast of news, events and school alerts through the TIS mobile app, which is available on iPhone and Android.

Cantina

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.

Faculty and Staff

TIS continues to recruit high quality teachers. It is important to us that teachers have experience with the Alberta curriculum. As student enrollments increase, the number of teachers increases. Teachers are hired based on their ability to teach effectively, their familiarity with the curriculum and their ability to develop relationships with students, parents and the community.

We continue to maintain a highly skilled faculty from a variety of countries while still maintaining the necessary Canadian experience and expertise to meet our curricular demands. All teachers must be certified by Alberta Education. This is a rigorous process that ensures that all of our teachers have the necessary training and experience to deliver the curriculum. The process also includes professional and security checks as well.



The TIS Approach

Students are best prepared for the future by cultivating skills and attitudes that enable lifelong learning and caring for the community.

The primary aim of education is not simply to enable students to do well in school, but to help them to do well in the lives they lead outside of school.

We aim to teach students:

JUDGEMENT

Students tackle ambiguous problems that may have more than one correct answer. Judgement is not mere preference, but rather the ability to justify choices. Good judgement requires good reasoning abilities.

CRITICAL THINKING

Openly criticizing ideas and enjoying the nuances of critical thought are an important part of learning. Courage to advance new viewpoints should be encouraged at an early age.

MEANINGFUL LITERACY

Cultivating multiple forms of literacy and intellect, which not only include reading, writing, speaking, and numeracy, but also cultural literacy in music, visual arts and dance.

COLLABORATION

Students are given many opportunities to work with others collectively, cooperatively and harmoniously. This is especially important in a culturally diverse student population such as ours. The process of collaboration and empathy gives birth to new ideas and develops social skills.

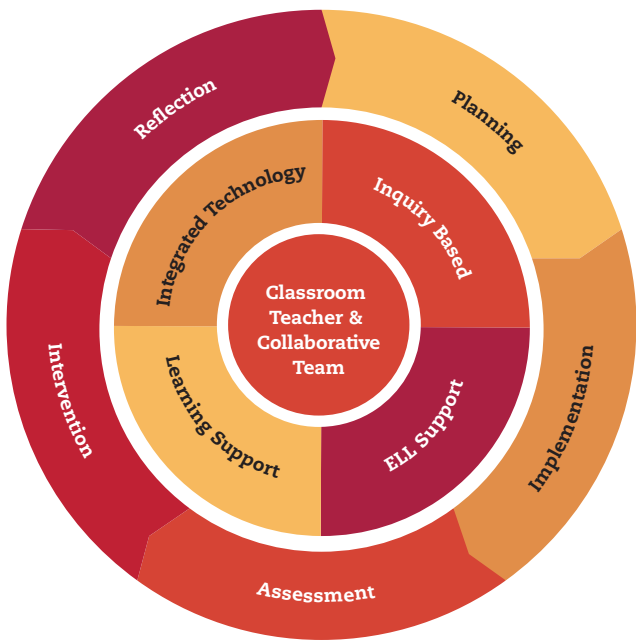
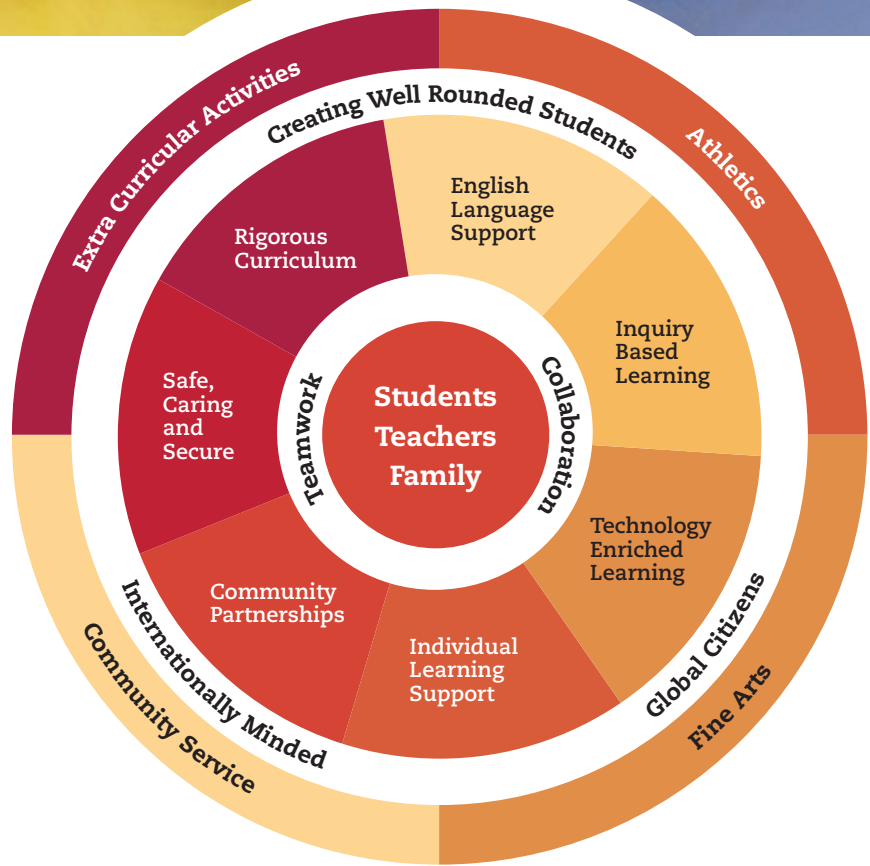
SERVICE

