



The International School
OF MACAO | 澳門國際學校

SECONDARY STUDENT HANDBOOK 2024-2025

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WELCOME TO TIS

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

MISSION STATEMENT

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

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

學校使命

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

VISION

**Courage to innovate,
Passion to pursue excellence,
Character to embrace challenges.**

敢於創新，勇於超越，迎接挑戰



CORE VALUES



At TIS, we strive to ensure that our mission, vision and core values are at the heart of everything we do. We are committed to living our mission and honouring the continual learning of our school community.

We are determined to continue meaningful learning on diversity, equity and inclusion. As a school, we are committed to creating a diverse, equitable and inclusive environment where all feel safe to be themselves and feel valued in their school community.

To be inclusive, we recognise that we will accept and celebrate differences including differing cultures, nationalities, sexual orientations, languages spoken, genders, race and ethnicities, religions, and differing abilities (neuro-diversity and physical ability).

SECONDARY SCHOOL DAILY ROUTINES

| Monday, Tuesday, Wednesday, Friday | | Thursday (TAP Day) | |
|------------------------------------|---------------|--------------------|---------------|
| Homeroom | 8:50 - 9:00 | TAP | 8:50 - 9:25 |
| Period 1 | 9:05 - 10:10 | Utility | 9:25 - 9:55 |
| Period 2 | 10:15 - 11:20 | Period 2 | 10:00 - 11:05 |
| Period 3 | 11:25 - 12:30 | Period 3 | 11:10 - 12:15 |
| Lunch | 12:30 - 1:20 | Lunch | 12:15 - 1:10 |
| Period 4 | 1:20 - 2:25 | Period 4 | 1:10 - 2:15 |
| Period 5 | 2:30 - 3:35 | Period 5 | 2:20 - 3:25 |

HOMEROOM ADVISORY PERIOD

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

TEACHER ADVISOR PROGRAMME (TAP)

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

TRANSITIONS

Secondary students are expected to move efficiently through the hallways in order to arrive on time for their next class. Mobile phones and earphones are not permitted during this time.

LUNCH

Secondary students may eat lunch in the multi-purpose room (MPR), they may also utilise the round tables outside the MPR and in the Tiger Bites area. Students are not allowed to eat lunch in classrooms, hallways, or other unsupervised areas unless given permission to do so. No laptops are to be used in the MPR or at the picnic tables outside the MPR at lunch. Students may bring a packed 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 after finishing their food. If a student forgets their lunch, it may be dropped off at the office.

Grade 7 - 10 students are not allowed to leave the school campus at lunch to eat elsewhere. Grade 11 and 12 students are allowed to eat lunch outside school provided they stay on MUST campus.

Note: TIS is a “Nut Aware” School

Student safety is always our first priority. Some of our students have severe allergic reactions to nuts. Some classrooms may be classified as “nut-free” if there is a child in the class with nut allergies. Parents will be made aware if their child’s class is a “nut-free” classroom and will be asked to refrain from sending peanuts (or other nuts) to school with their children.

CLOSED CAMPUS

TIS is a closed campus. Students are not allowed to leave the school campus during school hours (except Grade 11 and 12 students for lunch) unless accompanied by a teacher or signed out by a parent/guardian. Additionally, students from other schools are not permitted on campus unless they are here for a school activity or if they have permission from the Principal or Vice-Principal.

ATTENDANCE

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

It is the parent’s responsibility to inform the school of any upcoming absences. Given sufficient time, if teachers are informed by parents and approached by the student, they will be able to provide the necessary work. Notes about absences should be shown to the Secondary Office and directly to each teacher.

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 and further consequences.

Students who leave school early, or are unable to attend for part or the whole day due to illness will not be permitted to participate in any TIS-sponsored extracurricular activities happening after school hours.

If there is a concern about attendance, the school may ask for a doctor certificate in order to excuse a medical absence.

All students are expected to attend school during the final examination period at the end of the school year. Students absent from final examinations without a reasonable excuse will receive no credit for the final examination and this will impact the final grade for the course. If excused for medical reasons, a doctor’s certificate must be provided. For any students who miss a final examination due to a medical or school-approved reason, a make-up day will be organized by the Vice-Principal and the classroom teacher. All students are required to attend this make-up examination day in order to receive credit for the course. If a student misses a Grade 12 Diploma exam, they may be deferred to the next examination period.

Students who are present and punctual are more likely to be successful in school and beyond. Students in Grades 10 to 12 who accumulate a significant number of absences (excused or unexcused) in any one course may be withdrawn from the course. Teachers cannot accurately assess students who are not in class. It is an expectation that there is open communication between the school and parents with regards to a student’s regular attendance.

