



The International School
OF MACAO | 澳門國際學校



Secondary

Curriculum Guide



*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.*



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SECONDARY Curriculum Guide

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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

Throughout the Secondary School, students are challenged academically via the Alberta-based curriculum and, for some in Grades 11 and 12, via the rigorous International Baccalaureate [IB] Diploma Programme. The Teacher Advisory Programme supports these maturing young adults mentally, socially, and in aiding the development of many life skills. Outside of the classroom, our extensive extra-curricular programme of nearly 100 clubs and athletic teams, along with Experience Week, provides a holistic, well-rounded educational experience for all students.

Division 3, also known as Middle School, is a transitional time for students, where they become exposed to many new educational structures and experiences. By the time students complete Grade 9, they will be prepared to embark upon meeting the qualification requirements for High School graduation.

Division 4, also known as High School, is an opportunity for students to begin focus on studying in areas of personal interest and choice. Students earn credits toward a highly recognized Alberta High School Diploma, providing entrance opportunities to top universities around the world. The post-secondary acceptance rate of our graduates is extremely high and opportunities for tertiary study are very diverse.

For some students, IB Diploma Programme courses are pursued, offering an extremely challenging, holistic programme of study. This internationally recognized qualification is highly regarded, not only for its outstanding academic rigor, but also for the required development of many core personal skills and attitudes.

We aim to provide an educational experience that encourages students to strive to give their best effort in all aspects. The goal of our Secondary School program is to develop lifelong learners who are knowledgeable, principled, caring, able to meet the challenges of our age and the next with confidence, resilience and an attitude of international mindedness.

Lorne Schmidt
Secondary School 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.

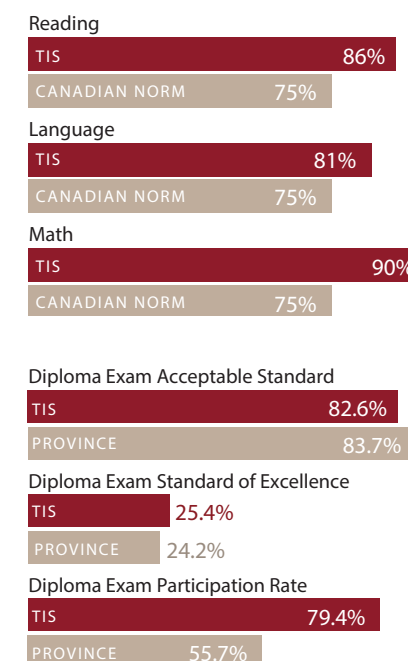
Curriculum

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.



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 includes:

- 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.

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.



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. In addition, parents can keep abreast of news, events and school alerts through the TIS mobile app, which is available on iPhone and Android.

In September 2015, TIS started the “Think Digital” laptop program. This program was developed so that teachers and students could leverage the learning and teaching opportunities that a laptop provides. Staff and students have found that the learning & teaching experiences at TIS have become more diverse, effective and engaging with the addition of laptops in the classroom. Today, every secondary student at TIS has his/her own device and brings it to school each day.



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.