Students learn the value of citizenship by contributing to the school community. TIS values the importance of developing socially responsible students who are willing to make a difference in their community. Each year we offer a family Service Trip.



The TIS Advantage

TIS offers a holistic and student-focused approach to education where learning is valued, growth through diversity is encouraged, individual uniqueness respected, and personal excellence is fostered by dedicated staff. Enriched programs, the latest technology and a supportive environment all contribute to the education of the whole student.



TIS Integrated Learning Team

Integrated Learning at TIS allows students to construct meaning from the interrelationships across the curriculum areas. By using an inquiry-based approach, students become active learners who are able to plan, implement, assess, intervene and reflect on real-world issues and synthesize knowledge from a multitude of sources.



Elementary Curriculum

TIS is committed to providing a comprehensive educational system that aims to develop a high level of academic skill as well as positive social and cultural values that will equip our students to succeed in the twenty-first century.

The elementary school follows the Canadian Alberta curriculum and is comprised of Grades 1 to 6. Our student-focused and inclusive learning programs have been designed to ensure the academic, social and emotional development of our students. Students thrive and excel when this curriculum is combined with the multicultural richness at TIS, the latest in educational resources, many extra-curricular activities and creative and talented staff.

At TIS, our Elementary curriculum framework is designed to support the development and growth of our students emotionally, physically, socially and intellectually. We encourage and motivate students to view learning as a lifelong and exciting process.

A range of levels in development and learning styles are recognized and used to plan their experiences of learning. Students engage in a multilevel balanced literacy program that incorporates authentic reading and writing experiences in our child-centered classrooms. The balanced literacy framework is designed to help all students learn to read and write effectively through shared and independent activities. Through the guided inquiry process, they learn skills and knowledge and are able to apply them in an authentic setting to help them develop a clear understanding of what they are learning and why.

We deliver our program through carefully planned and intensively discussed Units of Inquiry. These are based on the school-wide identified standards and indicators patterned after the Canadian Alberta Curriculum in English Language Arts, Mathematics, Science and Social Studies. We also focus on local (Macau) relevant resources, the world at large, and significant issues in the community. Along with these core subject areas, students receive lessons in Physical Education and Health, Art, Music, Mandarin, and also make use of Information Technology throughout all of their learning experiences. As a rule, class sizes are limited to 25 students to better accommodate their needs.

ELEMENTARY CURRICULUM OUTLINE

Art	English Language Arts
Children learn to organize and understand visual material.	Children learn to understand and appreciate language.
Health and Life Skills	Mathematics
Children acquire knowledge and develop skills, attitudes and habits that contribute to their physical, mental and social well-being.	Children are able to appreciate and value mathematics and to make connections between mathematics and its applications.
Physical Education	Science
Children develop the knowledge, skills and attitudes necessary to lead an active, healthy lifestyle.	Children learn to understand and interpret the world around them.
Social Studies	Optional Subjects
Children learn to develop their sense of self and community to become engaged and active global citizens.	

