



# Primary Parent Student Handbook TEDA International School 2018-2019

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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

# Our Foundation

## 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 Vision

Empowered to become citizens the world needs

## T.I.S Mission

TIS serves a culturally-diverse community and facilitates the growth of each student's unique capacity through high academic standards and real-world application, practical leadership opportunities, character-building and opportunities to serve our local and global communities.

## 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.

### 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. Parent workshops on how to embrace the ESLRs and Virtues at home will be conducted during the year.

<b>Assembly</b>	<b>ESLR</b>	<b>Virtue</b>
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	Problem Solving	Perseverance
February	Knowledge Seekers	Enthusiasm
March	Critical Thinking	Self-discipline
April	Global Citizenship	Service with compassion
May	Global Citizenship	Unity
June	Global Citizenship	Unity

### 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).

# Parent 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

Parents are kindly requested to observe the following:

- If you have a message for your child during school hours, contact reception. The message will be delivered at the first opportunity. **At no time should a Parent or Guardian enter a classroom without permission.**
- Follow the teacher's instruction in regard to morning goodbyes. Your child will settle well if you stick to the routine and 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. Be on time if the child is to be picked up.
- Seek assistance from your child's teacher should you have any concerns.
- Inform the school 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.
- When volunteering, respect the need for confidentiality regarding issues involving other children.
- Be a positive role model and spokesperson for TIS by actively discouraging the destructive influences of slander, gossip and back-biting.
- Supervise children closely when on campus outside of class time. This particularly applies to after school. Stay close to your child at all times.

## 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 Parents

In order to keep TIS parents informed about school and community issues and events a weekly bulletin will be sent home every Wednesday. TIS also has a website ([www.tedais.org](http://www.tedais.org)) where the bulletin, the Parent-Student Handbooks, and other important school-related information can be found. In addition, there is a TIS wechat channel where we share daily updates on student learning.

Each primary class has a wechat group to facilitate speedy communication about general topics such as homework, field trips etc. Edmodo is used as a parent portal for student learning and communication.

Conversations of a personal nature about your child's progress need to be scheduled face to face with the teacher.

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. We are constantly updating our mode of information sharing so that we can reach all parents in the most effective manner.

## Class WeChat Policy for Parents

WeChat is an efficient means of communication between the class teachers and the parents. Each class has a WeChat group to enable communication about general classroom procedures and activities.

The WeChat group is for use by the primary caregiver/guardian to post and reply to general classroom procedures and activities, including homework. It is our goal to maintain a respectful WeChat environment.

Please note:

- Messages received after 7pm will receive a response the following day
- WeChat is not use for personal messages to other parents or the staff
- Please do not use student names other than reporting absence or tardy

For any matters regarding your child, teaching and learning or student wellbeing, please contact the classroom teachers directly, either by email or by making an appointment.

## 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. Kindergarten parents are required to attend information sessions once per term. All parents are invited to suggest topics of interest to the Primary Office.

## 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.

## Phone Calls

Primary students are not allowed to have 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.

## Attendance at School

Regular attendance at school is crucial for optimal learning. We encourage all our students to attend school every day and to be on time. It is important that students participate fully in the opening activities which begin immediately after the 8:00 arrival. Arriving late is disruptive for everyone in the classroom. Morning attendance is recorded before 8:15am. Students who arrive later than 8:00am will be noted as tardy.

If your child will be absent for the day, please notify the homeroom teacher via the class WeChat group or email. If, for some reason, your child will be absent from school for three (3) or more consecutive school days, parents are requested to inform the primary office directly and notify the homeroom teacher. Teachers may be able to prepare homework assignments in advance of excused 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 without an authorization form signed by both the homeroom teacher and parents. 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)

## 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.

## 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.

### **Student Reference Letter**

If you require a reference letter for your child, please pass the request to the homeroom teacher with at least two weeks' notice.

# Values for Learning

## Code of Conduct

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

- Work to exemplify virtues in action
- Show sensitivity to others in language choices
- Respect school property, the school uniform and school employees
- Respect each other, use the right words to solve problems
- Use the appropriate voice level in public areas. (CHAMPS)
- Care for the environment
- Come prepared for learning: bring everything you need
- Make safe choices – no running inside the building.
- Remember that chewing gum is not allowed.
- Remember that personal technology items should not be brought to school unless permission has been given by a teacher. The school does not take responsibility for any loss.