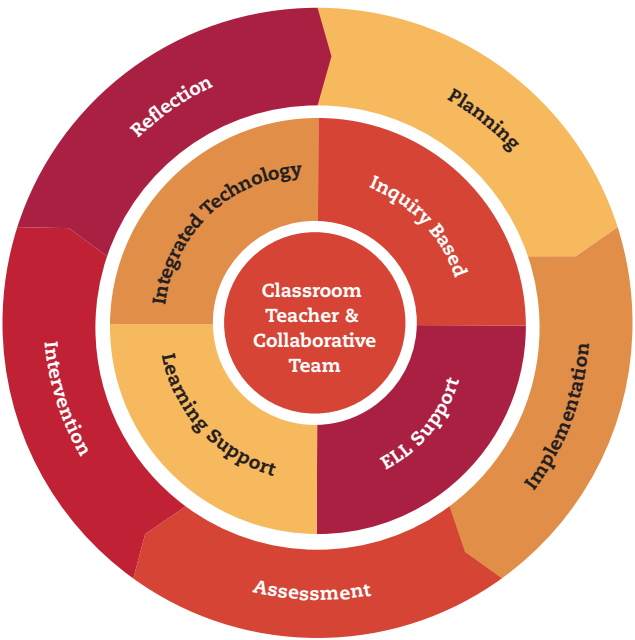
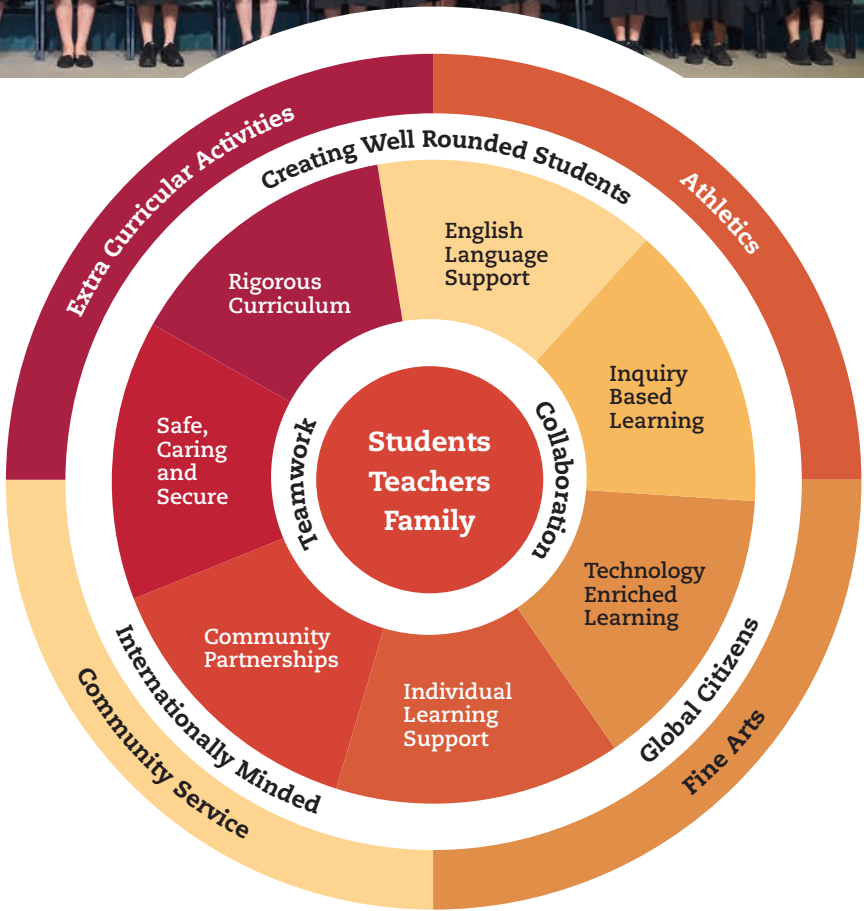
SERVICE

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.



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.

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.



Secondary Curriculum

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

As students emerge into young adults, TIS provides an environment where they are free to expand their horizons and stretch themselves mentally, physically, and emotionally. The secondary school follows the Canadian Alberta curriculum and is comprised of Grades 7 to 12. 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.

Division Three (Grades 7 to 9)

For many, this will be their first experience with moving from class to class and taking instruction from subject specialists. Following the middle school philosophy, students are carefully transitioned from elementary school and prepared for high school. Students are grouped in homerooms and, for most classes stay together as a group, moving from class to class..

As a middle school, the lower secondary team work hard to develop a sense of community and learning where adolescents can thrive and find a sense of belonging.

Students will study these core subjects all year:

- | | |
|-----------------|----------------------|
| • Mathematics | • Social Studies |
| • Language Arts | • Physical Education |
| • Science | • Mandarin* |

**Students are grouped by level and not by age so that students at all levels can achieve improved language skills.*

Students will have two option courses per semester:

- Drama
- Music
- Art
- Career and Technology Foundations (CTF)

We also offer classes for those new to English during and after school to support their content learning in the classroom.

GRADES 7-9 CURRICULUM OUTLINE

In middle school, students take six core subjects: English Language Arts, Mathematics, Physical Education, Science, Social Studies and Mandarin.

English Language Arts	Mathematics
Students learn to use language confidently and competently in a variety of situations for communicating, personal satisfaction and learning.	Students learn to develop mathematical reasoning and problem-solving skills and make connections between mathematics and its applications.
Science	Social Studies
Students will develop the science-related knowledge, skills and attitudes that they need to solve problems and make decisions.	Students learn to develop the attitudes, skills and knowledge that will enable them to become engaged, active, informed and responsible citizens.
Physical Education	Other Subjects
Students learn to develop the knowledge, skills and attitudes necessary to lead an active, healthy lifestyle.	Mandarin, Art, Music, Drama, CTF

(Alberta Government, 2015)

Experience Week

Middle school students spend a week with their peers exploring another country. Students are able to assert their independence in a supervised environment and push their boundaries to experience everything that South East Asia has to offer.

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 (listening, speaking, reading, writing, viewing, and visual representation) 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 a variety of combinations and relevant contexts. All the language processes are interrelated and interdependent; 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.



