



# Primary Parent Student Handbook TEDA International School 2016-2017

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Revised July, 2016



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# Forward by Primary Principal

Dear Parents,

We hope that you will find this publication useful. As you read through you will begin to understand a little of how our school works and what makes it run smoothly day by day. You will see that your child's health, safety and educational experience are of paramount importance to us.

Our students come to us from over twenty different countries, all with varying education systems. The system we have established at TIS may be different from the one in your home country but it is based on proven, sound educational principles. Our aim is to provide a top quality education in an International setting which will serve to enable our students to become Global Citizens. Teda International School provides a unique opportunity for families of diverse cultural and national backgrounds to associate and foster the tolerance and cooperation that must become the hallmarks of a global culture.

We believe that the role of the parent is an integral part of this experience since it is the parent who is a child's first teacher. It is hoped that the information in this handbook will encourage you to support our school and hence your child. We are willing and eager to work with you to ensure a worthwhile and enjoyable educational experience for everyone concerned.

If you have questions, problems or concerns, feel free to contact the Primary School Office at (86) (22) 6622 -6157/8 X 6505 or via email at [infoprimary@tedais.org](mailto:infoprimary@tedais.org)

Sincerely,

Yvonne Williamson

# T.I.S Philosophy

Teda International School is founded on the basic principle that education is both a means of realizing individual potential and a powerful force in the transformation of society. Our students are regarded as mines rich in gems of inestimable value. At Teda International School, we believe that education alone enables the individual to manifest his or her innate treasures, and enables mankind to benefit there from. Each child is acknowledged to be fundamentally a social being capable of harmonious interaction with others. We embrace the concepts that all people are worthy and deserving of respect, regardless of native origin, socio-economic status, or ethnicity, and that students achieve a sense of self-worth and fulfillment by becoming interconnected, capable, and contributing members of society. The ESLRs (Expected School-Wide Learning Results) are the foundation of our school's educational philosophy.

## T.I.S Mission

The TIS mission is to develop global citizens within our culturally diverse community through a multifaceted program developing scholarship, leadership, character, and service to others.

In order to successfully accomplish this mission, TIS students will work to accomplish the school-wide learning goals.

## Accreditation

An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Accreditation indicates that a school meets or exceeds criteria for the assessment of institutional quality.

Teda International School receives accreditation from the Western Association of Schools and Colleges (WASC) as well as the Council for International Schools (CIS).

# Virtues and Character Development

TIS Expected School Learning Results are an integral part of the school ethos. TIS students represent their home and their cultural community. The ESLRs are the building blocks of our school. They are *Good Character* Students will have an increased ability to demonstrate human qualities and virtues; *Global Citizenship* Students will act for the good of the planet and humanity; *Communication* Students will express ideas effectively and pay considerate attention to the ideas of others; *Creativity* Students will demonstrate imagination to make or do something original; *Critical Thinking* Students will demonstrate curiosity and a willingness to question in order to further understanding; *Problem-Solving Ability* Students will investigate problems from several angles to come up with the best solution; *Knowledge-Seekers* Students will be self-directed, enthusiastic and engaged learners who desire knowledge.

In the Primary Department, the ESLRs are presented in conjunction with the Virtues Project; a U.N. recognized program employed in schools around the world that focuses on character development. Each month a particular ESLR and virtue is highlighted, and across the school teachers and support staff look for opportunities to reinforce this virtue by recognizing when students exhibit exemplary or virtuous behavior. Students from K-5 are given "virtue leaves" which they stick on their classroom tree. At the end of each month, TIS Primary celebrates an assembly that focuses on the ESLR and virtue of the month. We encourage parents to support these values in the home and to come and join us for our end of month assemblies.

In this way, all students from K-5 develop an awareness of the ESLRs. In addition, the ESLRs are introduced within the classroom in a format that is age appropriate. During the school year, the students will participate in many activities that build character and promote service for the good of the community.

Our goal is that all our students will be responsible, respectful and positive, both in school and off campus.

<i>Assembly</i>	<i>ESLR</i>	<i>Virtue</i>
August	Good Character	Friendliness (Be Positive)
September	Good Character	Respect (Be Respectful)
October	Good Character	Responsibility (Be Responsible)
November	Creativity	Courage
December	Communication	Courtesy
January	Knowledge Seekers	Enthusiasm
February	Problem Solving	Perseverance
March	Critical Thinking	Self-discipline
April	Global Citizenship	Service with compassion
May	Global Citizenship	Unity
June	Global Citizenship	Unity

## **A. GENERAL INFORMATION**

### **PARENTAL INVOLVEMENT**

Parents are the number ONE support in educating children. We believe that your children will progress best when we work together. We ask that parents support the philosophy of the school. Teda International School encourages parents to take an active role in the development of school policies and activities, whenever possible, and to foster a rich learning environment in the home. Your child's teacher will work hard to understand the various cultural backgrounds of the students, and to reinforce, wherever possible, family values, while broadening the outlook and experience of students and their families.

We would ask that parents please follow the parent protocol outlined below. In this way you will contribute to the smooth running of our school.

