



TEDA

INTERNATIONAL SCHOOL

Secondary

Parent / Student Handbook

2018-2019

Revised August 2017



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A WELCOME FROM THE SECONDARY ADMINISTRATIVE TEAM

Dear Parents and Students:

Whether you are a new member or returning member of our community, we wish you a warm welcome to the 2018-2019 school year here at TIS! Secondary students can look forward to a great year of academics, athletics, music, art, drama, community service and more. As always, improved student learning with an emphasis on global citizenship, good character and international awareness remains the central focus for all our programs.

This handbook contains important information for parents and students and describes procedures and expectations for secondary students. It is designed to provide parents and students with the relevant information that they will need throughout the year. Please do not hesitate to contact the appropriate offices as outlined in this handbook to have your questions answered and to receive assistance when necessary. Kindly note, that the school reserves the right to make changes, as needed, at any time.

We wish you an enjoyable, exciting and successful school year!

Sincerely,

Tim Warren
Headmaster and Secondary Principal

Scott Pare
Secondary Vice Principal

SCHOOL CONTACT INFORMATION

Main Numbers	6622-6157; 6622-6158
Headmaster's Office	ext. 6999
Secondary Vice Principal	ext. 228
Primary Principal's Office	ext. 6504
ECA Principal	ext. 6158
Counselor's Office	ext. 6666
Athletic Director	ext. 6213
Finance Office	ext. 6777
School Address	No. 72 Third Ave. Tianjin (TEDA), China 300457
Fax Number:	6200-1818
TIS Website	www.tedais.org

TIS 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.

TIS 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:

EXPECTED SCHOOL-WIDE LEARNING GOAL

There are 7 school-wide learning goals that guide all components of the TIS curriculum, instruction, and assessment programs at all grade levels. The school-wide learning goals lay the foundation on which all curricular, co-curricular and extracurricular programs are built at TIS. The seven expected school-wide learning goals are:

Good Character: Students will have an increased ability to demonstrate positive human qualities and virtues.

Global Citizenship: Students will be conscientious about acting 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 and understanding.

CHARACTER DEVELOPMENT

Our school believes that character education is an important component of an instructional program that addresses the needs of the whole child. TIS utilizes the *ESLR's* program as part of its character education program. For more information about this program, parents are encouraged to speak with the Homeroom teachers, principal and/or counselor.

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

TIS supports the rights of children to have the freedoms listed in the UN Convention on the Rights of the Child. We also believe that a safe learning environment is essential for all children, and work to support that belief. We ensure that children have access to information and material from a diversity of national and international sources. We take measures to encourage regular attendance at school, and our discipline policies are consistent with maintaining the child's human dignity. This handbook has numerous sections which support Article 29 regarding the education of the child. (<http://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf>)

ACCREDITATION

Accreditation indicates that a school meets or exceeds criteria in the evaluation of institutional quality. 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. Teda International School receives accreditation from the Western Association of Schools and Colleges (WASC) as well as the Council for International Schools (CIS).

PARENTAL INFORMATION

SCHOOL AND COMMUNITY

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. The school keeps the community informed of school matters, fosters respect for others and for property and develops an appreciation of human diversity. Cooperation, communication and respect are necessary among both the school faculty and the broader school community to attain the school's goals. 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 most of our community.

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.

VOLUNTEERING AT TIS

Volunteers are always needed and welcome for a variety of purposes, including helping out in the library, helping out with clubs and after school activities, and supporting whole school events. If you are interested in assisting at the school, please call the office. Your help will be greatly appreciated.

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 at TIS, is welcome 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 may contribute to the vitality of the school community, and participate actively in making TIS a “community school.” PFA initiatives include community building activities, fundraisers, and volunteer programs. Please contact the Headmaster’s office for more information.

STEERING COMMITTEE

The Steering Committee is an advisory group, not a traditional school Board. It is comprised of nine voting members and two non-voting members. Out of the nine voting members, five are from the parent community, three are from the instructional faculty, and one is from the Headquarter School (China Division). Parents who wish to submit a recommendation to the Steering Committee must first contact the Headmaster or the Steering Committee Chair, so that if approved the item can be added to the agenda. Parents who wish to serve on the Steering Committee should contact the Headmaster’s office or the Primary Principal’s office for more information.

USE OF SCHOOL FACILITIES

The buildings and grounds of the school, when not in use for school purposes, may occasionally be made available, with the approval of the TIS administration, to approved organizations/groups for approved activities, and/or to school community members. Activities related to the School’s program shall receive priority over all other uses. School community members who wish to schedule the use of school facilities should contact the Headmaster’s office for more information.

COMMUNICATION

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) where the weekly newsletter, the Parent-Student Handbook, and other important school-related information can be found. In addition, parents may be invited to attend school-sponsored meetings or contacted through letters, and e-mails. Teachers will also provide updated information on student progress through PowerSchool.

Please keep the school updated with your home and mobile phone numbers and your emergency contact phone numbers, as well as your current email address. In the event of an emergency, the School needs to be able to contact parents and/or designated guardians as quickly as possible. If your contact information changes, including home telephone, home address, parents' emails, office and mobile phone numbers, please contact the Admissions office to provide updated information.

ATTENDANCE

Consistent attendance is the first requirement for academic success. Parents should ensure that their child is in school unless absence is necessary. This includes coming to school on time and remaining the entire day. 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, <http://www.tedais.org/>

Students are expected to attend all classes every day unless they have been excused by the Principal. Since the issuing of credits is linked to direct instruction, students who have an excessive number of absences in one or more classes may be ineligible to receive credit in those classes. Students who miss 10 days in a semester or 20 days in a year risk not receiving credit in that course. Students will be marked AE on PowerSchool when their parents have contacted the school regarding an absence. They will be marked A on PowerSchool when we are not aware of the reason behind their absence.