(Alberta Government, 2015)

The students in the higher grades take an active role in their learning. An emphasis on balanced literacy aids students in further developing their language skills. They have opportunities to improve their reading, writing and communication skills through the focus on different comprehension strategies each month. These strategies help them become aware of the essential skills necessary to access and interpret information both within the classroom and the world outside.

Numeracy is also a strong focus within our school. Students learn to understand math as a process rather than just an operation. In the higher grades, emphasis on the use of different strategies to solve a problem is highlighted to help encourage development of logic and reasoning. An inquiry-based learning approach is utilized throughout the various subjects with careful guidance given by the educators. Through the inquiry process, students learn how to plan, retrieve, interpret and communicate their learning in unique ways.

Field trips into the community are also taken to help students better understand the relevance of their learning and make real world connections. Throughout the school, the educators aim to inspire self-directed, lifelong learners who are able to think critically as caring, global citizens.



Elementary Assessment and Reporting

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

- Excelling
- Meeting
- Approaching
- Not Yet

Placement

Grade Level

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

- The age of the student;
- The student's CAT (Canadian Achievement Test) score and/or Admissions Test results and/or interview results;
- The student's past educational performance and experiences;
- The potential for the student to be successful in his/her future studies at TIS; and the grade in which the student is applying to enter; and
- Students will not be accepted into a grade more than 1 year above/below their age-appropriate level.

Class Lists

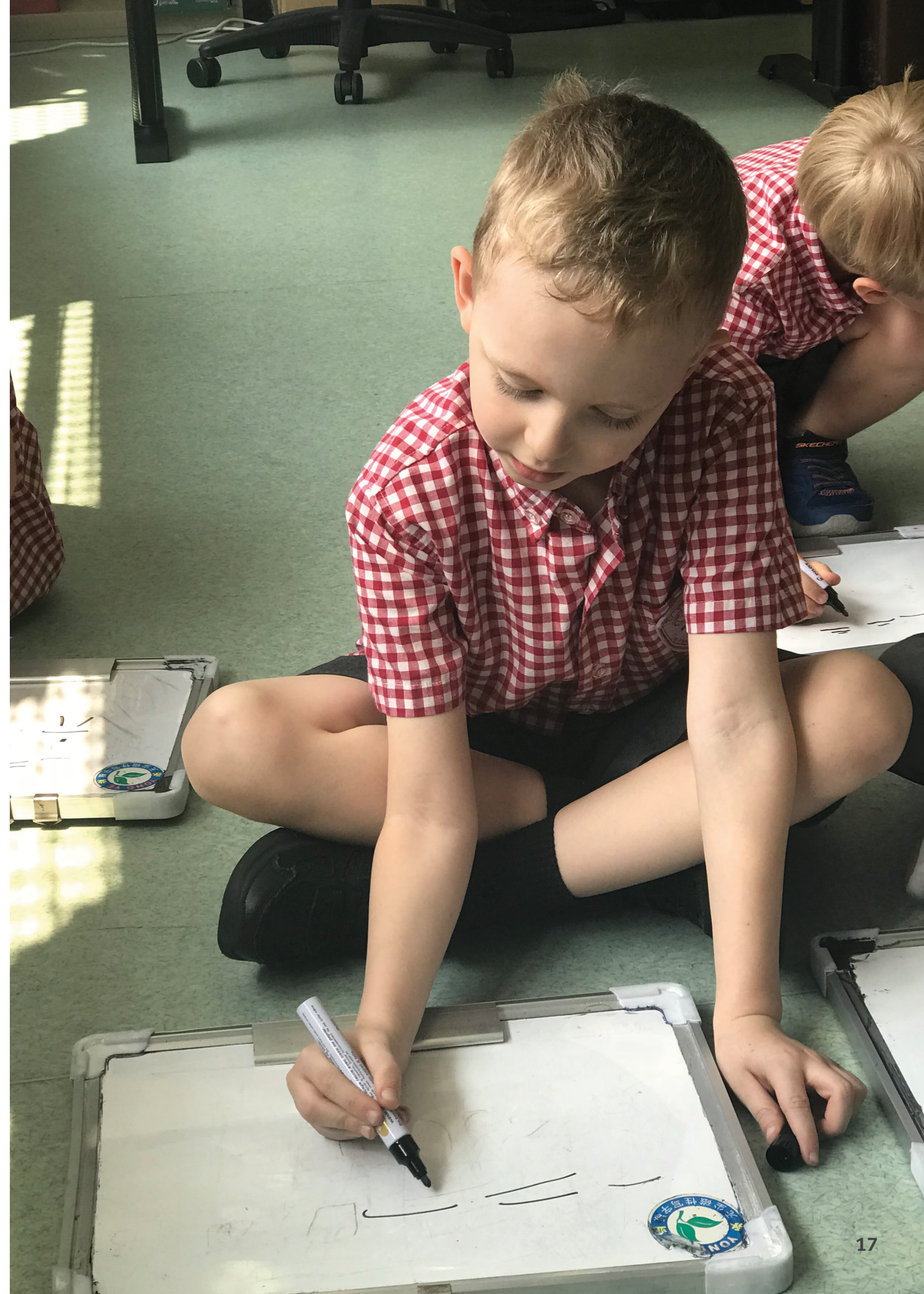
TIS provides inclusive, heterogeneous classes. Students are not placed in classes by ability, commonly referred to as 'streaming'. Every attempt is made to make each homeroom in a grade level as similar to other classes at the same grade level. Each year, class lists are developed with the following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