### **PARENT PROTOCOL**

It is expected that parents will observe the following:

- Report to the office on entering the property. If parents have a message for their child, it will be delivered at the first opportunity. Classes should not be disrupted once in session. **At no time should a Parent or Guardian enter the classroom without permission.**
- Drop children in the mornings as per the individual classroom procedure and leave promptly. Entering the classroom at this time is not encouraged. There will be many opportunities for you to share in classroom activities and discussion throughout the year.
- Ensure that your child is aware of dismissal arrangements particularly if there is a change and ensure that you are here on time if the child is to be picked up.
- Seek assistance from your child's teacher in the first instance should you have any concerns, before requesting an interview with the Primary Principal.
- Inform the school immediately if there is a change of circumstances, telephone number, cell phone number or address.
- Ensure as far as possible that absences from school for any reason other than medical are kept to a minimum. The classroom teacher will **only** provide work for a child who is absent for medical or unusual family circumstances.
- Support the school Homework Policy.
- When volunteering, respect the need for confidentiality regarding issues involving other children.

- Contribute to the morale and unity of the school community by being a positive spokesperson for TIS and by actively discouraging the destructive influences of slander, gossip and back-biting.

## **PARENTS AND FRIENDS ASSOCIATION (PFA)**

Parents and teachers are automatically members of our PFA, but anyone who is interested in invigorating our school family and in building community spirit in the Teda area is welcome to introduce themselves to the school community and apply to play an active role in the PFA. At TIS, the PFA has built a proud history within our school and traditionally is very active. The PFA is the main venue through which parents contribute to the vitality of the school community, and participate actively in making TIS a "community school." Five representatives of the PFA are voting members of the school Steering Committee which is responsible for recommending and reviewing school policy. Please contact the school office for more information.

## **COMMUNICATION WITH FAMILIES**

In order to keep TIS parents informed about school and community issues and events a weekly newsletter will be sent home every Wednesday. TIS also has a website ([www.tedais.org](http://www.tedais.org)) where this bulletin, the Parent-Student Handbooks, and other important school-related information can be found. In addition, parents may be contacted through letters, and e-mails.

To help in the communication between the school community and the school, every effort will be made to ensure letters sent home from the school's administration will be provided in the languages spoken by the majority of our community.

Parent Liaisons for each main language group at each grade level provide the opportunity for close connections between the different cultural groups in our school community.

## **PARENT PRESENTATIONS**

Throughout the year, TIS Primary will host a range of presentations for parents on a range of topics to do with child development, adjustment and learning. You are invited to suggest topics of interest to the Primary Office.

## **PHONE CALLS**

Primary students are discouraged from having personal phones at school. In the case of an emergency, the classroom teacher or Primary Office will assist the student to make any necessary phone calls. All other emergencies regarding student welfare will be handled by the classroom teacher, guidance counselor or the primary principal.

## **VOLUNTEERS**

Volunteers are always needed and welcome for a variety of purposes, including helping out in the library, reading with students, supporting language learners, and helping out with classroom activities, clubs and co-curricular activities. If you are interested in assisting at the school, please call the primary office at 6622-6157 x6505 and leave details. Your help will be greatly appreciated.

## **INCLEMENT WEATHER AND SCHOOL CLOSING**

Sudden or planned school closure will be indicated on the school website. [www.tedais.org](http://www.tedais.org) and also via the emergency parent phone tree.

In cases of extreme weather (pollution or seasonal) during school hours ECA and Primary students will be kept inside for recess and/or lunchtime, where they will be supervised by their teacher, or may participate in a variety of activities such as craft, construction games, sport, art etc. The younger children play on the indoor play structure in the cafeteria, (Pre-K to K) with an adult supervisor.

## **ATTENDANCE AND TARDINESS**

Punctuality and regular attendance are expected as a tangible demonstration of respect for teachers and classmates. It is imperative that students arrive at the classroom in time for the opening activities which begin immediately after the 8:00 arrival. It is very disruptive for a teacher and students to have to stop to welcome late-comers into the group.

Morning attendance is recorded before 8:15am. Students who arrive later than 8:00am will be considered tardy and will be asked to sign in at reception.

Parents of students who plan to miss more than five (5) consecutive school days must inform the administration a week in advance. Teachers may be asked to prepare homework assignments in advance of excused absences. Teachers are not responsible for preparing make-up assignments, tests, exams etc. for unexcused absences.

Parents are advised that TIS is a closed campus, and students may not leave during the school day. Students will not be dismissed from school early for any reason unless the student's Principal has been informed and received permission from the parent/guardian. All medical, dental and legal appointments or family responsibilities should be arranged for after school hours whenever possible. Holiday time should be arranged according to the school calendar, which is available from the Office or on the school website, [www.tedais.org](http://www.tedais.org)

## **LOCKERS AND BACKPACKS**

Primary School students have cubbies or lockers to store outdoor clothing etc., but most belongings, notebooks, etc. are kept in the classrooms. Outdoor clothing, umbrellas and backpacks can be left outside the classroom on the shelves and hangers provided.

## **VISITORS**

All visitors to the school must pass through the front office, sign in and receive a visitor's pass. Casual visitors are discouraged as their presence may disrupt the daily programs. However, the primary department welcomes outside visitors to the school who are able to contribute to the program in some way. Prior permission is granted by the Primary principal in collaboration with the relevant classroom teacher.