EARLY DISMISSAL

The School Calendar indicates early dismissal days for students. In addition, it is common for the last three instructional days of the school year to also be early dismissal days for students. On these days students could be dismissed at 12:00 pm.

If at any other time parents wish to take their children from school during the school day the following will apply: Parents must notify the school of how the student will be going home (parent pickup, driver, taxi, etc.); the receptionist will take note of the time and method of the student leaving and send a record to the secondary administration team.

DISMISSAL PROCEDURES

Parents should be aware that Secondary students at TIS are authorized for self-dismissal meaning that once dismissed, students may find their own way to depart school (walking, bicycle, school bus, public bus, taxi, ride with a friend, etc.). Parents with any concerns regarding self-dismissal should make other arrangements with the school and have those arrangements documented in writing.

BUS SERVICE

Bus transportation service is available to students for an additional fee. Buses make one pick-up in the morning, and do an early (3:15) and a late (4:15) drop-off in the afternoon. Students may

not ride the bus if they have not paid for this service. No student will be allowed off the bus except at their designated home stop. All students are required to wear safety belts while on the bus, and must follow all safety rules and direction given by the bus monitor.

POWERSCHOOL

Teda International School uses PowerSchool as its student reporting system within the secondary school. Parents and students are given access to the PowerSchool Parent Portal, whereby parents can see their child's academic progress, comments from teachers, and the number of absences over a term or semester. Parents can access this by going to www.tedais.org and clicking on PowerSchool at the top of the screen. Parents will want to click on the Parent Portal option. If parents lose their login information, they are asked to call the secondary office. Teachers will regularly update student grades, and therefore parents are encouraged to routinely login and check their child's progress.

STUDENT ASSISTANCE AND SUPPORT

INSTRUCTIONAL SUPPORT SERVICES

Teda International School has a Student Support Team that consists of members of the secondary administrative team, the counselor and teachers. Parents may schedule a meeting with the Student Support Team by contacting the TIS Counselor.

GUIDANCE COUNSELOR

The school's Guidance Counselor is available to counsel students on school or personal issues. 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. At the upper secondary grade levels, the Counselor will also work with students to research universities and programs of study.

While TIS is committed to serving as a valuable resource for information and guidance about university admission, ultimately it is the sole and exclusive responsibility of parents and students to obtain relevant information, become familiar with and follow through on application procedures, know and meet established deadlines, and make decisions about university selections and programs of study.

ACADEMIC PROBATION

Students may be placed on academic probation when they receive **two or more grades below 70% in core subjects** (i.e., English, Mathematics, Science, or Social Studies) for the semester. The policy on student probation for continuing students, is established to provide students and their families, the opportunity to return to acceptable standards of academic performance. Parents shall be informed in writing and shall be required to attend a meeting with the student, Principal, and Guidance Counselor. The purpose of this meeting shall be to establish a plan for remediation; the Teachers, Principal and Guidance Counselor shall oversee the implementation of the plan.

Fulfillment of the requirements of the plan will result in removal of the student from probationary status. **Note:** Students on Academic Probation are ineligible to represent the school in the extracurricular program.

PROMOTION AND RETENTION

Secondary students passing all courses and earning all required credits will be automatically promoted to the next grade level. A high school student (grades 9-11) **who fails one core academic subject** for the year will be **required to earn the credit through an accredited summer school program or online program** over the summer break. Failure to remedy an end-of-year F in the manner described above, may have an impact on a student's anticipated graduation date. **Students who fail two or more core subjects** for the year **may be required to repeat** the grade level.

WITHDRAWING A STUDENT

In order for a student to withdraw from TIS and be able to collect school records, students will be required to present a Check-Out Form, which 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".

STUDENT LIFE

SCHOOL HOURS AND THE CALENDAR

The school day for students is from 8:00am to 3:05pm. High School classes follow a five-day schedule. All students have a 15-minute recess mid-morning, and a 50 minute lunch break.

The regular school year is roughly 180 days divided into two semesters of two terms each. The school calendar may be found online at www.tedais.org. 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. Regularly checking the school website is another way to keep up to date with news or changes to the calendar.

LOCKERS AND BACKPACKS

The school will assign a locker (and key) to all students in grades 6 to 12. Students are responsible for keeping their locker organized and clean. Students who lose their locker key will be charged a replacement fee of 10 RMB. Any damage to lockers at all will be charged to the student.

Students are permitted to bring backpacks or book bags to campus in order to transport books and other materials from class to class. Parents should keep in mind that there have been cases of injury when children carry book bags that are overloaded. School policy allows school staff to search lockers and/or backpacks/book bags at any time.

VALUABLE POSSESSIONS / LOST AND FOUND

The school is not responsible for lost or stolen articles. Valuable possessions must not be brought to school. Toys, jewelry, 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. Found articles of value such as electronics, wallets, etc, are to be handed in/claimed at the reception desk. Other items of less value can be placed/located in the lost and found box in the cafeteria and/or the gym.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

It is a privilege to use mobile phones on school grounds. Mobile phones are allowed in school but should not be used or turned on in classrooms during class time, unless given permission by a teacher. Students, who use a phone in class without permission, will have the phone confiscated by the teacher. The teacher will decide if he/she will hold onto the phone for one or more days/nights or turn it into the Principal. In either case, parents might be contacted to retrieve the electronic device or a teacher (or the Principal in more serious cases) might decide to return it to the student or NOT to return it to the student. Should the problem persist, further disciplinary action will be taken and a student may lose the privilege of bringing their mobile phone to school.

