



TEDA International School
Tianjin · China

Secondary Parent / Student Handbook 2023-2024

Revised August 2023

A WELCOME FROM THE SECONDARY PRINCIPAL

Dear Parents and Students:

Welcome to the 2023-2024 school year. Secondary students can look forward to a great year of academics, athletics, music, art, community service and more. As always, improved student learning is the central focus for all TIS 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 important 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.

I wish you a fun, exciting, and successful school year.

Sincerely,

Joseph Azmeh

Headmaster and Secondary Principal

Secondary Contact Information:

Secondary Office Direct 6622-6298

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INTRODUCTION

TIS COMMUNITY

TEDA International School (TIS) is a world-class, non-profit, U.S. accredited, international school offering a nursery through grade 12 program of study for students of all nationalities. As the sole, internationally accredited school in TEDA, TIS is the only international school in the Economic Development Area which has received independent verification from the Western Association of Schools and Colleges that its programs meet international standards.

The TEDA International School community is a diverse one with school community members representing many cultures and backgrounds. The School is supported by the TEDA Education Bureau with day-to-day operations managed by an outstanding, internationally-trained, leadership team. The school community includes members of foreign and local businesses as well as local government.

TIS VISION

Empower students to become citizens the world needs.

TIS MISSION

The TIS mission is to serve a culturally diverse community and facilitate 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.

CORE VALUES

There are 4 school-wide core values that guide all components of the TIS curriculum, instruction, and assessment programs at all grade levels. The core values lay the foundation on which all curricular, co-curricular and extracurricular programs are built at TIS. The four core values are:

Connected: We build connections through inclusivity, awareness, and effective communication.

Curious: We demonstrate curiosity through being reflective, creative and inquisitive.

Caring: We demonstrate caring through acts of empathy, respect, and altruism.

Courageous: We demonstrate courage through acts of integrity, boldness and perseverance.

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. TIS also believes that a safe learning environment is essential for all children and works to support that belief. The school takes measures to encourage regular attendance at school, and discipline policies are consistent with maintaining the child's human dignity.

ACCREDITATION

TEDA International School receives accreditation from the Western Association of Schools and Colleges (WASC). Educational accreditation is a quality assurance process under which services and operations of educational institutions or programs are evaluated and verified by an external body to determine whether applicable and recognized standards are met.

SCHOOL CONTACT INFORMATION

Main Reception: 22-6622-6157 or 22-6622-6158 / Secondary Office (grades 6-12): 22-6622-6298

Need assistance with:		Pre-K/Primary	Middle/High School
Absence or illness	➡	WeChat message to teacher or call Main Reception	Secondary Office
Classroom or academic concern	➡	Classroom teacher by appointment (WeChat or email)	Classroom teacher by email or contact the Secondary Office
Medical or health issue	➡	Health clinic (Main Reception)	Health clinic (Main Reception)
Update contact information (phone, email, ID, passport)	➡	Admissions	Admissions
Food service or cafeteria	➡	Business Office (Call Main Reception)	Business office (Main Reception)
Financial issues	➡	Finance Office (Call Main Reception)	Finance Office (Main Reception)
Bus service	➡	Transportation Office (Call Main Reception)	Transportation Office (Call Main Reception)
Parent ID cards	➡	Records Manager (Call Main Reception)	Records Manager (Call Main Reception)
School safety issues	➡	Facilities (Call Main Reception)	Facilities (Call Main Reception)

Additional Resources:

Health Clinic/Nurse (Meili Zhang): Contact Main Reception

Admissions: 22-6622-6297 or TEDA.admissions@TEDAglobal.org

Guidance Counselor (Sharon Li): 22-6622-6295

Academic Advisor (Sharon Li): 22-6622-6295

Library: 22-6622-6291

STUDENT LIFE

SCHOOL AND HOME COMMUNICATIONS

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. To keep TIS parents informed about school and community issues and events a weekly newsletter will be sent home. TIS also has a website (www.TEDAIS.net) where the weekly newsletter, the Student Handbook, and other important school-related information can be accessed.

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.

PARENT-INITIATED COMMUNICATION PROTOCOL / COMMUNICATING ISSUES OF CONCERN

When parents need to meet with school leaders, such meetings will typically be carried out with individual families. Whole, grade level meetings and/or large group meetings are not appropriate to discuss confidential student issues and typically do not provide the best dynamics for achieving solutions to problems or challenges. Likewise, posting sensitive issues of concern in public forums and/or WeChat groups is also counterproductive. Respectful, solutions-based communication that respects privacy and confidentiality is the expectation. TIS faculty, staff and/or members of the school's leadership team will not take part in non-school initiated group meetings by stakeholders who wish to register complaints about individuals or question procedures or actions of the school nor will the school conduct sensitive discussions about school matters via unauthorized communication channels.