Attendance Requirement:

In order to be promoted to the next grade level (grades 7-12), students must maintain an overall attendance rate of 80% or higher during the current school year. This is also a requirement to participate in the Graduation Ceremony and Grade 9 Banquet. If attendance drops below 85%, a parent meeting will be arranged to discuss possible interventions.

Mitigating circumstances, such as extended illness, family emergencies, or other extenuating situations, will be considered by the Principal on a case-by-case basis. Students facing such circumstances should communicate with the school administration as soon as possible to discuss their situation.

The school recognizes that perfect attendance is not always possible, but maintaining a high level of attendance is critical for student success and ensuring they are prepared for the transition to the next grade level or, for graduating students, post-secondary education. We encourage all students to prioritize their attendance in order to complete their studies and, for those in their final year, celebrate their graduation.

LATE ARRIVALS / EARLY DEPARTURES

It is the parent/guardian's responsibility to notify the School of any late and absenteeisms. Notices must be reported directly to either the Secondary Executive Assistant or the TIS Main Office. This can be done via email to absentee@tis.edu.mo or by phoning +853 2853 3700. A voice message (in English or Chinese) can be left if a staff member cannot be reached.

The following information is to be included in the message:

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

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

Turn Around Time

All students who are late to school without an excused absence will be required to serve a turn-around session after school the following week. The duration of the turn-around session will be 15 minutes for each late arrival that week. For example, if a student is late to school 3 times in one week without a valid reason, they would need to serve a 45-minute (3 x 15 minutes) turn-around session that week. This turn-around time will provide an opportunity for the student to make up for the lost instructional time and reflect on the importance of being on time. The goal of this policy is to encourage reliable and on-time arrival at school, while also providing reasonable consequences and opportunities for students to make up for late arrivals.

EARLY DEPARTURES

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

STUDENT BEHAVIOUR & CODE OF CONDUCT

The School believes that good student behaviour is a necessary condition for a safe and effective learning environment. Therefore, there are guidelines for behaviour. These guidelines are based upon the consideration of safety, respect for others, and the provision of an environment conducive to learning and personal growth.

STUDENT RESPONSIBILITY

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

Students of TIS are expected at all times to

- Treat all school staff, fellow students, parents and members of the community and guests of the school with courtesy and respect.
- Display a spirit of honesty, integrity and responsibility.
- Comply with the school rules and policies, and make efficient use of their school time.
- Refrain from disruptive behaviour that would deny any other student the opportunity to obtain the full benefit of their education experience.
- Attend school/classes regularly and punctually.
- Be neat and clean in appearance and dress in a manner that is appropriate to the standards of the school and community.
- Refrain from smoking, vaping, or the use/possession of tobacco products or alcohol while on school property or while attending school-sponsored events.
- Not use and/or be in possession of illicit narcotics/drugs or weapons at school, or at a school-sponsored event (these are strictly prohibited and may involve the authorities).
- Refrain from the use of improper, profane or obscene language.
- Respect the rights of others.
- Refrain from the willful destruction, damage or loss of school property or the property of others.
- Arrive at school/class ready to learn, with the required equipment/materials (e.g. laptop, PE uniform, books etc.).
- Complete all schoolwork and assignments on time and to the best of their ability.

STUDENT DISCIPLINE CONTINUUM

TIS follows a 3-category approach to student discipline.

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

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

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

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

Here are some more specific examples of how the Student Discipline Continuum policy could be implemented at TIS (these are not exhaustive lists):

Category 1 Offences (Examples):

Arriving late to class without a valid excuse
 Using a cell phone or other electronics during instructional time
 Refusing to follow teacher instructions or classroom rules
 Minor disruptive or disrespectful behaviour toward peers or staff

Potential Responses (Examples):

Verbal warning from the teacher
 Temporary removal from the classroom activity
 Teacher-student conference to discuss expectations
 Parental contact and documentation

Category 2 Offences (Examples):

Repeated Category 1 offences despite interventions
 Bullying, harassment, or intimidation of another student
 Truancy or excessive unexcused absences
 Vandalism or intentional damage to school property
 Violation of Academic integrity

Potential Responses (Examples):

Referral to school administrator for investigation
 Parent-teacher-administrator conference
 In-school suspension, detention, or behaviour report/contract
 Restorative justice measures, such as restitution

Category 3 Offences (Examples):

Chronic Category 2 offences with no improvement
 Bringing a weapon, drugs, or alcohol to school
 Severe physical altercation or assault on another student
 Threatening the safety of teachers, staff, or the school community

Potential Responses (Examples):

Immediate administrative intervention and investigation

- Out-of-school suspension pending a disciplinary hearing
- Recommendation for expulsion, in accordance with policy
- Referral to local law enforcement, if appropriate

Please note that these are just examples, and the specific responses will depend on the details and context of each incident. The school retains discretion in determining the appropriate consequences based on the Student Discipline Continuum.