LUNCH AND SNACKS

The school provides a full service cafeteria with, both full meal or "a la carte" options, for lunch and recess snacks. Student ID cards must be pre-loaded and students are discouraged from paying for food with cash. Loading of cards may only be done at scheduled times. Students are also welcome to bring their own lunches.

Students are expected to behave courteously to cafeteria staff, as to all the members of the school community. Students must 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. Special note should be made here, to remind students that the "English First" policy applies throughout the whole school day, including lunch and recess.

ORDERING FOOD FROM OUTSIDE THE SCHOOL

Food must not be ordered from outside restaurants by students during school hours. The only exception is if a teacher is sponsoring a special event, whereby, that teacher will let reception know in advance and will supervise the purchase. Food ordered from outside will **NOT** be allowed brought into the school.

STUDENT VISITORS

Current Students who wish to have their friends or family visit the campus during the day must get permission from the Principal. Requests should be made as early as possible.

Former Students are only allowed on campus during school hours with the permission of the secondary administration, or if they have business with our finance, admissions or counseling departments. From 3:05pm onward, teachers can sign in their former students, but must accompany them the entire time they are on campus.

We encourage alumni and other former students to meet their school friends outside of campus after school hours.

STUDENT ACTIVITIES

AFTER SCHOOL CLUBS AND ACTIVITIES

Our School offers students a variety of academic, social, cultural and competitive activities through its extracurricular program. Students are strongly encouraged to become involved in extracurricular activities. Information concerning these activities is made available at the beginning of each semester. New clubs may be established when student interest is shown and these have been approved by the administration. *Note: Students who are placed on academic and/or behavior probation may be classified as ineligible to participate in after school or extracurricular activities.*

EXTRACURRICULAR COMMUNITY SERVICE PROGRAMS

Extracurricular community service programs are established to provide students with an opportunity to work actively towards improving their community. Secondary students interested in community service should join the Student Service Club which supports various local charities through hands-on initiatives and fundraising activities. Students and/or parents interested in obtaining more information about community service programs at TIS should communicate with the Principal, Vice-Principal or Counselor.

EXTRACURRICULAR ACADEMIC & LEADERSHIP PROGRAMS

Extracurricular academic and leadership programs help students develop as leaders and may use academic achievement as well as other criterion when selecting their members. Each of these organizations has a faculty advisor and most have a group of elected student officers who lead regular meetings, communicate with the faculty advisor and school administration and carry out fundraising and other types of activities. Students and/or parents interested in obtaining more information about any of the extracurricular academic & leadership programs should communicate with the Principal, Vice-Principal or Counselor.

EXTRACURRICULAR SPORTS PROGRAM

TEDA International School believes that a dynamic program of student activities is vital to the educational development of the student, while recognizing that athletic programs are secondary to academic programs. The goal of these programs is to realize the value of participation without over-emphasizing the importance of winning. The purpose is to develop and improve character traits among the program's participants. Our programs should expand the experiences available to middle and secondary school students while promoting the following ideals:

- Participation in athletic programs is a privilege, not a right.
- Provide students with several options to participate in athletic programs.
- To improve fundamental skills and gain a knowledge and appreciation for the game.
- To develop good sportsmanship.
- To develop good teamwork and lifelong learning skills

For information on our sports program, students can go to the P.E. Office, or the Vice-Principal's Office.

SPORTS TRIPS

Some secondary sport teams need to travel outside the TEDA area. All trips are organized by the Athlete Director. The purpose of playing teams outside our area is so that athletes get the chance to compete against a variety of schools and to improve their skills. Students who travel for athletic games and competitions represent TEDA International School and as such are expected to abide by all rules of dress and conduct required by school, its coaches, chaperones and hosting schools.

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 a field trip. All students participating in a field trip must ride the bus from and to school. At times, parents may be asked to serve as chaperones.

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 6-12 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. Student attendance at WWW is mandatory, and students who elect not to go on the trip will be marked as absent for the entire week.

UNIFORMS AND APPEARANCE

TIS has a school uniform which all students are required to wear during school hours, for special school events, and for designated activities taking place off campus. The wearing of school uniforms emphasizes membership and group identity, fostering a community spirit. The wearing

of school uniforms also helps students to realize that a person's unique gifts and personality traits go deeper than their apparel. In our multi-ethnic international school environment, the school uniform diminishes economic, social and cultural barriers between students. Students should be aware that when 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.

The basic uniform must 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.

The uniform design may not be altered in any way to satisfy individual fashion statements. For example, no extra darts may be made in girls' dress shirts, nor should shorts be hemmed or shortened beyond the required length (see 'PANTS').

UNIFORMS:

- **Pants:** Only pants, shorts and skirts purchased from the school store are considered appropriate school uniform. Shorts and skirts should not be so short as to disturb the teaching and learning environment.
- **Coats, Hats, Scarves & Gloves:** These are outdoor wear, and should not be worn inside the classroom, unless really needed. Scarves, gloves and head coverings should not be worn in class unless by special permission from the Principal.
- **Shirts & Tops:** Only TIS Store-bought hoodies, sweaters, shirts, and polo tops are permissible. ACAMIS-issued or commemorative wear is acceptable on special occasions with the administration's permission.
- **Footwear & Stockings:** Students may wear running shoes, walking or dress shoes, or regular boots, but not 'flip-flops'. Shoes should protect the feet and have a closed toe, with heels no higher than 3cm. Socks of any length, stockings, tights and leggings may be worn. Students who come to school wearing "flip-flops" or Croc type shoes maybe be asked to leave campus and return with proper, safe footwear.
- **Jewelry:** Jewelry must be conservative and modest. Any jewelry that could cause potential injury is not permitted.