## **FIELD TRIPS**

Field Trips are school events organized by the teachers to supplement, expand and enhance classroom instruction. All school rules apply on Field Trips. Students must have written parent permission to attend the field trip including a signed code of conduct. All students participating in a field trip must ride the bus from and to school. Parents are welcome as chaperones. We limit the number of parent chaperones to 1 per 5 students. Also, we ask parents to confirm their participation in a field trip with the classroom teacher in advance. The classroom teacher will distribute specific guidelines for chaperones prior to a field trip.

In most cases ELC students will participate in field trips with their corresponding grade level.

## **BUS SERVICE**

T.I.S runs a bus service for the convenience of students. Buses make one pick up in the morning and two after school 3:15pm and 4:15pm. Students will need a bus pass before they can ride the bus. These cards are issued through the Finance and Transport offices on the ground floor of the Administration building.

Safety is of paramount importance so students will only be allowed off the bus at their designated home stop. All students are required to wear safety belts in the bus, and must remain seated at all times when it is moving. A polite and courteous manner is expected from bus students. Failure in this regard may result in a student being barred from riding the bus.

## VALUABLE POSSESSIONS

The school is not responsible for lost or stolen articles. **Valuable possessions must not be brought to school.** Toys, electronic devices such as mp3 players, and other unnecessary items should also be left at home. Provisions have been made for storing students' personal property in the PE area during PE classes/extracurricular activities.

## RESOLVING ISSUES

If an issue or dispute arises and the parent has talked with the teacher(s) and the issue has not been resolved, s/he should then make an appointment to talk with the Principal. Making an appointment allows the teacher and Principal to prepare for the conference and prevents disruption of class. Parents are respectfully reminded that they are discouraged from interrupting class routines or delaying the beginning of morning classes to speak with a teacher about important issues.

If the matter is not resolved following the steps described above, the Headmaster may then be contacted.

## AFTER SCHOOL CLUBS

After School clubs and activities provide our students with an opportunity to experience new and different sports and skills they may not encounter in the regular school program. They also create a stronger sense of community as the activities are based on the facilities provided by Teda and the school. The residents of Teda are made more aware of the facilities available to them by these clubs and parents are always happy to have their children involved in a fun activity that continues the learning process.

The main impetus behind the after school programs are the staff members and parent volunteers who give freely of their time and energy. Every year we have over 20 clubs each term and the students are always keen and interested in participating. Some examples of after school clubs that have run in the past have been basketball, volleyball and soccer clubs (not to be confused with middle school or high school *teams*), sewing, swimming, chess, sports, story-art, volleyball, cooking, ice-skating, taekwondo, and dance. Club that are held off campus (swimming) or which have a professional coach will usually incur a fee. Individual music and dance lessons are also offered and information about cost is available from the office.

Any parent who has a special skill is welcome to offer a club after discussion with the Primary Principal.

A list of the available clubs will be circulated at the beginning of each Semester and students will be encouraged to sign up for those they wish to attend in consultation with their parents. Since there is a cap on the number of attendees for some clubs, students will not always be able to attend their first choice.

## **B. UNIFORMS AND APPEARANCE**

Students should be aware that when they are wearing the school uniform they are representing the values and expectations of TIS, and as such should conduct themselves according to the highest standards of courtesy, integrity and social responsibility.

T.I.S has a school uniform which all Primary students are required to wear during school hours and for special school events. The basic uniform (different for Primary and High School) can be purchased upon enrolment or on Orientation Day. Additional pieces may be purchased from the TIS Store, allowing enough choice that everyone should feel comfortable. P.E. uniforms may ONLY be worn on P.E. days.

Students must wear the uniform when representing the school.

Students may wear **Dragon House shirts** each Friday (Dragon House Day) throughout the year and for other designated days as requested.

### **UNIFORMS**

#### **Shoes:**

**Boys** may wear running shoes, black walking shoes or boots in school colors. Sensible, black or brown, buckled sandals may be worn in the warmer months. Slippers may be worn in the classroom at the request of teachers.

**Girls** may wear running shoes or closed flat (heels no higher than 3cm) close-toed walking or dress shoes, or boots in colors that match the uniform. Sensible, black or brown, buckled sandals may be worn in the warmer months. Slippers may be worn in the classroom at the request of teachers.

#### **Socks/stockings:**

Socks may be white, black or dark green, of any length, but may not be patterned. Girls may wear solid black, white or dark green tights or skin tone stockings.

#### **Jewelry:**

Jewelry must be conservative and modest. Any jewelry that could cause potential injury is not permitted. Hoops or earrings that dangle more than 2.5 cm are not permitted. Plain studs and sleepers are permitted.

**Hair:** 'Fad' hairstyles, haircuts and unnatural hair colouring are not permitted.

Hair should not hide the eyes.

**Coats, Hats, Gloves and Scarves:**

These are outdoor wear, and may not be worn inside the classroom. Scarves and head coverings may not be worn in class unless required by a student's religion or culture.