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

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

Promotion

When the learning progress of a student does not meet the requirements for success in the subsequent grade, 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.



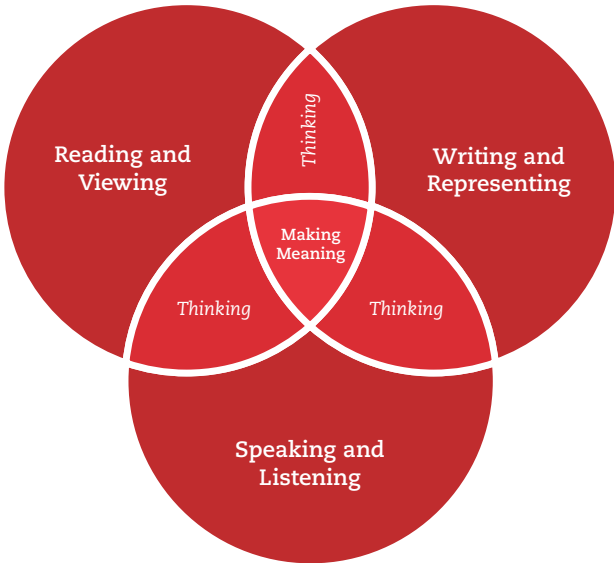
Learning at TIS

English Language Arts

Alberta’s commitment to developmentally appropriate pacing, emphasis on English language arts as a foundation for all learning, the development of fair and consistent assessment practices, the integration of technology and the use of certified teachers in the development of curriculum at all levels ensures that Alberta has one of the best education systems in the world. The TIS English Language Arts program of studies is fully integrated across the curriculum to ensure that students have a strong grasp of the written and spoken word.

The main aim of the English Language Arts program is to equip students with the necessary tools to become reflective, articulate, critically literate individuals who are capable of using language successfully to learn, interact and communicate in both personal and public contexts. Literacy learning through the six language arts enables students to understand and appreciate language and to use it confidently and competently in various situations for communication, personal satisfaction and learning.

English language arts encompass the experience, study, and appreciation of language, literature, media and communication. Students build confidence and enhance their linguistic competence by engaging in all six language arts through many opportunities to listen and speak, read and write, and view and represent in a variety of combinations and relevant contexts. All the language processes are interrelated and interdependent, in that facility in one strengthens and supports the others. The application of these interrelated language processes is key to the development of language abilities, socio-cultural understanding, and creative and critical thinking.



(Alberta Education, 2013)

Listening and Speaking

Listening and speaking enable students to explore ideas and concepts, as well as to understand and organize their experiences and knowledge.

Reading and Writing

Reading provides students with the means to access the ideas, views and experiences of others to extend their knowledge and use of language. Writing provides students with the opportunity to explore, shape and clarify their thoughts and communicate them to others.

Viewing and Representing

These skills allow students to understand the ways in which images and language may be used to interpret and convey ideas, values and beliefs through various channels.