P.E. UNIFORMS:

P.E. uniforms can only be worn by grade 6 to 9 students on the day in which they have P.E. class. Students in grades 10-12, who have a P.E. elective, should change in and out of their P.E. uniform before and after the class. The P.E. uniform is to be purchased from the TIS store. It consists of 4 pieces: a t-shirt and shorts for summer, and a sweatshirt and sweatpants for winter. P.E. uniforms **MUST** be worn for all P.E. classes. Students are **required to wear athletic shoes** in the Gym. As stated above, the P.E. uniform is NOT acceptable attire other than on PE class days (grade 6-9). Students are reminded that failure to follow the P.E. Uniform Policy may affect their grade in P.E. as students without the proper uniform and shoes will not be allowed to participate in that day's

lesson.

ASSESSMENT AND REPORTING

GUIDELINES FOR GRADING

As a general guide to marking, the following scale has been created. The main purpose of the marking scale is to better align marks given throughout the school so that extremes may be eliminated. A definition of the marks has also been added to help you gain an understanding of the interpretation of the marks.

90-100	A	Excellent	Exceptional work which exceeds expectations
80-89	B	Good	Work is done to a high standard & meets/exceeds expectations
70-79	C	Satisfactory	Work meets and/or exceeds minimum expectations
60-69	D	Poor	Work is incomplete or just meets minimum expectations
0-59	F	Unsatisfactory	Work is incomplete, or does not meet minimum expectations

Numerical Grade	Standard Classes	Honors	Advanced Placement
97-100	4	4.5	5
93-96	4	4.5	5
90-92	3.7	4.2	4.7
87-89	3.3	3.8	4.3
83-86	3	3.5	4
80-82	2.7	3.2	3.7
77-79	2.3	2.8	3.3
73-76	2	2.5	3
70-72	1.7	2.2	2.7
67-69	1.3	1.8	2.3
60-66	1	1.5	2

GRADE POINT AVERAGE (GPA)

TIS prepares grade point average (GPA) calculations for its senior class only. GPA calculations are impacted by whether or not a class is designated as standard level, honors level, or advanced placement (AP) level and the number of credits issued to any given course. For more specific information on how GPAs are calculated at TIS, please make an appointment to see the Counselor. Note: At each year's graduation ceremony, the grade 12 student with the highest cumulative GPA will be designated as that year's Valedictorian, and the student with the second highest cumulative GPA will be that year's Salutatorian. In order to be eligible for consideration, a student must have attended TIS, without interruption, for at least the last five semesters of his/her high school career. Grade Points will be calculated based on the scale below:

GRADUATION REQUIREMENTS

In order to earn a high school diploma from Teda International School, students must earn the following credits during their high school years (grades 9 through 12).

- 4 credits of English
- 4 credits of mathematics (including Algebra 1)
- 4 credits of social studies
- 4 credits of science
- 10 credits for electives

INCOMPLETE GRADE

Under exceptional circumstances a teacher may assign an “incomplete” in place of a grade until assignment or course objects are completed.

EXAMINATIONS

Both Middle School and High School have examinations twice a year. First semester examinations are held in December and second semester examinations are held in June. Middle School students’ exams are worth 10% of their semester grade, while High School students’ exams are worth 20%. Exam dates can be found on the school calendar on our website. Parents are asked to plan their vacations so that they begin after the official examination dates. TIS reserves the right to give an incomplete or grade of zero to students who miss an examination.

MAKE UP POLICY

In the event of an unexcused absence, a student will receive a zero (no credit) on quizzes or tests scheduled that day. The administrative team will determine if a student’s excuse is valid.

Teachers may issue an “**Incomplete**” to students who have not submitted work prior to the end of a grading period (see section above on Incomplete Grade).

In the event of an excused absence on a day when there is a major assessment, the student will be allowed to make it up for full credit, if it is the first time that a major assessment is missed, in that subject during a given semester. The date of the makeup will be arranged between the teacher and the student. Subsequent missed tests in the same subject, during the same semester may be made up only on a Pass/Fail basis at the teacher’s discretion.

For work missed as a result of an excused absence, it is the student’s responsibility to find out what assignments or tests were missed and to arrange with the teachers for makeup work. For unexcused absences, teachers are not responsible for preparing make-up assignments, tests, exams etc. If a student fails to complete a makeup test on the assigned date, the test will not be re-scheduled.

All major assessments missed due to a justified absence are expected to be handed in/taken at the earliest possible date, as agreed with the appropriate teacher.

ADVANCED PLACEMENT (AP) PROGRAM

TIS is proud to have a number of advanced placement (AP) offerings for students to choose from. Advanced Placement classes are equivalent to, 1st year university level work, and are therefore academically demanding and require an in-depth study of the subject being taught. Students are encouraged to challenge themselves and seriously consider the option of taking one or more AP classes in each of their high school years (grades 9-12). All students requesting AP courses should demonstrate a preparedness that will give them the best opportunity for success. The School reserves the right to cancel any AP course where enrollment does not meet a certain minimum level or if it cannot obtain a teacher for the course.

Students who take AP classes are expected to be in this class for a full year and to take the AP examination in May. There is a charge of approximately US \$150 for each AP exam taken and this amount must be paid to the TIS Finance Office **before the end of the first term of studies**.

Grades for AP courses are weighted, Ex. a B in an AP course has a weight of 4.0 grade points rather than the 3.0 grade points issued for Bs in non-AP course work. Possible grades on the AP exam are as follows:

- 5 – Extremely well qualified
- 4 – Well qualified
- 3 – Qualified
- 2 – Possibly qualified
- 1 – No recommendation

Note: Grades of 3 or better on an AP exam may fulfill some college graduation requirements or serve for entrance in higher level classes.