## Student Awards

**T**IS awards at Primary level are presented at the end of year assembly in June.

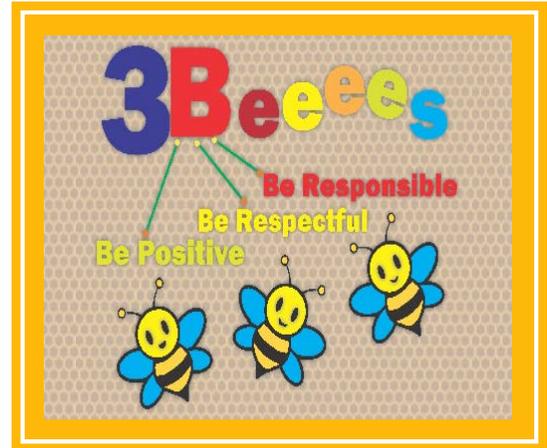
1. Virtue Award - Students in each class from 1-5 vote for their recipient of the Virtue Award. The Kindergarten teacher will select the recipient for this grade level.
2. TIS Primary School International Student Award – Recognizes a student or group of students who have contributed to the school and the community in a spirit of international understanding and cooperation, and who have demonstrated a commitment to building relationships with students of other nationalities, languages or ethnic backgrounds. The recipient is nominated and voted for by primary staff.
3. Excellence Awards (K-5) are presented to students who achieve 95<sup>th</sup> percentile or above in the MAP.
4. Progress Awards (K-5) are presented to students who demonstrate significant progress in learning English language.

## Encouraging Positive Behavior

We believe that a positive learning environment enhances effective learning and that the school has a responsibility to teach students how to behave appropriately. However, in situations where children have difficulty in controlling their behavior, it is important that school and family work together to successfully promote continuing growth.

### Our goal is that students will:

- Contribute positively and creatively to the school learning community.
- Appreciate and respect the diversity and unity of multicultural environments.
- Demonstrate responsible behavior towards society and the environment
- Communicate effectively with adults and classmates.



Class rules will be discussed and displayed in the classroom so children know and recognize appropriate behavior and appropriate consequences. The behavior management procedures support and promote self-reflection and self-management.

### Behavior Management Procedures

1. Misdemeanors will be managed using a reflective consequence process.
  - Students receive a reminder of the need for reflection
2. Repeated reminders for the same misdemeanor result in a consequence
  - Consequences
    - are decided collaboratively with the student
    - aim to solve/fix the problem
    - aim to change the thinking behind the action
    - include an apology (drawn or written depending on age)
3. Parents will be notified either verbally or in writing when student behavior results in a consequence
4. Parents are required to sign and return conduct sheets as needed
5. When there is more than one consequence for the same behavior in one week, parents will be requested to attend an interview with the teacher. Creating change is a team effort.
  - Interviews are to be documented on an interview form
6. The Principal will be informed of any student whose behavior results in an interview with parents
7. Unsafe or defiant behavior that interrupts learning will be directed immediately to the Principal

## The Learning Environment

### Principal

The Primary Principal is responsible for the administration of the Primary School and the pastoral care of all students and staff.

The Primary Principal is available to meet with students, parents, and teachers whenever necessary to discuss issues and solve problems. Parents are encouraged to make an appointment with the Primary Principal's Assistant. When doing so, please inform the PA of the reason for your visit so that any necessary preparations can be made.

## Classroom Teachers

Our Primary teachers are professionally trained and committed to the academic, emotional and social wellbeing of each child, Parents who have questions or concerns about any area of their child's school life are encouraged to make an appointment with the class teachers. Appointments can be made either directly with the teacher or via the Primary Office on 6622-6157/8 x6505.

All Primary homeroom classes have an instructional team comprising a foreign teacher and a Chinese co-teacher. We value each member of the team and expect that our students will be equally respectful and attentive to both.

## English Language

TEDA International School is a multicultural and multilingual community. We acknowledge and celebrate the diversity of language within our community and strive to create an environment where students from every culture at any stage of English language development feel welcome and comfortable. English is the language of instruction and the task of developing academic fluency requires that students use every opportunity to develop their English language skills.