**P.E. UNIFORMS**

All students in grades K-5 have P.E. class twice a week. For the safety and comfort of students, we require all students to wear athletic shoes in the gymnasium. Students may purchase P.E. uniforms from the TIS Store. The P.E. uniform consists of 4 pieces - a t-shirt and shorts for summer, or sweatshirt and sweatpants for winter. PE uniforms may ONLY be worn on P.E. days.

## **C. THE LEARNING ENVIRONMENT**

### **PRINCIPAL**

The Primary Principal is responsible for the administration of the Primary School. Her duties include the development and overseeing of policies, rules, programs, and procedures. The Primary principal also has responsibility for the pastoral care of all students and will be a member of the Student Support Panel. She also works to solve conflicts or problems, and students are encouraged to seek her counsel. If a student has a conflict with a teacher, he or she should try to resolve the issue with the teacher first. If the problem cannot be resolved at this level, the Principal or guidance counselor should be consulted.

The Primary Principal will meet with students, parents, and teachers as soon as possible, however, to facilitate this process you are encouraged to make an appointment through her secretary. When doing so, please inform the secretary of the reason for your visit so that the Principal can be provided with whatever records or information may be necessary prior to the meeting.

### **CLASSROOM TEACHERS**

The most important person for Primary School students is the classroom teacher. The teacher is professionally trained, and because of the time spent with students he or she is the most accurate source of information about the child's progress. She/he is responsible for the daily management of the class, planning lessons and delivering the curriculum, ensuring that school policies are followed, assessment and reporting. The classroom teacher is also responsible for the emotional, social and academic welfare of the students in his/her class.

Parents who have questions or concerns about any area of their child's school life should make an appointment to see their child's teacher. Appointments with teachers must be made through the Primary Office on 6622-6157/8 x6505.

### **ENGLISH FIRST**

Teda International School has an "**English-First**" policy. This requires students to use English as the number one language of communication while they are on school grounds. The policy applies to all students on school property and on school-sponsored activities. This is the foundation of our identity as an international school. Teda International School teaches all its classes (except Chinese, Korean and Spanish) in English. Another equally important reason for this policy relates to the fact that with a multi-national student body, English is

the only language that all students have in common. Speaking English is therefore a powerful tool in unifying the school and ensuring that no one is left out in class, at lunch, or on the playground.

Primary School students who are unwilling to support this policy will receive an appropriate consequence:

- On the first and second occasions there will be a verbal warning by a teacher.
- On the third warning, the student will be sent to the Principal and will participate in an English conversation group either at lunch time or after school.

## CODE OF CONDUCT

To ensure that a positive learning environment prevails in our school it is expected that students will:

- Bring with them to class, all the equipment needed to do their work, such as planners, books, notes, paper, calculators, pencils, pens, etc.
- Place litter in appropriate receptacles: recycling bins for paper and plastics, garbage bins for everything else.
- Remember that chewing gum is not allowed.
- Remember that mobile (cell) phones, electronic game devices, mp3 players and the like should not be used inside the school buildings unless permission has been given by a teacher. The school does not take responsibility for any loss.
- Respect school property, the school uniform, employees and one another.
- Walk inside the school building.
- Use a quiet speaking voice in public areas.
- Honor the code of conduct

## SCHOOL HOURS AND CALENDAR

The school day for students is from 8:00am to 3:05. Classes in the Primary School and ECA follow a regular 5-day rotation, and students spend the entire day with their class teacher, except for some specialty subjects. All students have a 20 minute recess mid-morning, and a 50 minute lunch break.

The regular school year is 182 days (divided into two semesters of two terms each). The school calendar may be found online at [www.tedais.org](http://www.tedais.org). School

holidays, parent meetings, report cards and other important information are listed on the school calendar and it should be referred to regularly. While every effort is made to avoid changes to the calendar, this is sometimes necessary, and notification will be made in the weekly bulletin or by a letter sent home. It is important that students make sure these and all such school notices reach their parents/guardians. Information regarding the school community or changes to the calendar are regularly updated on the school website.

## **TEXTBOOKS, WORKBOOKS AND OTHER SCHOOL SUPPLIES**

The school provides students with all textbooks, novels and workbooks required for the year, but these materials remain the property of the school. It is expected that the non-consumable materials will be returned in good repair at the end of the school year. Damage to or loss of any of these items will incur a charge including shipping and customs fees.

The school supplies all students with the following basic materials: folders, notebooks, and an assignment book. All other supplies must be purchased by the student at the TIS Shop or local stores. A list of required supplies for each grade level is available from the office or the classroom teacher.

## **HOMEWORK**

Teachers assign homework with great care in order to reinforce skills previously taught, foster habits of independent study, and meet the needs of individual students. In addition to regular assignments, each student should spend a minimum of half an hour each night studying, speaking, reading or writing English (or watching appropriate English TV or movies!) Parents are strongly encouraged to read to their younger children, either in English or their native language. A copy of the Primary Homework policy is available on TIS website.

## **LIBRARY USE**

As a community school, TIS recognizes that it is not always easy to find suitable English reading material in Teda, and so makes its library resources available not only to students and staff, but to their families as well during the hours of operation listed below. All those who wish to borrow from the library will be issued a photo library card. No materials may be removed from the library without being properly checked out by the librarian. All books must be returned in good condition by their due date or no later than one week before the end of school. Charges will be levied for lost or damaged books.