EXTERNAL EXAMINATIONS

In addition to Advanced Placement (AP) exams, TIS offers other external examinations including the MAP, PSAT, SAT I and II. TOEFL is not offered at TIS. Students who must take TOEFL must make their own arrangements. The TIS Counselor can assist students with registration for many of the external examinations required for university applications.

ACCREDITED SUMMER AND ONLINE PROGRAMS

Students who complete courses in accredited summer school programs will NOT have those courses and grades posted on the TIS transcript. Should students choose to take courses for remediation or advancement, prior approval must be obtained from the administration. Under certain circumstances, grades obtained through accredited online study programs can appear on the TIS transcript. Please see the Counselor for more information.

REPORT CARDS, TRANSCRIPTS AND RECORDS OF ATTENDANCE

Report cards are issued 4 times a year. Students in danger of failing a course may also receive a mid-term progress report. ELC students do not receive number grades except for effort. Their

reports are comment based.

End of year report cards may be picked up from the school or mailed if requested, in the week after the end of the school year. Report cards will be withheld if school fees have not been paid and/or if a student has failed to return textbooks and/or library books.

Parents who need an official transcript or a record of attendance must make a request in the Admissions Office. All grade 12 students will be issued a transcript at the end of semester 1 and 2 without charge. Transcripts for underclassmen and or additional transcripts for grade 12 students are produced for a fee of RMB 20 each. Records of Attendance can also be provided for a fee of RMB 20 per copy. Please see the Counselor or Admissions Office for assistance.

VALUES FOR LEARNING

STUDENT AWARDS

Our School is dedicated to excellence and honors those students who demonstrate their dedication to excellence. Within the Middle School we give awards at the end of each term to recognize student achievement and encourage students to continue striving for excellence. Most High School awards are given at either the end of a semester or at the end of the year. At the end of each academic year, TIS recognizes secondary students who have demonstrated outstanding academic excellence in the various disciplines. In addition, awards are given to recognize students who have excelled at athletics, service, and leadership. We also award the EARCOS and CIS student awards at the end of the year. At the end of each academic year, students who earned semester grades of 85% in core subjects and 80% in all other courses will be placed on the Honor Roll.

HONOR CODE

The school is committed to guiding its students along the path of honesty and integrity in their academic and social development. For this purpose, students are expected to comply fully with the Honor Code.

Honor Code: Students will not engage in lying, stealing, cheating, or plagiarism and, through their actions, will encourage others to comply with the Honor Code as well.

Violation Descriptors: The Honor Code deals specifically with cheating and attempted cheating, plagiarism, lying, and stealing.

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Attempted cheating: Willful attempt to gain or provide an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.

- Any of the following: deception; the use of talking, signs, or gestures during an evaluation; copying from another student or allowing the copying of an individual assignment; submission of pre-written work at times when the assignment calls for work to be written in class; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgements.
- Using the sequence of ideas, the arrangement of materials or the pattern of thought of someone else without proper acknowledgement.
- Any of the following: submitting another person's work as your own; failing to use proper documentation and bibliography.

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception or fraud in an oral or written statement.
- Any of the following: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

Stealing encompasses, but is not limited to, the following:

- Taking or attempting to use, without the right or permission to do so, and with the intent to make the wrongful use of, the school work or materials of another student or the instructional materials of a teacher.
- Taking or attempting to take somebody else's personal property without their knowledge and expressed permission and/or knowingly possessing stolen property.
- Any of the following related to academic life: taking or attempting to use, without the right or permission to do so, and with the intent to make the wrongful use of the school work or materials of another student or the instructional materials of a teacher, stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, handouts, etc.

Honor Code Responsibilities

Students will:

1. Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid unauthorized assistance on all school work.
3. Document borrowed materials by citing sources.
4. Avoid plagiarism by:
 - a. Using approved citation methods
 - b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
 - c. Consulting faculty about any questionable situation.
5. Cooperate fully and honestly during the investigation of any Honor Code violation.

Parents will:

1. Understand fully the Honor Code and its consequences.
2. Provide a positive example for adhering to the Honor Code.
3. Support faculty and administration in enforcing the Honor Code.

Teachers will:

1. Take immediate action when Honor Code violations occur.
 - a. Counsel the student.
 - b. Record a zero for the assignment.
 - c. Report the violation to the appropriate administrator.
 - d. Contact the student's parents.
2. Structure conditions during testing to alleviate the possibility of cheating.
3. Take appropriate preventive measures.
4. Specify the types of student collaboration that are appropriate/inappropriate.
5. Teach and periodically review correct use of documentation when assigning work.
6. Review the Honor Code during the first week of each semester of the school year.

Administrators will:

1. Ensure that all faculty, students, and parents understand the TIS Honor Code, the Honor Code responsibilities and the consequences for violating the Honor Code.
2. Create a school-wide environment which encourages adherence to the Honor Code.
3. Encourage teachers to enforce the Honor Code.
4. Maintain cumulative records of reported violations of the Honor Code.
5. Enforce appropriate disciplinary actions for Honor Code violations.

Honor Code Enforcement

This code will be reviewed and discussed with secondary students at the beginning of each semester.

- **Level I Violation:** Classroom teacher will generally assign a grade of 0% for the assignment, quiz, or test and contact the parents and administration to inform them. A letter or discipline note will be placed in the student's file and the student's parent(s) will be notified. NHS members will also risk expulsion from the society. *Multiple violations within a single incident will result in a student being immediately placed on Honor Code Probation (see Second Violation below.)*
- **Level II Violation:** Classroom teacher may assign a grade of 0% for the assignment, quiz or test. The student will be referred to the administration and corresponding documentation will be placed in the student's permanent file and the student will be at risk of being placed on Honor Code Probation.
- **Level III Violation:** Possible grounds for non-admittance to TIS for the following semester or immediate expulsion.