RESPONDING TO BULLYING

Bullying is defined as “repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation“ ([Alberta Government](#)). At TIS, any form of bullying - physical, social, emotional, online, cyber or other - is not tolerated. Students are strongly encouraged to be upstanders rather than bystanders and to report any form of bullying immediately to a member of staff. A report can be lodged to inform the Administration of any concerns or incidents by completing the [Confidential Bullying Report Form](#) found on the TIS webpage at <https://tis.edu.mo/people/students> (Quicklinks => Students => Web links => Bullying Reporting Form).

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

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

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

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

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

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

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

ACADEMIC INTEGRITY

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

LANGUAGE USE

It is highly recommended that students only speak English at school except when they are in Mandarin or French classes, including during lunch and break times. The purpose of this is to encourage students to improve their English skills through its practical application. Additionally, English is the language that is 'common' to ALL students; we are an 'inclusive' school, so our goal is to include everyone because we are all speaking the same language.

TIS DIGITAL RESPONSIBLE USE POLICY

TIS supports the use of information technology for learning. Members of the TIS community are required to act ethically and responsibly in their use of technology and social media when such use relates to or may impact the school and its members. It is expected that the values of respect, fairness, responsibility and honesty are always demonstrated in communications and actions.

Digital citizenship is a high priority for our school. Students are expected to utilize the available technology in a responsible manner. Tech-based indiscretions, which include the inappropriate use of social media (on and off-campus) are taken very seriously and may have significant consequences.

All electronic devices should be used to promote genuine learning, research and positive communication. Devices should be used at the appropriate time, with the teacher's permission. They should not be a source of distraction or disruption of the teaching-learning environment. When not required by a teacher, personal electronic devices are to be kept out of sight and turned off.

Devices must not be used to cheat, endanger or violate another person's reasonable expectation of privacy. The taking of images without a person's permission is not permitted. All students are expected to complete a [Responsible Use Agreement](#) at the beginning of each academic year.

The School recommends that students who live in or are frequent visitors to Mainland China should make appropriate arrangements that allow them to access apps and tools used for school work.

MOBILE PHONES

As per our [Mobile Phone Policy](#), mobile phones are to be turned off and kept in lockers during class time. However, individual teachers will determine if and/or when mobile phones will be used in class for educational purposes. The use of mobile phones is not permitted during class unless permitted by the teacher. Students can use mobile phones during lunch break only. If a student violates the mobile phone policy, the consequences are as follows:

1st offence: mobile phone will be taken to the respective Elementary/Secondary school office and may be collected by the student at the end of the school day.

2nd offence: mobile phone will be taken to the respective Elementary/Secondary school office and may be collected by the student's parent/guardian at the end of the school day.

3rd offence: mobile phone will be taken to the respective Elementary/Secondary school office and may be collected by the student's parent/guardian after 5 school days.

All violations will be documented in Gibbon.

LAPTOP COMPUTERS

The TIS "Think Digital" Laptop Program requires each student in Grade 7 to 12 to bring an approved laptop to school each day. The Macbook and the Chromebook are the two approved devices for this program. The program allows for increased access to technology that will directly benefit students' learning by allowing for more engaging and diverse teaching to occur. I pads are not recommended as they cannot print on the school network and they do not meet the specification requirements for some courses.

OTHER ELECTRONIC EQUIPMENT & VALUABLES

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

LOCKERS

All secondary students are issued a locker and strongly recommended to use a combination lock. Students are not to decorate the outside of lockers. Students should not keep valuables in unlocked lockers. Lockers should be locked and the combinations should be kept confidential.

The school may search lockers at any time and the school will not be responsible for lost or stolen items.

ELEVATOR USE

Students may not use the elevator before, during or after school hours. Students with disabilities or injuries may request an elevator pass from the Secondary School Office. A note from a doctor may be required.

ACADEMIC REQUIREMENTS

One School, Two Diplomas: Options for TIS Students

All students who attend TIS are enrolled in the Alberta High School Diploma programme. Students who take the Full IB Diploma Programme and are in good academic standing may be exempted from meeting Alberta graduation requirements. With this in mind, four high school options are available to TIS students:

- Full IB Diploma,
- Alberta Diploma and the Full IB Diploma,
- Alberta Diploma with selected IB courses,
- Alberta Diploma only (enrolled in IB courses).