No food or drink is permitted in the library.

When returning books, they should be placed in the box marked for returned books. They should not be left on the counter. Students should NOT re-shelve books. Books which have been used in the library should be left on the tables for re-shelving by the librarian.

The library is a place for quiet study. Soft voices are used at all times so others are not disturbed. Our library times are as follows:

Monday - Thursday 7:45 am - 4:30 pm

Fridays 7:45 am - 4:00 pm

### SCHOOL INTERNET USE

The T.I.S campus has been set up for Wi-Fi internet availability as an integral part of its learning program.

Students will participate in projects using the internet in a directed manner to support curriculum and research activities. They may use the internet to locate materials to meet educational requirements. Users will also be able to access a variety of information including news resources, information databases.

T.I.S believes that the benefits of having access to the internet are valuable for both educators and students. Among the vast resources on the internet are some materials that are not suitable for school-aged children. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of network access and may lead to other disciplinary actions.

Users cannot:

- Use the network for commercial or for-profit purposes.
- Participate in harassment, discriminatory remarks, and other inappropriate behavior.
- Use the network to access or create obscene or pornographic material.
- Use the network for any illegal activity, including violation of copyright or other contracts.
- Damage computer, computer systems or computer networks.
- Invade the privacy of other network users.
- Gain unauthorized access to computer networks, resources or materials.
- Download programs, music or videos.

- Use real-time chat programs like MSN.

Failure to abide by these rules may result in appropriate disciplinary action by the school.

Parents and/or students are required to sign a "Computer Use Agreement" when they enroll.

## **BIRTHDAY PARTIES/INVITATIONS**

Birthday celebrations are encouraged at TIS however it is expected that parents will consult with the individual classroom teachers well in advance to arrange a suitable day to bring cake or treats to share during morning or lunch recess or after school hours (4pm Monday, Tuesday, Thursday, Friday; 3pm Wednesday). Please note that this might not necessarily be on the birthday date. Students are discouraged from bringing invitations for distribution at school unless either the whole class is invited or it is limited to one gender. It can be very hurtful to a young student if they are one of the few who might be excluded. Birthday celebrations will not be held during class time.

If birthday parties are held after school hours, the organizer is responsible for:

- Requesting permission from the Primary Office prior to the event
- Making sure that school rules are followed
  - No children in 'off limits' areas (see section on student safety)
  - No student access to indoor playground
- Ensuring that student behavior is respectful of each other and the environment
- Cleaning up after the event, both indoors and outdoors

## **D. HEALTH AND SAFETY**

### **HEALTH**

It is expected that parents will complete a student health questionnaire upon admission. Any illness or condition which could impact learning must be disclosed including any prior learning difficulties. Any changes (e.g. New allergies, surgery or illness) should be reported to the school immediately.

Parents are encouraged to ensure that students follow a healthy life style; sensible eating, enough rest and plenty of exercise. These are all considered important contributors to the acquisition of learning. Should teachers identify a student who is inattentive in class due to lack of sleep, he/she will be sent home.

General norms of cleanliness, paying particular attention to hair, nails, and clothes are required. Information on these health topics, including puberty education (upper primary), will be covered in an appropriate way in health classes.

For student well being TIS recommends that all students have an annual physical exam performed by their physician for eye sight, hearing, and TB skin test for exposure to Tuberculosis. Admission to TIS is not dependent on student immunization history but we recommend that students be immunized to Hepatitis A, Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella (chicken pox), Meningococcal, and Encephalitis.

Early in the school year, students in grades K-5 will visit the school nurse for a simple physical exam. This does not replace the recommended annual physical exam by a licensed physician. Parents will be informed by letter if there are any abnormal findings and recommended to consult their child's physician.

Early in the Flu Season (October or November) TIS First Aid Clinic will invite the Western Hospital to supply and administer the Flu Vaccine to students, staff or their families on the TIS campus. The cost of this service will be set by the Western Hospital.

### **AIR QUALITY INDEX (AQI)**

TIS has established procedures to follow on days when the Air Quality Index (AQI) is at an unhealthy level. On days when AQI readings are above 200 (180 in the ECA), outdoor play will be restricted and all physical activity will be moved indoors (communicated via email). If readings reach more hazardous levels of 300 or above (above 280 in ECA), outdoor play will be prohibited and rigorous physical

activity will be strictly limited. These procedures are designed to protect student health and are consistent with the established procedures at other international schools in Tianjin and Beijing.

## **ILLNESS AND INJURY**

If a child is unwell at school and unable to fully participate in the day's activities, they will be taken to the nurses clinic for a rest. After 1 hour, the child will either rejoin the class or the parents will be asked to collect the child. Exceptions are in the case of vomiting or fever, when parents will be asked to collect their child as soon as possible from the nurse's office.

**UNDER NO CIRCUMSTANCES** should a student with a fever (Temperature >37.8 degrees), a suspicious rash/spots, a common cold (i.e. sneezing, coughing, runny nose) or vomiting and diarrhea **BE SENT TO SCHOOL** as other healthy students and staff members may be made ill. Students displaying any of the above mentioned symptoms will be sent to the school nurse and their parents will be contacted immediately.