Note: Many universities request information of Honor Code violations of students applying to universities.

BEHAVIOR PROBATION

Students may be placed on Behavior Probation as a result of a major disciplinary violation or multiple disciplinary violations over a period of time. The policy on student probation is established to provide students and their families with the opportunity to return to acceptable behavioral standards. Students who are placed on behavior probation can lose their enrollment privileges. Parents will be informed in writing when their child is placed on behavior probation and will be required to attend a meeting with the administrative team. A contract will be developed which provides the students with a roadmap for removing the probation status. Violations to this contract may result in expulsion or not being readmitted to the following school year. **Note:** Students on Behavior Probation are ineligible to represent the school in the extracurricular program.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to use appropriate displays of affection at school and at school-sponsored activities and events. In public, certain displays of affection, such as holding hands or walking arm-in-arm are appropriate. Other displays of affection or physical intimacy are not deemed appropriate and will be considered a violation of school rules.

STUDENT CONDUCT AND EXPECTATIONS AT TIS

Without order, there can be no learning either in or out of the classroom therefore students are expected to conduct themselves appropriately and reasonably. Teachers at TIS are properly trained and are well prepared to establish a consistent daily learning environment so that students can take full advantage of the learning opportunities at TIS. The administration will provide teachers with the resources and support needed to ensure a disciplined and positive learning environment for all.

All school rules are based on a fundamental school expectation: *Everyone is expected to respect him/herself, other people, all property, and the school's learning environment.* To that end, community members will:

- Treat themselves and one another with respect
- Respect school property and the property of others
- Conduct themselves in ways that maintain the health, safety, and well-being of themselves and others around them
- Behave in ways that contribute to a positive learning environment: i.e. maintain good attendance and punctuality; be prepared with instructional supplies and materials and dress appropriately.

COOPERATIVE DISCIPLINE

Our school works to help students develop respect and self-respect but naturally, students, at times, experience setbacks as they develop in these areas. When setbacks occur, teachers and administrators will utilize a Cooperative Discipline approach. The Cooperative Discipline approach encourages a positive relationship not only between teachers and students but also with parents, other teachers and administrators. Teachers work to identify the goal of particular misbehaviors and react in a way that **teaches students to make wise behavioral choices and take responsibility for their own actions**. This process is seen to build self-esteem. Students are encouraged to examine their own behavioral choices in terms of positive and negative consequences. Mistakes are seen as a learning opportunity.

Teachers are responsible for maintaining a positive learning environment in their classrooms. Action plans can be drawn up for students with consistent behavioral problems. The administration will monitor all disciplinary actions taken in the school and authorizes the use of *detentions, parent-student conferences, behavioral contracts* and other strategies which are in line with a Cooperative Discipline approach.

DETENTION

This consequence requires students to spend time either during recess, lunch or after school with a teacher or administrator to reflect on a particular violation and to offer reassurances that similar violations will be avoided in the future. Detentions can also be conducted on Saturday mornings and parents will be responsible for dropping off and picking up their child.

IN-SCHOOL SUSPENSION

This consequence requires students to spend time in school in a supervised setting without attending classes or interacting with their peers.

PROBATION, SUSPENSION AND EXPLUSION

Students who deviate significantly from the norms expressed in this manual will be provided with support and guidance to modify their conduct. If the inappropriate behavior continues, other means may be used including requiring the student to carry out different types of work, produce special assignments, arranging a probationary contract or a short-term suspension. If the behavior is seriously affecting the image of the school, other students or the individual's personal life and it does not improve, expulsion will be considered.

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

- Sexual harassment
- Use, sale or distribution of illicit drugs or alcohol
- Theft or willful damage/vandalism
- Smoking and/or possession of tobacco
- Viewing, accessing or distributing pornographic materials

Cases will be decided on an individual basis by the administration in consultation with staff and family.

DISCIPLINARY STEP SYSTEM

If disciplinary action taken by the classroom teacher fails to bring an improvement in a student's behavior or if a single incident is serious enough, a student may be referred to the administration for disciplinary action. Repetitive disciplinary infractions may lead to suspension and/or expulsion. There are consequences and procedures for certain common infractions that are handled by each school area.

Most cases of misbehavior can and should be appropriately handled by the teacher within the classroom. The following protocol can apply and serve as a general guideline and the Homeroom Teacher will be made aware of the situation:

- i. **Step 1: Verbal warning(s) by Teacher** - usually no more than a total of three.
- ii. **Step 2: Teacher supervised detention(s)** - at times when deemed appropriate, more than one detention might be necessary which is given by the teacher (up to and including Saturday morning detentions, where parents are responsible for picking up and dropping of their children.)
- iii. **Step 3: Parent-Teacher Conference** - (can be with more than one teacher if necessary & a recommendation of an appropriate action(s) is/are decided on.
- iv. **Step 4: Parent-Teacher-Counselor Conference** - recommendation for possible in or out of school ***suspension/behavior probation***.
- v. **Step 5: Parent-Teacher-Counselor-Principal Conference** - recommendation for additional time in out of school ***suspension*** and/or possible recommendation for ***expulsion***.

RECORDS OF SUSPENSION

Violations which result in suspension for students in grades 9 through 12 will be reported to colleges and universities to which a student applies, should the college or university request information about a student's record of behavior.