Mathematics

Alberta’s math program helps students to develop their mathematical reasoning and problem-solving skills and make connections between mathematics and its applications. Alberta’s math programs require that students know how to reason and solve problems in real-life situations in addition to understanding the mathematical operations of addition, subtraction, multiplication and division. At TIS, we focus on building students’ confidence in their mathematical abilities and their understanding and appreciation of the subject.



To realize the objectives of mathematical education, the mathematics program of study incorporates seven interrelated mathematical processes:

- Communication of mathematical ideas;
- Connections between mathematical ideas to other mathematical concepts;
- Demonstration of fluency with mental mathematics and estimation;
- Development and application of new mathematical knowledge through problem solving;
- Development of mathematical reasoning;
- Selection and use of technologies as tools for learning and for solving problems; and
- Development of visualization skills to assist in processing information, making connections and solving problems.

Science

The Alberta elementary science program is guided by the principle that children are naturally inclined to explore, investigate and ask questions about their surroundings. They are curious about how things work, how things are made and want to find answers to their questions. The goal of the program is to encourage and stimulate children's learning by nurturing their sense of wonderment, by developing their investigative skills of their surroundings and by building a foundation of experience and understanding upon which later learning can be based.

Learning about science provides a framework for students to understand and interpret the world around them. In Science, students learn about the physical world, ecology and technology, allowing them to understand and engage in the applications of science in daily life.

The TIS elementary science program helps prepare students for life in a rapidly developing and changing world. Globalization has intensified the need to address complex questions and issues. Future global citizens will need to have an expansive knowledge and awareness of their environment as well as the ability to ask relevant questions, seek answers, define problems and find solutions.



Social Studies

Social studies is concerned with the study of political, economic, social, environmental and cultural aspects of societies in the past, present and future. Social studies seeks to provide students with the right attitudes, skills and knowledge that will enable them to become engaged, active, informed and responsible global citizens.

At TIS, students explore multiple perspectives and concepts in relation to their role in society, other people and their world. The social studies program approach is issues-focused and inquiry-based and draws from several social sciences disciplines that include history, geography, philosophy, political science, economics and ecology.

The program concentrates on the importance of diversity and respect for differences as well as the need for social cohesion and effective functioning of society. It promotes a sense of belonging and acceptance in students so that they may affirm their place as thoughtful and participative citizens of the twenty-first century.



Health and Life Skills

The Health and Life Skills Program of Studies enables students to make well-informed, healthy choices and to develop behaviours that contribute to the well-being of self and others.

Physical Education and Health

The Alberta physical education program aims to develop students' knowledge, skills and attitudes necessary to lead an active, healthy lifestyle.

The physical education program at TIS helps students develop a set of life skills to manage their own health, incorporate physical activity into their daily life and to foster a willingness to participate in lifelong physical activity. In addition, students are encouraged to develop the ability to work with others.

Information Technology

The Information and Communication Technology (ICT) curriculum provides a broad perspective on the nature of technology, how to use and apply a variety of technologies, and the impact on self and society.

As technology is best learned within the context of applications, activities, projects, and problems that replicate real-life situations, the ICT program of studies is structured as a 'curriculum within a curriculum', infused across the core subjects of English Language Arts, Math, Science and Social Studies.

Art

In the elementary visual arts program, through the four components of reflection, depiction, composition and expression, children learn to see, interpret and make sense of visual stimuli through a whole set of experiences: individual, visual, learning, communication, creative, cultural and environmental.

Music

Music education encourages students' creative and self-expression through performance, listening and composition and enhances their appreciation and awareness of a variety of music.

Drama

Drama is a learning medium where students can improve their self-concepts by encouraging them to explore life by the assumption of roles and by the acquisition of dramatic skills.

Mandarin

The TIS Chinese Language program provides daily Mandarin instruction to help children develop their linguistic abilities. The program aims to cultivate children's listening, speaking, reading and writing skills as well as enhance their cultural understanding and awareness.

Field Trips and International Trips

Throughout the year, students will go on numerous field trips. These trips are selected based upon their curricular relevance, feasibility, opportunity and developmental level. In addition to local field trips, the students in Grade 4 will go to Hong Kong and students in Grade 5 and 6 will travel to China. It is important that all students participate in the local and international trips.