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 gives students 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 Mathematics Program helps students to develop their mathematical reasoning and problem-solving skills and make connections between mathematics and its applications. These 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 Science Program is guided by the principle that all students have the opportunity to develop scientific literacy. Students who are scientifically literate possess a thorough knowledge of science and its relationship to technologies and society and are able to engage in analytical discourse about science and technology-related issues. Students in the science program benefit from the diverse learning experiences that enable them to explore, analyze, explain and interpret the interrelationships among sciences, technology, society and the environment.

Learning about science also provides a framework for students to understand and interpret the world around them to become productive members of society. 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 secondary 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 as well as a heightened awareness of the role of science in responding to technological, social and cultural advances in a dynamic world.

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.

Physical Education and Health

The Alberta Physical Education Program aims to develop student's 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.

Career and Technology Foundations (CTF)

The Alberta CTF Program builds student understanding of the world around them as they explore their interests and passions to learn about the various career opportunities, occupational area skills, knowledge and technologies. As students engage in hands-on challenges, they develop social/interpersonal, life and work skills. Student-focused challenges often bring together literacy, numeracy and competences through an interdisciplinary approach.



Art

The art program at TIS aims to enhance students' understanding and appreciation of art. Students acquire proficiency in the understanding and interpretation of visual stimuli by using traditional and contemporary tools, materials and media.

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. Music education at TIS concentrates on the cultivation of musical skills, knowledge and perception. Studies have shown that music education can contribute to the total development of the individual.

Drama

Drama is a learning and teaching medium where students can express themselves emotionally, intellectually, physically, imaginatively, aesthetically and socially by giving form and meaning to experience through "acting out". Drama can help nurture positive self-concepts in students 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 students develop their linguistic abilities. The program aims to cultivate students' communication, intercultural and strategic skills as well as enhance their cultural understanding and awareness.

In high school (Grades 10 to 12), students may continue their Mandarin studies if desired. Students in the fluency-based Mandarin class learn traditional characters while students in the second language program learn simplified characters. Occasionally teachers will offer additional language lessons as an extra-curricular activity.



Division Four (Grades 10 to 12)

At TIS, we believe that a student who is encouraged and motivated to view learning as a lifelong and exciting process will be equipped to meet the future educational challenges they will face, make a living for themselves and make a difference to others. A creative, talented and caring faculty understands and supports the development and growth that our students are experiencing physically, socially, emotionally and academically.

TIS and the Alberta High School Diploma

TIS is proud to offer the Alberta High School Diploma program for students in Grades 10 to 12. High standards are expected of all graduating students and the curriculum requires students to develop higher order thinking and learning skills.

Our high school program prepares students for success in post secondary education and life as an adult. The rigorous curriculum offers opportunities to explore subjects in depth in preparation for success in universities and colleges. A strong emphasis is placed on critical thinking and developing the ability to appropriately question established norms while developing and questioning their own positions as well. 99% of our graduates have received offers of admission from more than 300 universities around the world, including highly ranked schools such as Oxford, Purdue, University of Washington, University of Michigan, Kings College London, Imperial College London and Hong Kong University of Science & Technology.

Alberta High School Diploma Graduation Requirements

Alberta has requirements that students must meet in order to earn their high school diploma. In addition, students who are planning on attending university will need to take additional courses in order to meet university and specific post-secondary program entrance requirements for Alberta students (for admission, all TIS students are considered Alberta students).

The Alberta High School Program has two levels for some core subjects - Dash 1 and Dash 2, with Dash 1 being the more rigorous of the two options. Some universities require Dash 1, while others do not. It is important to enroll in the most challenging program and to achieve the highest possible results at TIS for top universities.

Students must successfully complete certain courses and earn a minimum of 100 credits. Of the 100 credits students need to earn a diploma, approximately 58 credits will be earned through mandatory courses, which are English Language

Arts, Mathematics, Science, Social Studies, Physical Education and Career & Life Management. Students will choose additional core and/or optional courses needed to earn the remaining credits. At TIS, we offer a variety of optional courses including Mandarin, Music, Art, Drama, Psychology, Sociology and Economics.

TIS and the International Baccalaureate (IB) Diploma Programme

TIS offers the IB Diploma Programme (IBDP) as an option to our Grade 11 and 12 students. The IBDP is an intensive 2-year academic program that will be offered concurrently with the Alberta Diploma program. Students will have the option of completing the full IB Diploma Programme or IB Courses in specific subject areas. The IBDP is a rigorous, internationally recognised program 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 certificate or the full IB Diploma.