PROHIBITED ITEMS

Alcohol, pornography, weapons of any kind, tobacco and drugs are not permitted on the school premises. Any material of a graphically violent or offensive nature is prohibited. Possession of

any of these is grounds for disciplinary action up to and including expulsion.

THE LEARNING ENVIRONMENT

PRINCIPAL

The Secondary Principal is responsible for the administration of the secondary school. His duties include the development and overseeing of policies, rules, programs, and procedures. He also works to solve conflicts or problems and students are encouraged to seek his 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, Vice-Principal or Counselor should be consulted.

Although the Secondary Principal would like to meet with students, parents, and teachers as soon as possible, it is necessary to schedule an appointment through his assistant, Wu, Weitong. When doing so, please inform the assistant 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.

VICE-PRINCIPAL

The Secondary Vice-Principal is responsible for assisting the Principal in all the items stated above, and may be delegated by the Principal to meet with students, parents and teachers on his/her behalf.

CLASSROOM TEACHERS

The most important person with regard to the academic development of a student 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.

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(s). Appointments with teachers can be set up directly with the teacher or through the Principal's office.

If an issue of dispute arises and the parent has talked with the teacher(s) and the issue has not been resolved, she/he should then make an appointment to talk with the Principal, Vice-Principal or Counselor. Making an appointment allows staff to prepare for the conference and prevents disruption of class. Parents are not to interrupt class routines or delay the beginning of morning classes to speak with a teacher.

ENGLISH LANGUAGE POLICY

TIS has an "English-First" policy. This requires students to use English at all times while on the school grounds (except in language classes). 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. TIS conducts all classes (except Chinese, Korean and Spanish) in English. Another, perhaps even more 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. Students who repeatedly violate this policy will face disciplinary action.

ENGLISH ACROSS THE CURRICULUM

All assessments, across the curriculum and at all grade levels, may contain an English language component. For example, a science project grading rubric may include an assessment of the correct use of English in addition to the stated science objectives. This emphasis on English language development is appropriate given the large number of English language learners who attend TIS.

STUDY HALL

TIS does not have a regularly schedule Study Hall for its students. Those students who take an accelerated path with numerous AP courses, may be given a Study Hall period in their senior year. Students registered in a Study Hall must report to the assigned classroom and teacher for the duration of their Study Hall.

TUTORING AND AFTER-SCHOOL HELP

After-School Assistance. All teachers designate at least 2 afternoons (3:05 p.m. - 4:00p.m.) for providing an after-school help session. Students who are struggling in a particular class or whose grade has dropped significantly in a particular class are encouraged to attend these sessions. High School students on academic probation may be required to attend after school help sessions. Middle School students are welcome to attend **“The Zone”** which is every Monday after school – all Middle School teachers will have their classes open and are ready to help students. Middle School students on academic probation are required to attend **“The Zone”** until they are off probation.

Individual Tutoring. By maintaining a high quality instructional staff, providing a rich, varied curriculum and opportunities for after school help, the need for individual tutoring should be minimized. The School believes that every effort should be made to help the student with educational problems before recommending that parents hire a tutor.

In situations where individual tutoring is appropriate, parents should be aware that a teacher may not receive compensation for tutoring any student assigned to one of his/her classes.

HOMEWORK

At TIS, 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).

Definition

Homework is defined as meaningful and quality work assigned to students that is intended to be

completed during non-instructional hours. The amount of homework should depend upon the learning and individual needs of the student. A general homework guideline: 10 min. per grade level, e.g. 9th grade = total of 90 minutes of study counting all subject areas.

Purpose

Homework should:

- Reinforce classroom principles, skills, concepts, and information
- Be meaningful, well-explained, and clearly understood by students
- Stimulate creative, logical, and critical thought
- Teach self-discipline and self-motivation regarding responsibility and effort required to complete assignments
- Provide opportunities for enrichment and independent study

Responsibilities

Teachers shall:

- Create an effective system for communicating homework guidelines to parents (e.g. Moodle, email, etc.)
- Provide specific explanation of assignments so that the requirements, expectations, and timelines are clearly understood by students
- Collect homework when due, assess and provide timely feedback to students regarding completion of assignments and mastering of standards
- Coordinate assignments with other teachers so that no student receives excessive assignments
- Allow for varied learning styles by differentiating types and/or length of assignments when possible

Students shall:

- Understand that homework is part of the course requirements
- Make certain the homework assignments are understood before leaving class
- Complete and submit homework assignments by the due date
- Complete all assignments honestly and in accordance with the teacher's directions

Parents shall:

- Support the school and teachers by providing a suitable environment for homework
- Remind students that homework is their responsibility
- Monitor activities so that sufficient time is provided for homework

- Communicate with teachers as needed

TEXTBOOKS, WORKBOOKS AND OTHER SCHOOL SUPPLIES

The school provides students with all textbooks, novels and workbooks needed to complete their studies, but these materials remain the property of the school. As such, they must be treated carefully, and returned in the same condition as they were received (with the exception of workbooks of course). If there is damage of any kind to any book, the student will bear the cost of replacement or repair, including shipping and customs fees. Books must be kept neat, clean and free of marks. School supplies may be purchased at the TIS (Corner) Store or local stores.

LIBRARY USE

As a community school, TIS recognizes that it is not always easy to find suitable English reading material in TEDA and so the school 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 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.

When returning books, they should be placed on the cart marked for returned books or given to the librarian. 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. No food or drink is permitted in the library.

The TIS Library Hours are as follows:

- Monday-Thursday: 7:45-4:30
- Fridays: 7:45-4:00

SCHOOL INTERNET USE

The TIS campus has been set up for Wi-Fi internet availability as an integral part of its learning program. Before accessing the TIS network, students should carefully read and understand the guidelines listed below.