Appendix

Elementary School Daily Routines

Attendance/Absences

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

Whenever possible, parents should notify the homeroom teacher and school office of an absence before it occurs. Parents may also use the absentee notification on the TIS Mobile app. 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 medicine that is to be administered.

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

Elementary School Hours

8:25 a.m. – 3:05 p.m.

Bell Times

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

Pick-up and Drop-off

Upon arrival at school, students and any accompanying parents should proceed to the playground area and not enter the classroom hallways until the bell rings.

Students who are picked up from school will meet their parents in the playground area. Parents picking up students earlier than 3:05p.m. need to sign-out the student(s) at the office. Parents and assistants are reminded to keep the front foyer clear by waiting in the playground area. Students without extra-curricular activities should be picked up by 3:15p.m. The school provides supervision until 3:25p.m. each day, after which students are expected to be supervised by their parents. Students must be picked up within 15 minutes of the end of the extra-curricular activity.

Changes to Pick-up Routine

Please inform the homeroom teacher of any changes to the usual pick up procedure for your child. If the change is for that day, parents must call and inform the office directly.

Lunch

Students in Grades 1 to 6 eat lunch in the MPR, with a staggered eating time for all the grades. Students may bring a bag lunch or may participate in the school lunch program offered by the designated food services operator. Lunch orders are done on a monthly basis. Students are expected to clean up their areas prior to being dismissed to go outside.

If a child forgets a lunch, it may be dropped off at the office. Parents must sign-in at Security. Please refrain from regularly bringing your child their lunch. Note that TIS is a closed campus, and that leaving at lunch to eat elsewhere is prohibited.

Recess Breaks

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

School Rules

TIS’ four ‘BE’ rules:

Be safe Be resepectful Be responsible Be prepared

Additionally:

Students may only participate in activities that do no 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.

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

Uniforms

TIS students are required to come to school in the proper uniform. Uniforms can be purchased at the school uniform shop, North Wing Room 1540.

School Uniform (Grades 1 – 6)				
	Winter Dress	Winter PE	Summer Dress	Summer PE
For Boys	Red cardigan/ knitted vest	White long-sleeved TIS polo	Short-sleeved red check shirt	White short-sleeved TIS polo
	TIS red jacket & fleece	Red or black Tigers hoodie	Red or black Tigers hoodie	Red short-sleeved TIS polo
	Red or black Tigers hoodie	Grey sweat pants	Grey shorts	Red or black Tigers hoodie
	Long-sleeved red check shirt	Running shoes, black or white socks	Black shoes, white or black socks	Grey sweat shorts
	Grey trousers			Running shoes, black or white socks
For Girls	Red cardigan/ knitted vest	White long-sleeved TIS polo	Short-sleeved red check dress	White short-sleeved TIS polo
	TIS red jacket & fleece	Red or black Tigers hoodie	Red or black Tigers hoodie	Red short-sleeved TIS polo
	Red or black Tigers hoodie	Grey sweat pants	Black shoes, white or black socks	Red or black Tigers hoodie
	White long-sleeved shirt	Running shoes, black or white socks		Grey sweat shorts
	Grey dress or Grey pants			Running shoes, black or white socks
	Black shoes, white or black socks			
	White, grey, black or red tights (solid colour)			

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

Student Responsibility

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

Closed Campus

TIS is a closed campus. Students are not allowed to leave the school premises 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.

Mobile Phones

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.

Other Electronic Equipment and Valuables

Students are discouraged from bringing electronic equipment and valuables to school. The school will not be responsible for lost, damaged or stolen equipment. The use of iPods and other MP3 players is at the sole discretion of the classroom teacher.

Backpacks and PE Lockers

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

Language Use

Students shall only speak English at school, including lunch and break times. Students may receive detention for failing to speak English. Infractions will be logged and reviewed regularly by the Division Coordinator. Consequences are at the discretion of the teacher and/or Vice Principal. Administration may become involved if the issue persists.

Elevators

Students may not use the elevator. Students with disabilities or injuries may request an elevator pass from the school office.



Health and 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.

Allergies – No Nuts

Parents are asked to refrain from sending peanuts (or other nuts) to school with their children. Some of our students have a severe allergic reaction to nuts.

Road Safety

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zebra crossings) whenever possible. Drivers are reminded to practice extra care and to drive slowly.

School Services

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.