We believe that every staff member and student is individually responsible to be an intentional, critical thinker about when and how they use English and their mother tongue.

This approach encourages students to:

- be intentional in using every opportunity to develop their language skills
- successfully and fully participate in all aspects of learning
- use English as the language of inclusive friendship so that no one is excluded or left out in recreational settings
- At the Primary School level, we consider English to be the language of both learning and friendship. Within our multi-lingual community, there are frequently students without a classmate who speaks their language. English therefore becomes the language conduit for developing friendships across cultures and ensures that no one is left out in class, at lunch or on the playground.
- We also value the importance of maintaining and building a strong foundation in mother tongue. In play, children naturally use their own language to enjoy social activities. Learning to make intentional language choices so everyone is included is the next step.
- Where appropriate, children are encouraged to use their first language in the classroom to access prior learning. We encourage parents to consistently build language skills at home through reading and conversation.
- On occasion, students might consistently struggle to remember the need to use English when they are communicating and playing with children who do not speak

their own language. When that is the case, they will be invited to lunch with the Principal where they will discuss a range of related issues.

### **Transition from ECA to Kindergarten**

The major change is the increased use of English as the language of instruction and friendship. Successful transition requires positive collaboration between home and school. The focus on social and emotional development continues as students gradually adjust to a more academic focus.

### **Notes for Kindergarten Parents**

Kindergarten is a totally new learning environment for the children and we are committed to providing a smooth transition. The following guidelines will help you and your child to settle successfully into our Primary School.

1. K children need to go to bed early so that they are ready and prepared for each school day. At the start of the year, K students will be able to take a short rest each afternoon as needed.
2. Breakfast is important. Make sure your child is up early enough in the morning to eat breakfast every day
3. Arrive on time. The morning session of K is important learning time. Your child needs to be at school on time every day.
4. Parents are important. There will be a special information session with the Principal at the start of each term. Kindergarten parents are required to attend.

### **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. Primary students have a 20 minute recess mid-morning, and a 50 minute lunch break.

The regular school year is comprised of 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 noted 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 parents will be notified as soon as possible. Information regarding the school community and any changes are regularly updated on the school website.

### **Textbooks, Workbooks and Other School Supplies**

The school supplies all students with basic classroom materials: folders, notebooks, and an assignment book. A list of additional required supplies for each grade level is available on the website. Packs of grade level supplies can be purchased at the TIS shop in the cafeteria.

The school provides students with all textbooks, novels and workbooks required for the year. 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.

## 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. Parents who wish to borrow from the library can do so by using the parent ID 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, place them in the box marked for returned books. Do not leave them on the counter. Returned books will be re-shelved by the library staff. 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 – Friday 7:45 am – 4:30 pm

## Technology and Internet Use

The purpose of this Acceptable Use Policy (AUP) is to ensure that technology used at the school is being used for learning in a safe, relevant and appropriate manner. The use of technology at school is defined as the use of computers, phones, software, networks - including WIFI, and any other digital devices while on school grounds, whether they are personal or owned by the school.

Students at TIS will use digital information and tools from a variety of sources, including the Internet and other technologies to support and extend their learning and ability to succeed in a world where technology is ubiquitous. Students may be asked to create email or other online accounts required to accomplish essential educational objectives.

Students who violate this AUP are subject to disciplinary action in accordance with TIS disciplinary procedures, including but not limited to, confiscation of the digital device, or the loss of access to use of technology at school.

### Guiding Principles

- The use of technology at school is a privilege, not a right.

- Technology is to be used in a responsible, ethical, and legal manner.
- All technology use must support educational objectives and be in accordance with the TIS Parent-Student Handbook and as well as our ESLRs.
- The teacher determines what technology is permissible within his or her classroom.
- The school's philosophy on BYOD (Bring Your Own Device):
  1. Secondary students may choose to bring personal digital devices to school. Primary students are not permitted to bring personal technology devices to school.
  2. Expectations of responsibility and liability regarding personal digital devices rest with the student. The school assumes no responsibility or liability for student personal digital devices.
  3. To allow teachers to make sure students are using their devices appropriately, students are not to deliberately hide their screens while using a digital device.