Secondary Assessment and Reporting

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. High School students whose average is above 95% are designated as Scholars.

Awards

Each year, 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

Grade Level

TIS strives to place students with 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 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 students.

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

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 the course to earn the credit. Students need to earn a 65% in order to continue to the next level of the course. If a student does not earn 65% in Dash 1 courses (eg. 10-1), they will need to enroll in the Dash 2 courses (eg. 20-2) for the following year.

Appendix

Secondary School Daily Routines

Attendance

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

It is the student’s responsibility to inform all of his or her teachers of any upcoming absences. Parents are required to notify the Secondary School Office on any day their child is not able to attend. 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.

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.

Secondary School Hours

	Monday , Tuesday, Thursday, Friday		Wednesday (TAP Day)
Advisory Period	9:00 – 9:15	Advisory Period	9:00 – 9:10
Period 1	9:15 – 10:35	Period 1	9:10 – 10:20
BREAK	10:35 – 10:50	BREAK	10:20 – 10:30
		TAP	10:30 – 11:10
Period 2	10:50 – 12:10	BREAK	11:10 – 11:15
LUNCH	12:10 – 12:50	Period 2	11:15 – 12:25
Period 3	12:50 – 2:10	LUNCH	12:25 – 1:05
BREAK	2:10 – 2:15	Period 3	1:05 – 2:15
		BREAK	2:15 – 2:25
Period 4	2:15 – 3:35	Period 4	2:25 – 3:35

Pick-up and Drop -off

Students are expected to be prepared and in their first class by 9:00a.m.

Lates and Leaving Early

Late students must sign in at the Secondary School Office prior to going to class. Three lates will be considered an unexcused absence, and will be dealt with accordingly. If a student must leave before the end of school, he or she must sign out at the school office as well. The student should bring a note from home or the school will contact the home to ensure that the parents have given permission for the student to leave early. Upon receiving permission, the student will sign out in the school office.

Lunch

Students in Grades 7 to 12 eat lunch in the multi-purpose room (MPR). Secondary students may also eat lunch in the outside student areas. Students may bring a bag lunch or can 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 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.

Breaks

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



School Rules

Student Responsibility

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

Closed Campus

TIS is a closed campus. Students are not allowed to leave the schoolyard during school hours unless accompanied by a teacher or signed out by a parent/guardian.

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. The TIS “Think Digital” Laptop Program requires each student in grade 7 - 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.

Lockers

TIS provides each student with a secure locker for their personal belongings. 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. All lockers include a power bar and charging station.

Language Use

Students are expected to speak English at school, including lunch and break times, as it is the language of inclusion for all students. We would like to see all students improve their English communication skills. Issues with non-compliance will be referred to a Secondary School administrator.

Elevator Use

Students may not use the elevator. Students with disabilities or injuries may request an elevator pass from the school office. Grades 10-12 students can request an elevator pass from the Secondary Vice Principal.

Uniforms (Grades 7 to 12)

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. Jackets, sweaters, pants, skirts, dress shirts and shorts must be those issued by the school uniform supplier or the athletic department. Other clothing brands are not acceptable.

High School PE Uniform

All secondary students are required to wear their dress uniforms everyday. They must change into their PE uniform for PE class.

Enforcement

Uniform policy will be enforced during school hours or when students are on the school premises (unless specific activity permits).

School Uniform (Grades 7 – 12)		
	Dress Uniform	PE
For Boys	Red cardigan/sweater/knitted vest TIS red/grey fleece jacket Red or black Tigers hoodie TIS white long/short-sleeved shirt Charcoal trousers/shorts 100% black dress shoes White or black socks	Grey sweat pants Red short-sleeved polo White short-sleeved polo Grey sweat shorts Running shoes White or black socks
For Girls	Red cardigan/sweater/knitted vest TIS red/grey fleece jacket Red or black Tigers hoodie White long/short-sleeved TIS shirt Charcoal trousers/shorts/skirt Black or skin-tone tights with skirt 100% Black dress shoes White or black socks Hair accessories are to be plain red, white or black	

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

Student Discipline

We use a 3-category approach to student discipline. The teacher corrects most student behavior in the classroom. This would be a Category 1 offence. Category 2 offences may be accumulated Category 1 offences. Category 3 offences are ones that are directly referred to administration.

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

All students eat lunch at school. 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 Gibbon, 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 Secondary Library is open from 8:00a.m. to 5:00p.m. The library provides areas for students to work individually and meet with peers. Computer and printer access is available at all times. The library staff are happy to help students locate and use resources for study purposes, as well as locating books to meet individual interests.

The library will be closed when library staff are unavailable or if there is a meeting in the library. 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.