Technology

Here at TIS our students are fortunate to have access to some powerful digital tools for learning.

We use these tools in many ways and for many different purposes. We have Smart

boards, Apple TVs, iMacs and laptops; we use WordPress and Google Drive; we work with film and photography, animation and stop motion techniques; we research and we present; we create and we share; we work in classrooms, in labs and we are mobile.

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

Library

The Elementary Library has books suitable for Kindergarten to Grade 6 students, while the Secondary Library has materials for strong readers in Grades 5 to 6 and all students in Grades 7 to 12. Books are signed out for a week at a time and the number of books signed out depends on the grade.

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

The libraries will be closed when library staff are unavailable or if there is a meeting in the library, a sign will be posted. Library staff reserve the right to ask students to leave if they are disturbing others.

Please note that food and drink are not permitted in the libraries.

We welcome parents in both libraries before and after school. There is a parent bookshelf in the Primary library with materials which may be of particular interest to parents. If parents wish to sign out books, they must set up their own account at one of the library circulation desks.



School Store

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

Lost and Found

A school-wide lost and found box is located next to the security desk on the ground floor. Items are kept for two weeks. Expensive items are held in the school office.

Transportation

Busing

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.

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.

Parking

Parking is available in the parking lot between the MUST Gymnasium and Hospital or in the parking spaces near the MUST Library.

TIS staff members in orange 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.

Entrance and 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

Personal Counselling

Student, parent and family counselling is available in English and Cantonese.

Children may be referred to a counsellor or parents may request that a counselor meet with their child. Additional appointments can be made in the school office.

English Language Learner (ELL) Support

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

Extra Curricular Activities

Extra curricular activities are a fun and important part of the school experience. TIS provides many opportunities for students to get involved in arts, athletics and clubs. Many outside agencies also provide additional activities at or near the school. These are listed with the sign up forms when available.

House Teams

All students 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.

Telephone

Students may ask to use the telephone in their classrooms. Mobile phones are not to be used during class times.

Playground

Students are welcome to use the playground before and after school. The school provides supervision for 15 minutes before the start of school and for 20 minutes after the end of school. An adult must supervise students who use the playground after that time.

Home and School Communications

Email

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

Agendas

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

Seesaw

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

Google Sites

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

Facebook

Students and parents can stay connected with TIS via our Facebook page at www.facebook.com/TISMacao. “Like” our page and receive posts automatically, an easy and convenient way to stay informed about the latest TIS news and events.

TIS Mobile App

Stay up to date with school events and activities, receive important alerts for weather and cancellations, find contact info and school links, and send an absentee notice when your child is away from school. Available for iPhone and Android. Download on

the App Store: <http://apple.co/296DB2O> or get it on Google play: <http://bit.ly/295QtmQ>

Newsletters

TIS publishes an online newsletter. The newsletter is used to inform parents of school functions and plans, report any changes in school procedures and policies, feature children’s accomplishments, and as a community notice board for items pertaining to TIS and its families. Sign up to receive the newsletter at: <http://news.tis.edu.mo/parents>



Twitter and Instagram

Follow us on Twitter and Instagram [@TISMacao](https://twitter.com/TISMacao) to receive the latest TIS news and events.

Curriculum Night

In September, the school hosts a Curriculum Night for parents where teachers present their schedule of studies and explain the educational programs to be used during the year.

Report Cards

Elementary students receive three report cards per year.

Parent/Teacher Interviews and Student-led Conferences

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

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

Additional Meetings

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

Additional Parent Information

Assemblies

TIS holds assemblies every month. Parents are welcome to attend. All elementary assemblies will be held at 8:40a.m. in the Black Box Theatre. Dates of the assemblies are posted on the school website and highlighted on the school calendar.

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 or at the school office.

Virtues

Virtues and/or global citizenship are discussed and celebrated at school assemblies each month. Additional achievements are recognized as appropriate.

Visitors

TIS invites 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.

Volunteers

Parents are invited to play an active role in the educational process of their children by volunteering on an occasional or regular basis. Homeroom teachers coordinate the volunteers within their own classes. 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.





The International School

OF MACAO | 澳門國際學校

Macau University of Science and Technology
Block K, Avenida Wai Long, Taipa, Macau

Phone: (853) 2853 3700

Website: www.tis.edu.mo