#### School-Wide Expectations

- All students may only use their personal technology before school, at recess, during lunch, after school, or during class time with the instruction of a teacher. It is not permitted at any other time.
- Students are not to use their personal technology without the permission of the classroom teacher.

Students are to follow safety precautions with lithium batteries. Students are not to put lithium batteries into school waste receptacles, or try to break

## Student Assistance and 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 Learning Support teacher who are able to work with students and families.

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.

### Cooperative Discipline

TIS is committed to helping students develop respect for self and others. 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 own actions. The student is also encouraged to examine the effect of their behavior on others and to identify appropriate consequences that facilitate positive, personal growth. A mistake is an opportunity to learn.

Teachers are responsible for maintaining a positive learning environment in their classroom. Should intervention be deemed necessary for any student, the teacher will formalize a plan in collaboration with the Principal 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 work together. The Primary Principal 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.

### Additional Support Services

Any student who is identified by the teacher as needing extra support will be referred to the Student Support Panel. This consists of the HOD of ELC, the Counselor, Learning Support teacher and the Primary Principal. Cases are discussed on an individual basis and detailed recommendations are made within the scope of the school's resources. This might take the form of support for language, academic studies, developmental, behavioral or emotional needs depending on the child. All decisions regarding support will be communicated to the parents and interviews arranged if deemed necessary.

In some cases, staff will work with parents to develop a Student Support Plan. Once a support plan is implemented, it is essential that parents work cooperatively with the school to fulfill the interventions and adaptations required (See Learning Support Manual). If parents are unable to follow the school's requirements or if the student's circumstances are deemed outside the scope of the school's resources, the school may exit the student.

### **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 wellbeing 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 Learning Support staff is available to assist students, teachers and parents in providing the best possible support for learning. Both the Counselor and the Learning Support 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 be 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
- Swearing or use of coarse language
- Repeated non-compliance with the school rules
- Theft or willful damage
- Continued violation of computer use policy

## Assessment and Reporting

Primary students are assessed formatively and summatively. Progress is our focus. Formative assessments are part of the daily learning program and create a profile of progress 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 to check that children are retaining the concepts taught. These will vary from year group to year group.

In Kindergarten, the children are continuously observed to identify specific strengths and needs, providing an individual focus for each stage of learning.

A variety of classroom assessments are used throughout the year:

- Language Development assessments
- Individual writing assessments
- Reading assessments such as the Star Test, and running records which provide data on reading progress
- Phonics and spelling assessments
- Math basic skill assessments and unit tests
- Project based assessments to demonstrate understanding of concepts and skills
- Performance assessments in art, music, PE and computers

In September, January and May, Grades 1 through 5 students complete the Measure of Academic Progress test (MAP) providing individual progress data for reading, language usage and mathematics as well as comparative data for the school.

Report cards are issued 4 times a year, at the end of each term. At the end of Term 1 all parents attend a parent teacher conference to discuss progress and plans for the remainder of the year. Grade 1 to 5 students are to accompany their parents. ELC students receive a modified report card including an individualized language continuum detailing their progress. End of term report cards are emailed home the day prior to student interviews. Report cards will be withheld if school fees have not been paid or if a student has failed to return textbooks and/or library books.

### Translators for Reporting Interviews

Parents are encouraged to provide their own translator for interviews where the language is other than English or Chinese.

### Withdrawing a Student

Parents are required to complete a Check-Out Form in order to withdraw from TIS and collect school records, The Check-Out Form, must be signed by those listed to show that all school property has been returned and all fees have been paid.

For any refunds or information about fees, please visit our website under the tab "School Fees".

## 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 and developmentally ready. 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, emotional development and social interaction will all be considered when making the decision about retention.

# Health and Safety

## Health

Parents are required to 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, parents will be contacted.

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.

## 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. 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 >37.5 degrees), a

suspicious rash/spots, a common cold (i.e. continually 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 only by the school nurse. Parents are required to provide a doctor's note to the school nurse beforehand.

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 cases need to be referred to the Primary Office.