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 and information databases.

TIS 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 and/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 video without prior authorization from the Network Administrator
- Use real-time chat programs like MSN, Yahoo Messenger, etc.

Failure to abide by these rules may result in appropriate disciplinary action by the school and the possible loss of network privileges.

STUDENT PRINTING

TIS provides a copier and printer for student use in the cafeteria. Students can buy cards to pay for the copying/printing service at the Corner Store. Students should make every effort not to ask their teachers to print their work for them.

HEALTH AND SAFETY

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.

HEALTH AND HYGIENE

Upon admission, every student who attends TIS must complete a health questionnaire. Any chronic illness or condition which may impact learning must be disclosed. Any changes (e.g. new allergies, surgery or illness) should be reported to the school. Students are expected to follow healthy habits of eating, sleep and exercise in order to have the necessary energy for study. Students who have not had sufficient sleep and are unable to pay attention in class may be sent

home. General norms of cleanliness, paying particular attention to hair, nails and clothes are required. Students are expected to maintain an appropriate level of hygiene. Bad hygiene can affect other students, and lead to illness. Teachers, the Counselor or the administration may talk with students who struggle with maintaining good hygiene to find strategies that the student can cope with

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 for Hepatitis A, Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella (chicken pox), Meningococcal, and Encephalitis.

ILLNESS

Students with a fever (Temperature >37.8 degrees), suspicious rash/spots, or a common cold (i.e. sneezing, coughing, runny nose) should stay home and **SHOULD NOT 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.

A student who is not well enough to participate in ALL of the day's activities, including P.E. 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.

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

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.

STUDENT SAFETY

The safety of students takes precedence over all else. 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. Parents will be informed of any accident which occurs at school.

Duty rosters are arranged for arrival, recess, lunch and dismissal 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. Suggestions or comments regarding safety issues are most welcome and can be directed to the Building Manager or the Headmaster.

Access to the school campus will be strictly controlled. While TIS will work to provide parents with easy access to their child's classroom and teacher(s), access by drivers, "ayis", visitors, etc. will be strictly limited. Visitors must wear a visitor's tag while on school grounds.

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.

Generally, medicines should not be brought to school or administered by anyone at school. If a child is so ill they require 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 administration.

SCHOOL LIABILITY / INSURANCE

Teda International School does not assume financial responsibility for a student's medical emergencies and/or accidents however, TIS does maintain basic liability insurance coverage through a Chinese provider, in the event that an accident is determined to be school related and otherwise preventable. Parents should be aware that through the regular course of school business and activities, children do become ill and unavoidably accidents do occasionally, occur. Financial responsibility for such occurrences does not rest with Teda International School.

Every parent should have a signed Assumption of Medical Responsibility form on file with the school. In the absence of a signed Assumption of Medical Responsibility form, TIS will assume that we have parent permission to take an injured and/or sick child to the TEDA Hospital to receive needed treatment.

AREAS THAT ARE "OFF LIMITS"

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 primary buildings, pump house or any other building
- the gym, unless a supervising adult is present
- the indoor play structure in the cafeteria, the blue and green fenced in area of the playground, and the play equipment outside the white fenced area of the playground
- any area outside the perimeter fence other than the delineated pedestrian zones in front of the school gates, unless getting into or out of a vehicle

SUPERVISION BEFORE AND AFTER SCHOOL

Generally, the school is responsible for students from 7:45 a.m. – 3:20 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 or until approximately 5:30 p.m, in some cases. After that, unless a special event is being hosted by the school, no supervision is available. If students are involved in a school related activity, after 5:30, they must be supervised by an

adult and this happens in rare cases. All parties are reminded to sign in and sign out of the school premise.

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 onto the school grounds. On days that are unusually hot, wet or cold, students are permitted to wait in the foyer outside the art room (first floor of the Administration Building), but they must remain there until it is their regular time to enter the school.

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

After dismissal at 3:05pm, students who choose to stay on campus may do so until 5:00pm if they are here for an educational purpose or as part of a club, sport or activity. Students require permission from the administration if they wish to be on campus past 5pm.

INCLEMENT WEATHER AND SCHOOL CLOSING

In cases of extreme weather during school hours students will be kept inside for recess and/or lunchtime. If the school needs to be closed for weather related reasons or for any other reason, the school website, www.tedais.org will indicate this.

INDOOR AND OUTDOOR PLAY AREA RULES

Balls borrowed from the gym must be signed out and returned at the end of recess or lunch. Charges may be levied for equipment which is lost or damaged. All equipment must be used in the way it was intended. No rough or aggressive play is permitted.

Students may only play in designated play areas, and should not play where they cannot be seen. Students who are misbehaving or playing in a way that endangers others will face disciplinary action. There is a blue box with balls for students to use in the gym. These balls should not go outside. If students want a soccer ball for outside, they should see the Athletic Director. If students remain to play on the field, after school clubs and sports(which some students do in the warm weather months), without an adult present, they are assuming their own risk. Supervision cannot be provided for situations such as this.

GYM RULES

In the gym, students may dribble or juggle balls with their feet, but no balls should be passed or kicked. Playing soccer in the gym is prohibited except during PE classes or team trainings. Students playing in a way that endangers the safety of others will face disciplinary action.

- No kicking of any kind and at any objects
- No running up and down the stairs (bleachers) in the gym except during PE classes or team trainings
- No playing in the storerooms or bathroom/change rooms
- Play safely. Show consideration for others

- Balls or other equipment which is being taken outdoors must be signed out
- No food, or drinks (except water) are permitted
- No students in the gym without adult supervision
- No electrical items will be allowed unless get permission from a duty teacher