A student who is not well enough to participate in **ALL** of the day's activities, including PE and outside play **SHOULD STAY HOME**.

A student who has had an ongoing fever must be "fever free" and have a normal temperature of 37 degrees or lower for at least 24 hours before returning to school.

The administration should be informed **IMMEDIATELY** if a child is kept at home with a contagious illness. The administration should also be informed any time a child is not coming to school.

A student who is taking antibiotics for an infection **MAY ONLY RETURN TO SCHOOL 24 HOURS AFTER TAKING THE INITIAL DOSE**.

Antibiotics and other long term medications (ADHD) will be administered by agreement with the school nurse.

If a child requires other types of medicine during school hours we suggest that they do not attend school until they have recovered fully. Special needs cases can be discussed with the Primary Office..

Students are not permitted to bring to school or to self-administer any medications.

Emergency medications, such as asthma pumps and EpiPens, will be kept in a secure place in the student's home room under the supervision of the teacher.

Any child who is injured during the course of the day will be taken to the school clinic to receive treatment. For basic injuries such as bumps and grazes, students will be treated and will return to class, and parents will receive an injury report after school. In the case of injuries to the head or injuries that could potentially result in a broken bone, parents will be phoned as soon as possible so that they can be part of the ongoing decisions regarding treatment.

## **LUNCH AND SNACKS**

The school provides a full service cafeteria with both full-meal and a la carte options for lunch. Recess snacks are available for grades 4-5. Lunch cards are pre-loaded. Food purchases are not available using cash. Loading of cards may be done at lunch time or after school. As these cards are valuable, teachers will take care of cards for K-3 students; Students in grades 4-5 must be responsible for their own cards. Families will be charged a nominal fee for replacement cards if they are lost or stolen.

Students are also welcome to bring their own lunches and a recess snack. Teacher will ensure that students have time for a snack to be eaten before, during or after recess. Lunches which are delivered to students from home each day must be clearly labeled with the student's name and grade, and left with the Reception before 11:30 at which time they will be taken to the cafeteria for pick up by the students.

Parents are discouraged from coming to supervise their own child at lunchtimes on a regular basis. Lunchtimes are an opportunity for students to socialize in a more informal setting and to develop independence. The children will be supervised by teacher who will ensure that lunches are eaten properly and that cafeteria rules are observed.

TIS Primary is committed to providing healthy options for snacks and for lunch in conjunction with NutriFoods, our cafeteria provider. We welcome visits from parents to provide continuing and constructive feedback to Ms. Jenny, the cafeteria liaison person.

Students are expected to behave courteously to cafeteria staff. Students should put away their own trays and clean up after themselves before they push in their chairs and leave the cafeteria. Students should bring a cup or thermos to school for their use each day. The school provides bottled water coolers for drinking

water. Many teachers also allow students to have snack at some point during the day. Parents are asked to abide by the teachers' recommendations for students' snacks. Chewing gum is not permitted anywhere on school property. Students are reminded that the "English First" policy applies throughout the school day, including lunch and recess.

## STUDENT SAFETY

### A. During School hours.

Teachers are responsible for the safety and well-being of the students from the time they enter the school until they leave, unless otherwise arranged with the administration. Occasionally non-teaching chaperones and adult volunteers will be given limited responsibility for a particular event.

It is important that TIS is a safe environment for all students, and high priority is given to supervising students for the entire time they are on campus. For this reason, certain areas are "off-limits":

- The roofs of each building
- The area behind the dormitory blocks, primary buildings and pump house.
- Any classroom, library and art rooms, unless a supervising adult is present or arrangements have been made with a teacher.
- The gym, unless a supervising adult is present
- The indoor play structure in the cafeteria is off-limits except to students in K and under, with adult supervision
- The ECA (white fenced) area of the playground is off-limits except to students in K and under, with adult supervision
- The play equipment outside the white fenced area of the playground is off-limits to students below K
- Any area other than the delineated pedestrian zones in front of the school gates, unless getting into or out of a vehicle

Duty rosters are arranged for bus, morning, recess, lunch and after school supervision. All staff members are expected to work together to maintain school discipline at all times on the school grounds. A nurse is available in the school Clinic throughout the day.

Students participating in sports or other school events involving travel will be brought back to Teda for pick up unless confirmed parental permission has been received beforehand.

The Office will be notified of any primary students registered in an after-school club or sports activity who fail to show up, so that these names can be checked against attendance records and parents can be notified if necessary.

#### B. Arrival and Dismissal.

The school is responsible for students from 7:45 a.m. - 3:05 p.m. each school day, unless the student is attending a school-sponsored club, activity or sports event, when they may be on campus until the end of the activity usually 4:00pm. After that, unless a special event is being hosted by the school, no supervision is available.

Students should not be dropped off at the school before 7:45, as supervision is not provided until then. The guards will keep the gates closed until 7:45, when students will be permitted into the school grounds. Lower Primary students (K - Grade 2) will line up outside the Primary building and wait for their teacher or TA; Upper Primary students (Grade 3-5) may enter at 7:55. Students are not permitted in the hallways or classrooms until that time. However, on days that are unusually hot, wet or cold students may wait in the entry foyer of each of the Primary Buildings until 7:55 after which time they may enter their classrooms.