Both the Alberta and IB courses are delivered concurrently, so students who choose one of the IB options may earn credit towards both diplomas.

Student Eligibility and Prerequisites for the Full IBDP

Since the IB Diploma Programme is a rigorous academic programme, students must meet certain eligibility requirements Grade 10 before they can enrol. The goal is student success, so TIS strives to assist students in choosing the option that provides the greatest opportunity for them. Students must demonstrate the necessary aptitude, work ethic and previous academic results before they will be considered for admission into the IBDP. These requirements are listed below.

Grade 10 students who are interested in the Full IBDP must:

- Complete all prerequisite courses in good standing
- Earn a minimum grade of 3 in all of the prerequisite courses for each of their IBDP Standard Level course selections
- Earn a minimum grade of 5 in all of the prerequisite courses for each of the IBDP Higher Level courses
- Demonstrate they are meeting school expectations in their Approaches to Learning (ATL)
- Students make the decision to enrol in the Full IBDP when registering for their Grade 11 courses. This usually takes place in April of their Grade 10 academic year.

PROMOTION

Teachers shall advise students of appropriate course levels to help students be successful. Students in Grades 9 to 12 should consult with their Academic Counsellor to determine appropriate courses based on post-secondary options. Students who do not receive a passing mark in a course (or a passing blended mark for courses with diploma exams) shall not receive credits for that course and will need to re-take that course to earn the credit. Teacher recommendations regarding the appropriate level of course for the following will be taken into consideration.

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

ACADEMIC EXPECTATIONS

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

SECONDARY ASSESSMENT POLICY

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

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

Missed Summative assessments

Summative assessments are evaluations that measure a student's mastery of the key learning objectives for a course. These may include tests, projects, essays, presentations, or other comprehensive assignments that demonstrate the student's understanding of the material. Formative assessments provide ongoing feedback to students and teachers, helping to monitor students' progress and understanding throughout the learning process. They allow educators to adjust their teaching methods and enable students to identify areas needing additional support. Ultimately, formative assessments contribute to students' academic growth and success.

Students are expected to attend all scheduled summative assessments, such as tests, exams, and major projects. However, the school recognizes that illness can sometimes prevent a student from being able to complete these important assessments. If a student misses more than three or more summative assessments across all of their classes due to illness or any other reason, the school will require a doctor's note to be provided. This doctor's note should confirm that the student was too ill to attend the assessments on the dates they were missed. Without a valid doctor's note, any summative assessments missed beyond the three allowed absences may result in a grade of zero being assigned. The school's goal is to support students in completing their required coursework, but also maintains academic integrity by ensuring summative assessment guidelines are followed. Students or parents should communicate promptly with teachers and the administration if an extended illness causes multiple summative assessment absences.

Minimum Summative Assessments per Semester

In addition to the attendance requirements for grade promotion and graduation, all students in grades 7-12 must complete a minimum of 3 summative assessments per semester and a minimum of 2 formative in each class. For semester 2, this includes the final exam.

Completing a minimum of 3 summative and 2 formative assessments per semester ensures that students have multiple opportunities to showcase their knowledge and skills. This helps provide a more well-rounded evaluation of their academic progress throughout the course.

Students who do not meet the 3 summative assessment minimum may be at risk of not meeting the learning outcomes for the class, which could impact their ability to be promoted to the next grade level or graduate. If extenuating circumstances arise that prevent a student from completing the required assessments, they should communicate with their teacher and school administration as soon as possible.

Retake Procedures

At TIS, we believe that assessments are critical opportunities for students to demonstrate their learning and mastery of course content. It is important that students take these assessments seriously and prepare thoroughly to ensure they can accurately showcase their knowledge and skills.

For subjects in the following departments:

Mathematics

Science

English Language Arts & MLE

Humanities (Social Studies, Business Studies, Economics, History, Global Politics)

Languages (Chinese, French)

To support student learning and growth, we are implementing a cumulative end-of-semester retake test. This test will cover the material from the entire semester and can be used to replace the student's lowest grade in the course. This cumulative test can only be used to replace a mark for a test, not a project.

The cumulative retake test will be scheduled during class time in the final weeks of each semester. The test must be added to the assessment calendar.

The lower summative assessment that this cumulative test will replace will receive a grade of N (for "not included") in the student's final grade calculation. The new cumulative assessment will take its place.

All students will be required to take the cumulative retake test (All tests at all grade levels should be completed before final exams start). If a student is absent for the test, they will not be given the opportunity to take the test. If a student is not successful in the cumulative test for grade replacement, it will still be marked as an "N" in the markbook. However, if the student's score on the cumulative test is higher than their lowest summative grade, that lower grade will be replaced in the final grade calculation.