Students are not permitted to bring to school or to self-administer any medications. Our school nurse is the only person who can administer medication on campus. If you have parents who are coming to school to administer medication to their child/ren, they must inform the nurse and administer the medication in the nurse's clinic.

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. Food may be purchased with either cash or lunch card. All students are issued with a lunch card/library card which can be pre-loaded and topped up in the cafeteria before or after school. Kindergarten parents may choose to pay for a morning snack provided by the cafeteria. Payment is weekly. 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.

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 by school staff for pick up by the students.

Parents are discouraged from coming to supervise their own child at lunchtimes. 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. From time to time, parents may be invited to join students at lunch time.

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. Kindergarten students are encouraged to have a 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 while they are on campus. For this reason, certain areas are "off-limits":

- Inside classroom buildings, unsupervised, at recess or lunch time.
- The roofs of each building
- The area behind the buildings
- 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. A nurse is available in the school Clinic until 4:30pm each 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. Identity Cards*

Student photo ID card – issued to every primary student to use as a library and lunch card.

Parent photo ID card – issued to each parent. The card must be visible to gain entry to the campus.

Each family is invited to nominate a maximum of four designated adults as persons who can collect children from school. A Parent ID card will be provided for each designated adult. Parent ID cards are not transferable.

The TIS Campus opens at 7:45am each morning. A designated adult/parent who enters the campus with students either through the gate or through reception is required to show their Parent ID card.

If a designated adult requests admission to enter campus without their Parent ID card, they must sign in through reception regardless of arrival time and will be issued a temporary Parent Card which must be worn on campus and returned to the receptionist when leaving.

Designated adults who accompany students arriving after the gate is closed at 8:00am are to enter through reception and must show their ID card to the receptionist.

In the event that a non-designated adult (without a TIS Parent ID card) is requested by a family to collect a child from school, the family is required to notify the relevant Classroom/Homeroom Teacher ahead of time. The collecting adult will need to show personal identification to the receptionist and to wear a temporary Visitor Card.

Visiting family members are welcome to come on campus with prior permission from the relevant Division Office (Secondary, Primary, Early Childhood). Visitors must sign in at reception and will be issued a temporary Visitor Card which must be worn on campus and returned to the receptionist when leaving.

If a child needs to leave campus during school hours, the family is required to notify the Classroom Teacher ahead of time. The collecting adult must follow the above procedures.

### *C. Arrival and Dismissal.*

The TIS Campus opens at 7:45am each morning. Students arriving prior to 7:45am are asked to wait outside the front gate or in the reception area until that time.

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, supervision is not provided.

Students should not be dropped off at the school before 7:45. The front gate ~~guards~~ will be opened at 7:45, when students will be permitted into the school grounds. Lower Primary students (K - Grade 2) will line up outside Door 5 and Door 6 and wait for their teacher; Upper Primary students (Grade 3-5) may enter Door 1 at 7:55. Students are not permitted in the hallways or classrooms until that time. 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 must show a parent ID card to enter through the gate and take students to class. Parents without an ID card must sign in through reception. Parent ID cards are not transferable. Visiting family members are welcome to come on campus with prior notification to the primary office. They must sign in at reception.

Designated adults such as an ayi or driver who come on campus to pick up a child must sign in at reception and show Parent ID card. Children will not be released to an adult who does not have an ID card. This is a safety requirement of our school and your cooperation is appreciated. If you need to take your child off campus during school hours, we require you to notify the classroom teacher in advance and complete the leave authorization form signed by both the homeroom teacher and parents. Your child's safety is our utmost concern.

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. Primary grades K-3 may not go home unescorted and will only be released to the custody of a designated adult who has an appropriate ID card. 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 entry of the building at the end of the school day (3:05pm).

K-5 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 until the parent or guardian arrives. Families are asked to leave the campus by 4:30pm.

### *D. School Bus*

Students who return home by bus will be escorted to the TIS bus monitor. 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.

## Safe Play on Campus

Outdoor play is vitally important for child development. Our playground has a range of equipment to develop coordination and balancing skills, adventure and creative play, and team sports. Outdoor play provides children with opportunities to develop confidence, stretch their capacity and interact positively with others. We encourage children to play outside every day, weather permitting.