At 8:00am, when the bell for homeroom sounds, the gate will be closed, and all students who arrive after this time must enter the school through Reception.

All Parents of students, who show a TIS identity card, may bring their child in through the gates and take them to their class. All other parents must sign in through the reception.

After school, students who are not attending clubs or special activities are expected to leave the school grounds promptly. Students in grades 4-5 may walk home or take taxis as arranged by parents, but Primary grades K-3, may not go home unescorted and will only be released to the custody of a designated adult (who may be required to show identification). Grades 1-3 will be dismissed by the teacher or TA from in front of the Primary buildings. K students will be picked up by the parent or designated adult directly from inside the classroom at the end of the school day (3:05pm).

All primary families will be issued a TIS identity card with their child's photo on it and will be required to show it or sign in through reception to be admitted on the campus. The card may be given to whoever is authorized to pick up a child; without it the child will not be given to anyone but the child's mother or father.

Young students who are not picked up by 3:10 will be taken to the Primary Principal's office by the class teacher where they will be supervised by the Primary Principal's assistant who will stay with them until the parent or guardian arrives.

Students who return home by bus will be collected from in front of the primary building by the bus duty TA and escorted to the TIS bus monitor. Once the bus students are safely with the bus monitor, they will be escorted to the bus. Students will not be allowed to leave the bus once they are aboard.

The school bus will continue on the same route even if the regular students are not on the bus for some reason. Student will not be given permission to get off at a stop other than the one selected by their parents. Students grades K-3 who regularly take the school bus will not be given permission to go home by means other than the school bus unless parents have notified the school in writing.

## **PLAY AREAS AND EQUIPMENT**

The indoor play structure is exclusively for the use of PreK - K students, and may only be used when an adult is supervising. The outdoor play area enclosed by the white fence is exclusively for the use of PreK students. The other play equipment (swings, teeter-totters, climbing frames) outside the fenced is for students in grades K and higher. On most days, students will have a choice of outside play or play in the gym. Gym equipment must remain inside. Soccer balls and other equipment for outside use are available from the Athletic Director at the request of the individual classroom teachers. Each class will be responsible for their own equipment. Food and drink, other than water, is not permitted on the playground or in the gym.

## **RULES FOR PLAY**

### Outside Play

It is expected that students:

- Will play in the designated areas only and be clearly visible to staff at all times.
- Will use equipment for the purpose it was designed
- Play sensibly while respecting others
- Remember that snowballs are not to be thrown at or near other people.

## Inside play

Primary students may use the gym at recess times. Grade 4-5 Mon/Wed/Fri;  
Grade K-3 Tues/Thurs.

It is expected that students will observe the gym rules in that they will:

- Dribble or juggle balls with their feet only
- Remember that soccer is not played in the gym
- Remember that under no circumstances are balls to be kicked. To do so would incur a consequence of a two day gym ban
- Remember that activity is limited to the gym area and that stairs, storerooms, bathrooms and changing are out of bound for play.
- Play safely and show consideration for others
- Sign out balls/equipment that is to be taken
- Remember that only water is allowed
- Gym use is only permitted when an adult is on duty.

## **E. STUDENT ASSISTANCE/SUPPORT**

At Primary Level it is expected that there will be a strong relationship between the school and the home. Teachers at TIS are committed to ensure that this exists for every student. Part of the primary teacher's role is to offer pastoral care to all students in the class. It is hoped that a climate of trust will develop between students, teachers and parents so that any issues or problems may be resolved immediately. Should further emotional support be necessary, TIS has a counselor and a special needs teacher who is able to work with students and the family.

Teda International School provides many opportunities for students and parents to discuss any questions, concerns or problems. A student may bring any issue to, or seek help from; any teacher he/she has confidence in, the counselor, or the Primary Head.

### **VIRTUES IN ACTION**

ESLRs and Virtues are a fundamental part of our approach in developing caring and responsible students. Please become familiar with our approach as stated on Page 7 of this document. Parent workshops on how to embrace the ESLRs and Virtues at home will be conducted during the year.

### **COOPERATIVE DISCIPLINE**

TIS is committed to helping students develop respect and self-respect together with a healthy interaction with their peers. Naturally, there will be those students who will need extra help and encouragement in order to achieve this.

The Cooperative Discipline approach encourages a positive relationship between students, teachers and parents. A student who is identified as needing assistance in managing his/her behavior is encouraged to make wise choices and accept responsibility for their actions. A student is also encouraged to examine the outcomes of their behavior in terms of positive or negative consequences. At TIS we prefer to see mistakes as a learning opportunity. It is our wish that the ultimate outcome will be an improvement in self esteem.

Teachers are responsible for maintaining a positive learning environment in their classroom. Should intervention be deemed necessary for any student, they will formalize a plan in collaboration with the Primary Head and or the school counselor. Parents will be informed immediately there becomes a need to support their child and it is expected that they will form part of the team. The Primary Head will monitor all disciplinary actions taken in the school, and will act in a

supervisory role in the use of "time-out", "detentions", parent-teacher conferences, behavioral contracts and other strategies which support the Cooperative Discipline approach.