If a student's course includes an internal final exam, that final exam will be used instead of the cumulative retake test for semester 2. The final exam grade would then replace the student's lowest summative assessment in semester 2.

However, for IB and ABED diploma courses, the external IB or ABED exams cannot be used as a retake. Instead, for those classes, teachers must arrange the cumulative retake test to be administered during regular class time.

This procedure aims to give students an opportunity to demonstrate their cumulative learning and potentially improve their overall course performance, while still maintaining the integrity of the summative assessments throughout the semester.

For subjects in the following departments:

Arts (Art, Drama, Music)

CTS & CTF (MTM, Design, Computer Science, Robotics, Set Design, Outdoor Education,)

Students who are in Arts, CTF and CTS classes will not receive a retake but can receive an extension of a summative. If the student needs an extension, they will come in for 1 hour each day until they have handed in their summative. Students may also re-hand in a project to try to demonstrate their improved efforts towards mastery.

For PE & Health:

Students can submit additional video evidence to demonstrate their learning for a PE unit or they can resit 1 Health test. If a student chooses to submit video evidence, a template will be provided by their PE teacher.

Grade 12 Students:

Grade 12 students who wish to take the cumulative retake test must do so before the first week of May. This earlier deadline ensures that final grades can be submitted and processed in a timely manner for graduation requirements and post-secondary applications.

All Other Grades:

Students in grades 7-11 must take the cumulative retake test before the first week of June. This deadline allows for the processing of final grades before the school year ends.

We believe these procedures will foster a culture of academic excellence, personal responsibility, and continuous improvement.

HONOUR ROLLS and SCHOLARS

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

GRADE POINT AVERAGE (GPA) CALCULATION

GPA is an average that is used to calculate your overall academic success. Since different courses at TIS have different time and academic requirements, they are not calculated by a direct average or mean.

In Grade 10-12, we use a weighted GPA calculation to determine students' academic performance. All Alberta Education (AB) courses are weighted equally based on their credit value, IB Courses are weighted according to their level. IB Standard Level (SL) Courses are weighted equal to their co-credited AB course. IB Higher Level (HL) courses receive an additional 20% weighting. Please note that Locally Developed Courses (LDCs) which are awarded as additional co-credits for IB courses, are not included in the GPA calculation.

In Grades 7-9, a student's GPA is weighted according to the length of the course. Full-year courses are weighted 100% and semestered Courses are weighted at 60%.

AWARDS

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

PLACEMENT POLICY

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

CLASS LISTS

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

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

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

SCHOOL UNIFORM

The apparel a student wears to school is meant to contribute to a positive learning environment. Students are expected to wear shirts and black shoes at all times. Jackets, sweaters, shirts, trousers, skirts and shorts must be those issued by the School uniform shop or the Athletic Department. Hoods must remain down in all learning environments and hats should not be worn inside unless for health or safety reasons or for religious purposes. Appropriate clothing for physical education classes is required and teachers may also require specific clothing for practical activities in the arts.

Each month students are permitted to wear theme-specific clothing on Dress Down Days. Students are expected to continue to contribute to a professional learning environment on these special days as well. Acceptable dress down attire includes clean, non-ripped jeans, khakis, shorts or skirts, t-shirts or sweaters and closed-toe shoes. Unacceptable items include excessively short, tight or revealing clothing, clothing containing inappropriate logos or language, and any item that could be considered a distraction or safety hazard. If the school administration deems certain attire as inappropriate, the student will be required to change. Students who do not follow the dress down day expectations may lose the privilege of participating in future dress down days.

UNIFORM POLICY

At TIS, we believe that wearing a uniform promotes a sense of unity, discipline, and pride among our students. This policy outlines the steps we will take to enforce the uniform policy and record incidents related to non-compliance. Our goal is to maintain a positive learning environment where all students adhere to the uniform guidelines.

A school uniform is compulsory for all students. The uniform policy is to be enforced during school hours or when students are on the school premises (unless specific activity permits). All TIS uniform items must be purchased from the TIS uniform shop.