An indoor play area is provided for children from PreK to Kindergarten and requires adult supervision. The fenced outdoor play area is exclusively for the use of PreK students. The remaining play equipment (swings, climbing frames, playscape) outside the fenced area is for students in Kindergarten and higher.

## Rules for Play

### *Outside Play*

It is expected that students will:

- Play in designated areas only and be clearly visible to staff at all times
- Use equipment for the purpose it was designed
- Use appropriate language during play
- Play sensibly while respecting others (no play fighting)
- Have fun and make safe choices

### *Inside play*

Primary students may use the gym at recess times.

It is expected that students will:

- Respect gym rules
- Limit play to the gym area. Other spaces are out of bounds for play.
- Play safely and show consideration for others
- Sign out balls/equipment that are to be used outside
- Remember that only water is allowed
- Gym use is only permitted when an adult is on duty.

# Student Activities

## Field Trips

TIS Primary offers a range of field trips each year to connect classroom learning to the local community. In addition, we provide the opportunity for students to develop skills in outdoor education. School rules apply as normal on Field Trips. Students will be asked to acknowledge the Primary school code of conduct and parent permission is mandatory. All students participating in a field trip must ride the designated transportation from and to school. Parents may be invited to attend as chaperone at the teacher's request. The teacher will distribute specific guidelines for chaperones prior to a field trip.

## Week Without Walls

Part of the educational program at TIS is our yearly outdoor education experience called Week Without Walls. Each year, students in grade 4-5 leave TEDA for different parts of China and learn about China's vast geography, culture and heritage. Students also experience Service Learning as well as experiential learning. Students attendance at WWW is mandatory, and students who elect not to go on the trip will be marked as absent for the entire week.

## After School Clubs

After School clubs and activities (3:05pm-4:00pm) 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 children work with others.

TIS is grateful to our parent volunteers who give freely of their time and energy to assist with the club program. Every term we have a variety of After-School clubs 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, badminton, soccer, sewing, swimming, chess, cross country, story-art, cooking, African drum, taekwondo, and dance. Clubs that are held off campus (swimming) or which have a professional coach (table tennis, African drum) will usually incur a fee.

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

Club sign up is managed via an app: SchoolsBuddy so parents can select clubs for their children online. There is a sometimes a cap on the number of attendees for particular clubs so students will not always be able to attend their first choice. Most clubs are free of charge but clubs that are provided by outside coaches usually require a fee.

## Academic Assistance and Homework Club

Academic assistance is available to students in need of extra help from 3:15-4:00. Scheduling details are published in the After-School Club roster. If your child's teacher requests that your child stay for extra help, you will be notified in a timely manner so that transportation

arrangements can be made. In addition, teachers might choose to use this time to provide training for parents so you can confidently support their child's learning at home. This time is not typically used to do homework or complete classroom assignments.

### **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. Birthday celebrations will not be held during class time.

We request that when birthday invitations are distributed at school, they include all the students in the class. Other acceptable options would be all boys or all girls, or a small number of students that is no larger than half the class. It is very hurtful to a young student if they are one of a small number who are excluded from a birthday celebration.

If birthday parties are held on campus, the organizer is responsible for:

- Requesting permission from the Primary Office prior to the event
- Completing the necessary facilities request/use forms from Logistics Department
- 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

## Practicalities

### 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 wechat group.

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. Younger children (Pre-K to K) may have supervised play on the indoor play structure in the cafeteria.

### 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.

### Bus Service

Bus transportation service is available to students for an additional fee. Buses make one pick up in the morning and two after school 3:15pm and 4:15pm drop off. Students may not drop off the bus except at their designated home stop. Students will need register at the Transportation Office before they can ride the bus. Further details are available from the Transportation office, Floor 3, Administration building. In regards to bus fee, please communicate with the transportation office.

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.

## 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 from the TIS store which is open throughout the year.

Students must wear the uniform when representing the school.

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

### Uniforms

**Shoes:** can be running shoes, black walking shoes or boots. Sensible, close-toed, buckled sandals may be worn in the warmer months. Indoor shoes may be worn in the Kindergarten classroom.

**Socks/leggings:** are plain color, not multi colored.

#### **Jewelry:**

Plain studs and sleepers are permitted. Jewelry that could cause potential injury is not permitted.

#### **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.