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.



School Store

Backpacks, hats and uniforms may be purchased at the school store located in North Wing Room 1540. TIS Tigers' Apparel 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 and 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. 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 direct 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 online at on our school website or at the school office.

Student Services

Academic Counselling

The Academic Counselling office is here to support students and parents as they work towards university and career goals. At the Academic Counselling Office, we assist the 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. Our senior students are beginning to think further into the future, most specifically about post-secondary education. There are a large number of colleges and universities that welcome graduates from TIS and we strive to make sure our students find the best place to further their studies.

Our office has a library of resource materials available to parents and students, in both paper and electronic format. These include such things as university calendars through to preparatory material for SAT tests. We organize and host post-secondary evenings where parents and students have the opportunity to talk directly with representatives from many different universities and colleges.

Counselling Services

Counselling is provided to enhance students' self-efficacy, ability to cope with daily stress, self-empowerment and positivity to life. We also help students to improve interpersonal relationships and facilitate better emotion regulation. In addition, counselling and consultation are also provided for parents. We are fluent in English, Cantonese and Mandarin. Students should make an appointment prior to establishing visits with the counsellors during academic time.

Homerooms

Each student is assigned a homeroom teacher advisor. Students meet with their advisors on a daily basis to disseminate information and check-in with each student. It is highly recommended that the students take this time to write down their homework, 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 Advisory Programme (TAP)

The Teacher Advisory Programme (TAP) is built on a framework of support for all secondary school students. The TAP is taught as a dedicated block during the school day each week as an integral part of building student character and a sense of self. Strands taught include Academic Honesty, Relationships, Emotional Health, Wellbeing, Digital Citizenship, Social Media Awareness, Altruism, Leadership and Personal Growth. TIS recognises the importance of laying the foundations in order for all students to be successful.

In order to ensure that the teachers can develop nurturing and caring relationships, there are dedicated times of the weekly schedule which allow for the direct teaching of personal, social, and emotional education. Homeroom periods of 15 mins 4 times a week support and extend the advisory program allowing teachers the time to get to know their students and to develop warm and nurturing relationships with each individual student.

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 house teams will compete against each other in various competitions.

Extra Curricular Activities

Extra curricular activities are a fun and important part of a holistic school experience. TIS provides many opportunities for students to get involved in arts, athletics, and clubs. The school offers three different extra curricular sessions. Sign up opportunities are available online before each session. Many outside agencies also provide additional activities at or near our school. These are listed with the Athletic Department.

ASSET (After School Secondary English Tutoring)

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.

ASMaT (After School Math Tutoring)

ASMaT is an after-school math tutoring program 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.

Secondary Student Council

The goals of the TIS Student Council include developing leadership skills, promoting school spirit and school community and supporting the local community through fundraising activities.

Telephone

Students may ask to use the phone in the main office. Mobile phones are not to be used during class time.

Home and 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 email regularly.

Google Classroom

Teachers create classes in Google Classroom and post announcements, share resources and assign homework. Students can view announcements and assignments, take part in online discussions and submit homework in Classroom. Grade 7 to 12 teachers also share digital copies of textbooks with students which eliminates the need to carry heavy textbooks to and from school. Parents can choose to receive weekly email updates from Google Classroom; all they need to do is supply an email address to their child's homeroom teacher. Access Google Classroom at:

<https://classroom.google.com/>



Gibbon

Secondary students and parents may use Gibbon to access student schedules, assignments, marks and report cards. In addition, sign ups for Extra Curriculum Activities, sports and Parent-Teacher Interviews are done via Gibbon. For help logging in, please contact the help desk at helpdesk@tis.edu.mo. Access Gibbon at: <https://gibbon.tis.edu.mo>. Parents can attain a Gibbon ID at North Wing main office.

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](#) to receive the latest TIS news and events.

Curriculum Night

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

Report Cards

Secondary students receive four report cards per year.

Parent/Teacher Interviews

There are two scheduled parent/teacher interviews during the school year. They are usually held in November and April when parents and teachers meet to exchange information about the students and parents are informed of recent progress. All secondary parent/teacher interviews are done on a scheduled 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.



Additional Parent Information

Field Trips and International Trips/Experience Week

Throughout the year, students will go on numerous field trips. These trips are selected based upon their curricular relevance, feasibility, and opportunity and developmental level. In addition to local field trips, the students in Grades 7-12 participate in Experience Week. Students in Grades 10-12 will be able to choose from a variety of local and international trips, internships, and work experience opportunities. Additional costs associated with Experience Week are not covered in the regular tuition fees.

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.

Parent 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.

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.





The International School

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