PE UNIFORM

All secondary students are required to wear their dress uniforms during the school day and change into their PE uniforms for PE class. Students should change into or out of their PE uniform during transitions or lunch, immediately before or after PE class and not remain in it all day. Students that are not in the correct uniform will be sent to the Secondary office to call home and request the correct uniform to be brought into school.

| GRADE 7 TO 12 SCHOOL UNIFORM | |
|------------------------------|---|
| DRESS UNIFORM | TIS White Long / Short Sleeved shirt + Charcoal Trousers / Shorts / TIS Skort / TIS Skirt (with inner shorts) + 100% Black Shoes + White / Black Socks OR Black / Skin-Tone Tights Hair accessories are to be plain Red, White or Black |
| PE UNIFORM | TIS Red / White Short Sleeved Polo / Black TIS Tigers T-Shirt + Grey / Black P.E. Shorts + Grey Sweatpants + White / Black Socks + Running Shoes |
| OUTERWEAR | TIS Red Cardigan / Sweater / Knitted Vest OR TIS Red / Grey Fleece Jacket OR Red or Black Tigers Hoodie |

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from [our website](#).

If students are not wearing the correct uniform, the following steps will be taken:

All incidents related to uniform non-compliance will be recorded in Gibbon. This will ensure accurate documentation and easy access to information for relevant stakeholders.

Warning and Secondary Intervention:

- a. When a student is found to be in violation of the uniform policy, the secondary teacher will issue a verbal warning and inform the student of the violation.
- b. The secondary office will contact the parents' to bring a uniform for the student.
- c. The incident will be recorded on Gibbon, including relevant details such as the date, time, and nature of the violation.

Reflection Time and Secondary Intervention:

- a. If a student continues to disregard the uniform policy, the secondary teacher will provide a designated reflection period for the student to contemplate their actions.
- b. The secondary office will contact the parents' to bring a uniform for the student.
- c. The incident will be recorded on Gibbon.

Parent Meeting and Secondary Intervention:

- a. In the event of repeated uniform violations, a meeting will be scheduled with the student's parents or guardians to discuss the issue and find a resolution.
- b. c. All details of the meeting and subsequent actions will be recorded on Gibbon.

If the aforementioned interventions and deterrents do not rectify the uniform violations, potential responses could include:

- Referral to school administrator
- Parent-teacher-administrator conference
- In-school suspension, detention, or behaviour report/contract

The uniform policy and incident recording procedures outlined above are designed to ensure that TIS maintains a consistent and orderly learning environment. By adhering to these guidelines, we aim to foster a sense of responsibility, professionalism, and cooperation among our students.

HEALTH & SAFETY

FIRST AID

A nurse or first aid attendant is on staff during regular school hours. If a student is injured or feels ill, they will be taken to the First Aid Office. An assessment will be made and treatment provided as necessary. Parents will be notified if the illness/injury warrants examination by a doctor and/or the student needs to leave the school early.

ROAD SAFETY

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zebra crossings) at all times. Drivers are reminded to practise extra care, drive slowly, and follow the directions given by staff directing traffic flow.

SCHOOL SERVICES

TECHNOLOGY

TIS students are fortunate to have access to some powerful digital tools for learning. These tools are used in many ways and for many different purposes. We have interactive whiteboards, Apple TVs, iMacs and laptops; we use Google classroom, Gibbon, WordPress and Google Drive; students use video and photography, animation and stop motion techniques; they research and present; create and share; work in classrooms, in labs and are mobile.

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

LIBRARY

The Secondary Library is open from 8:00 a.m. to 5:00 p.m. and provides areas for students to work individually and meet with peers.

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

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

Parents may sign up for a library account and are welcome to use both the secondary and elementary libraries before 8:30 a.m. and after 3:00 p.m. There is a parents' section in the Elementary Library with materials that may be of particular interest to parents.

FOOD SERVICE

The School has hired a commercial food service provider that 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. For details, please click [here](#).

SCHOOL STORE

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

LOST & FOUND

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

TRANSPORTATION

SCHOOL BUS

TIS has arranged for door-to-door service provided by a reputable company, at reasonable rates, paid directly by families using the service. [Registration forms are available on the school website](#) or in the school office.

DROP OFF & PICK UP

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

TIS staff members in hi-visibility vests will be directing traffic during morning drop-off and afternoon pick-up; please follow their directions at all times to ensure the safety of TIS students, parents and staff.

PARKING

To ensure the safety of all students, parents are asked to adhere to the following guidelines:

1. Please refrain from double parking on campus.
2. Utilise parking spots available on campus.
3. Follow the instructions of our dedicated staff members who assist with traffic management.

In case of parking violations, Campus Security reserves the right to issue warning and/or to apply wheel clamps. Vehicle owners will be responsible for fees and fines.

ENTRANCE & PARKING PERMITS

All vehicles entering the MUST campus must display a MUST entrance/parking permit. TIS provides one permit per family free of charge. [Forms are available on our school website](#) or at the school office.