Attendance at extra-curricular activities such as after school clubs and field trips is a privilege. As such, students who are behind in their work may be excluded from these activities until the academic requirements are completed.

### **ACADEMIC ASSISTANCE AND HOMEWORK CLUB**

All teachers provide academic assistance to students in need of extra help at least one afternoon per week from 3:15-4:00 (details in GLH). In addition, teachers might choose to use this time to provide training for parents so parents can confidently support their child's learning at home. This time is not typically used to do homework or complete classroom assignments. Teachers will communicate with parents if their child is required to stay for extra help sessions so that transportation arrangements can be made.

### **ADDITIONAL SUPPORT SERVICES**

Any student who is identified by the classroom teacher as needing extra support will be referred to the Student Support Panel. This consists of the HOD of ELC, the counselor, special needs teacher and the Primary Principal. Cases are discussed on an individual basis and the relevant intervention is recommended. This might take the form of support in English, academic support or emotional support or a combination of all three depending on the need. All decisions regarding support will be communicated to the parents and interviews arranged if deemed necessary. In some cases, the teacher will work with the parents to develop a Student Support Plan.

### **GUIDANCE AND COUNSELING**

The school's Guidance Counselor is available to counsel students and parents on academic or personal issues that influence behavior at school. The Counselor works with administration, faculty, and parents to assist in maintaining the physical, emotional, and social well being of our students. The counselor assists students in defining goals; and directs programs that help students develop values, conflict resolution strategies, social skills, and needed study habits.

The school's Special Needs teacher is available to assist students, teachers and parents in providing the best possible support for learning. Both the Counselor and the Special Needs teacher are part of the Student Support Panel and can be

contacted via the Primary Office.

## **PROBATION, SUSPENSION AND EXPULSION**

Every effort will be made to provide support and guidance to students to modify their conduct. However, should the behavior continue to negatively affect the school climate, disrupt learning for others or seriously affect the image of the school, then further steps will be taken. These may include a probationary period during which it is expected that there will dramatic improvement or a short-term suspension. Expulsion will be considered if there is no improvement over an agreed length of time. Parents will be kept informed at all times.

Students may be suspended or expelled from the school without notice or compensation for the following activities on school premises or during regular school hours or school-sponsored events:

- Harassment and/or intimidation
- Fighting or any violent and/or dangerous behavior
- Gang-related activities
- Swearing or use of coarse language
- Repeated non-compliance with the school rules
- Sexual harassment
- Use, sale or distribution of illicit drugs or alcohol
- Theft or willful damage
- Smoking
- Viewing, accessing or distributing pornographic materials

## **F. ASSESSMENT AND REPORTING**

Primary students are assessed formatively and summatively. Formative assessment takes place in tandem with teaching. These assessments are part of the daily learning program and create a profile of learning for the teacher. As units of work are completed, students will be assessed for conceptual understanding and mastery. Throughout the year there will be additional assessments that check that children are retaining the concepts taught. These will vary from year group to year group.

In Kindergarten, the children are constantly monitored to identify a student's specific strengths and needs while serving to inform educational planning.

Key classroom assessments used throughout the year are:

- Language Development Assessments
- Individual writing samples
- Reading assessments such as the Star Test, and running records which provide data on reading progress
- Phonics and spelling assessments
- Math basic skill assessments
- Unit tests in math, science and social studies
- Progress assessments in art, music, PE and computers

One external test is administered during the year. In September, January and May, Grades 1 through 5 students will complete the MAP test which provides a progress report for reading, language usage and mathematics based on the American Reaches Out Curriculum.

Standard based report cards, which include written comments, are issued 4 times a year, at the end of each term. At the end of Term 1, all parents are expected to attend a parent teacher conference with your child/ren to discuss progress and plans for the remainder of the year. ELC students receive a modified report card including an individualized language continuum detailing their progress.

End of term report cards are sent home the day before student interviews so that parents can peruse them. Report cards will be withheld if school fees have not been paid, if a student has failed to return textbooks and/or library books.

## **STUDENT AWARDS**

TIS awards at Primary level are presented at the end of year assembly. The students in each class from 1-5 vote for their recipient of the Virtue Award. The teacher of Kindergarten will select the recipient for this grade level.

The Council for International schools International Student Award recognizes the contributions to school and community improvement made by students in CIS member schools. The recipient has demonstrated a commitment to sustained interaction with students of other nationalities, languages or ethnic backgrounds in a spirit of international understanding and cooperation. This prestigious award is given to a grade 4 or 5 student. The recipient is nominated and voted for by primary staff.

## **TRANSCRIPTS**

If parents need copies of reports or transcripts for transfer to another educational institution, they should seek advice from the admissions office.

## **PROMOTION AND RETENTION**

Regular promotion from year to year will occur as long as the student demonstrates a good command of the subjects he/she has been studying. Grades K-5 Students are rarely held back and the importance of being with a peer and social group takes precedence. In some cases students may be retained in a grade after consultation with the family, teachers and administration. Age, culture, English level, ability and social interaction will all be considered when making the decision about retention.