STUDENT SERVICES

STUDENT SERVICES DEPARTMENT

The main role of the Student Services Department is to act on the student information provided by teachers so that students can be fully assisted and supported in their academic, social and emotional wellbeing while at TIS. Students are welcome at any time to access the services provided by the Student Services Department located on the 3rd floor of the South Wing.

PERSONAL COUNSELLING

Counselling is provided to enhance students' self-efficacy, ability to cope with daily stress, self-empowerment and positivity in life. Counsellors also help students to improve interpersonal relationships and facilitate better emotion regulation. In addition, counselling and consultation may also be provided for TIS parents. Our counsellors are fluent in English, Portuguese, Cantonese and Mandarin. Students should make an appointment prior to establishing visits with the counsellors during academic time. All students will be assigned a counsellor when they enter Middle School.

All grade seven students are assigned a guidance counsellor. The counsellors will be available to meet with each student in September and are available anytime to assist students and their families with academic, social, and emotional needs. Counsellors are available to help all secondary students. The QR code in the student agenda can be used to book an appointment.

ACADEMIC COUNSELLING

The Academic Counselling office supports students as they work towards university and career goals. The Academic Counsellors assist students in selecting their courses for each school year, making sure they have the correct prerequisites that will allow them to complete their studies and graduate with an Alberta High School Diploma or an IB Diploma Programme Diploma. Parents are encouraged to be active participants in the discussion around academic and future planning.

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

In their final year at TIS, grade twelve students will be supported as they apply to

- a minimum of six universities in at least two different countries.

EXTRA-CURRICULAR ACTIVITIES (ECA)

Extra-curricular activities are a fun and important part of going to school. TIS provides many opportunities for students to get involved in arts, athletics, and clubs. The school offers three different ECA sessions. School-run activities are generally free of charge, activities that require materials may incur a small additional cost. Sign-up forms are done online via Gibbon.

There are also outside agencies who provide additional activities at or near our school, additional costs for these activities are arranged directly with the provider. These are listed with the Athletic Department.

AFTER SCHOOL SECONDARY ENGLISH TUTORING (ASET)

ASET club is an after-school program designed to assist language learners in small group settings. If ASET is offered, English as an Additional Language (EAL) students are required to take ASET if they do not take an EAL class within their daily schedule.

AFTER SCHOOL SECONDARY MATHS TUTORING PROGRAM (ASMT)

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

HOME & SCHOOL COMMUNICATIONS

EMAIL

Each student is provided with an email address for educational purposes through Google. Google Apps also provides online tools such as word processing and document storage. Students are expected to check their school email regularly.

GIBBON

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

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

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

GOOGLE CLASSROOM

Google Classroom is an alternative online learning environment utilised by Grade 7 to 12 teachers. The login information is the same as the student's TIS email account. Access is through classroom.google.com.

TIS SOCIAL MEDIA PAGES

At TIS students and parents can stay connected and informed of School events via our social media platforms. Below are some recommended social media addresses to follow.

Facebook

The International School of Macao
@TISMacao

TIS Academic Counselling
@CounselingTIS

TIS Tigers
@tistigers

TIS Alumni
@MacaoTISAlumni

Instagram

The International School of Macao
@tismacao

TIS Academic Counselling
@tisacademiccounselling

TIS Tigers
@tistigers

TIS Volunteer Team
@tisvolunteer

TIS Visual Arts
@tis_visualarts

LinkedIn

The International School of Macao
@TISMacao #TISMacao

WeChat

@TISMacao #TIS Macao

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

NEWSLETTERS

TIS publishes an online newsletter, *TIS Times*. The newsletter is used to inform parents of school functions and plans, feature student's accomplishments, and as a community notice board for items pertaining to TIS and its families. Subscribe [here](#).

CURRICULUM NIGHT

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

REPORT CARDS

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

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

PARENT/TEACHER CONFERENCES

There are two scheduled Parent/Teacher conferences during the school year. The conferences are usually held in November and April when parents and teachers meet to exchange information about the children, and parents are informed of recent progress. All secondary school parent/teacher conferences are scheduled through "Meet the Teacher" and are held in the teachers' classrooms. **Unless otherwise stated, students should accompany their parents to the Parent/Teacher conferences.** Parents can request interviews with their child's teachers even if a teacher has not requested a meeting.

ADDITIONAL MEETINGS

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

OTHER USEFUL INFORMATION

FIELD TRIPS & INTERNATIONAL TRIPS

Throughout the year, students will participate in numerous excursions away from the TIS campus. These trips are selected based on their curricular relevance, feasibility, opportunity, and developmental level.

EXPERIENCE WEEK

Participation in all aspects of one of the Experience Week programs is an expectation for all students in Grades 7 to 12, with the highest level of student behaviour expectations held. Students are expected to conduct themselves in a mature, responsible, and respectful manner throughout the entire Experience Week program. This includes adhering to all school rules and policies, as well as following the instructions and guidance of the supervising teachers and program organisers.

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

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

HOUSE TEAMS

All students at TIS are assigned to one of four house teams (Dragon, Lion, Panda, and Phoenix) in order to help boost school spirit and achieve goals. During different house team events throughout the year, the four different teams will compete against one other in various competitions. Students are encouraged to wear their House Team shirts during these events. Replacement shirts can be purchased at the Uniform Shop.

INCLEMENT WEATHER POLICY

The school’s first priority when dealing with inclement weather will be the safety and well-being of students, staff, and parents. Further information is available on the school website at <https://tis.edu.mo/services/school-policies-and-procedures> or at the school office.

Please note that TIS follows the DSEDJ-approved procedures for rainstorm warning signals.

| Rainstorm warning | Procedure |
|--|---|
| Yellow signal | All classes run as normal |
| Red or Black Signal If issued between 6:30 - 9:00 am | Classes suspended for Kindergarten, Grades 1-6 all day. Classes are suspended for Secondary in the morning only. |
| Red or Black Signal If issued between 11:30 am - 2:00 pm | If there has been class suspension in the morning, afternoon classes will also be suspended. If classes were in session in the morning, afternoon classes would continue. |

Please note that even though DSEDJ guidelines are to suspend afternoon classes when a Red/Black Rain signal is hoisted between 11:30 am - 2:00 pm, **TIS will continue to run classes as normal** if students were in attendance for the morning.

SECURITY

TIS welcomes parents and community members to be involved at the school. For the sake of security, TIS families must register for a Parent ID badge to wear when staying in the school, while other visitors are required to sign in at the Security Counter to obtain a Visitor ID badge. Visitors must return the ID badge prior to leaving.

TIS receives many additional visitors during the course of the year. TIS staff supervise school tours for government officials, prospective families, and educational partners. Students who are not from TIS are not allowed on campus without prior approval from the administration.

PARENT VOLUNTEERS

Parents are invited to take an active part in the educational process of their children. Parents may volunteer on an occasional or regular basis and staff will be happy to describe the opportunities available for volunteers. Homeroom teachers coordinate the volunteers within their own classrooms. Volunteering is an excellent way to experience and contribute to TIS educational programs. Parents who volunteer for extended times are given a Volunteer ID badge to assist with security.

SCHOOL CONTACTS

| | | |
|--------------------------------------|-----------------|--|
| Head of School | Lorne Schmidt | lorne.schmidt@tis.edu.mo |
| Principal, Secondary School | Dominic Masters | dominic.masters@tis.edu.mo |
| Vice Principal, High School | Ryan Connolly | ryan.connolly@tis.edu.mo |
| Vice Principal, Middle School | Sarah Ogamien | sarah.ogamien@tis.edu.mo |
| IB Diploma Coordinator | Jody Hubert | jody.hubert@tis.edu.mo |
| Academic Counsellor | Doina Tonner | doina.tonner@tis.edu.mo |
| Academic Counsellor | | tiscounselling@tis.edu.mo |
| Designated Safeguarding Lead | Gareth Owen | gareth.owen@tis.edu.mo |
| CAS Coordinator | Richard Welford | richard.welford@tis.edu.mo |
| Athletics Director | Merrill Ross | merrill.ross@tis.edu.mo |
| Secondary Executive Assistant | Vanessa Wong | vanessa.wong@tis.edu.mo |

CONTACT US

General Inquiries Email: info@tis.edu.mo

Admissions Email: admission@tis.edu.mo

Telephone: (853) 2853 3700 Fax: (853) 2853 3702

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

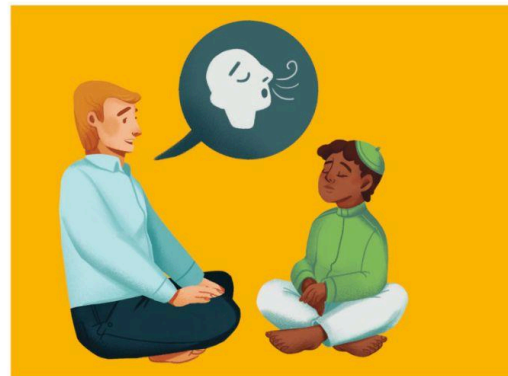


Manage your MENTAL HEALTH

Want to speak to a
counsellor?

What do I need to do?

If you would like to talk to a counsellor, please scan the QR code with your mobile device below. A counsellor will be in contact with you shortly.



Private &
confidential.