PARENT-TEACHER COMMUNICATION PROTOCOL

TEDA International School prides itself in welcoming parent participation and involvement. Our teachers and Principal communicate often to keep parents informed of school events and procedures. Because our primary concern is the well-being and education of our students, TIS staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. In efforts to resolve matters quickly and effectively, TIS asks that parents and/or guardians first contact the teacher or

guidance Counselor before involving school administration if the issue is one that is related to classroom teaching, learning, and/or student conduct.

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.TEDAglobal.cn 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.

SCHOOL HOURS AND THE CALENDAR

The school day for students is from 8:00am to 3:05pm. Secondary classes follow a five-day schedule. All students have a recess mid-morning, and approximately 50 minutes for lunch.

The regular school year is roughly 180 days divided into two semesters of two terms each. The school calendar may be found online on our website. Parents are also asked to respect the school's calendar and not to take their child out of school for travel, or vacations during regularly scheduled school days. 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.~~

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. The school day starts at 8:00am and finishes at 3:05pm. Students should ensure they are at school and ready to learn for the first period. 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 Secondary Office or on the school website, <http://www.TEDAglobal.cn/>

Students are expected to attend all classes every day. Parents should not permit students to miss school for reasons other than illness, family emergencies, or significant personal reasons, such as religious observances or external exams. 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 18 days in a semester or 36 days in a year risk not receiving credit in that

course. Students will be marked AE (Absent Excused) on PowerSchool when their parents have contacted the school regarding an absence. They will be marked A (Absent) on PowerSchool when the school is not aware of the reason behind their absence.

EARLY DISMISSAL

While TIS actively works to avoid early dismissal days, there are times when students may have to be dismissed early (i.e., end-of-semester exam days). In these cases, the school will communicate in advance so parents can make the proper arrangements.

If at any other time parents wish to take their children from school during the school day, the following will apply: 1) Parents must call the Secondary Office to make the request. 2) A Secondary School Campus Leave Record form must be filled out before a student is allowed to leave campus. 3) If the parent is picking up the student, they must come into the school and sign out their child. Otherwise, they must notify the school how the student will be going home.

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 on file (in writing) with the Secondary Office.

SUPERVISION BEFORE AND AFTER SCHOOL

Generally, the school is responsible for students from 8:00 a.m. to 3:05 p.m. each school day. If the student is attending after school academic help, a school-sponsored club, activity or sports event, they may be on campus until the end of the activity. After that, unless a special (late) event is being hosted by the school, no supervision is available. If students are involved in a school related activity, after 5:00, they must be supervised by a staff member.

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. Grade 12 students are permitted to enter reception when it opens at 7:30 and are to go to the senior room until class starts.

At 8:05 am 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 5:00 pm.

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 (15.15) and two late drop-offs in the afternoon (16.15 & 17.00). 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. Students are expected to obey all school rules while on any school provided bus.

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 50 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 if there is any concern related to student safety.

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 phones, iPads or tablets, 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.

CELL PHONES AND ELECTRONIC DEVICES

Students in grades 6 through 8 are NOT PERMITTED to bring cell phones to the TIS campus. If parents must contact the child during the school day, they can do so by calling the Secondary Office. Parents with special circumstances who wish to request that their child have access to a cell phone while on campus can submit a letter of explanation to the Secondary Office. Students should hand in the phone to the advisor teacher in the morning upon arrival and take it back after school.

While students in grades 9 through 12 are permitted to bring cell phones to the TIS campus, they are not permitted to use their phones during class time (unless authorized by the teacher). Teachers will be strictly enforcing this regulation so that students remain fully engaged in the planned learning activities. Students who have their own laptop may bring it to class whenever authorized by the classroom teacher.

If students do bring cell phones and / or other electronic devices to school, they are subject to Acceptable Use Policies (see below). The school reserves the right to prohibit any student from having a cell phone while on campus if he/she violates Acceptable Use Policies and/or allows the phone to distract from learning.

SCHOOL TECHNOLOGY USE

The following is from our Acceptable Use Policy on Technology. Technology used at the school should be 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 these rules are subject to disciplinary action in accordance with TIS disciplinary framework, 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 TIS's Core Values.
- The teacher determines what technology is permissible within his or her classroom.
- The school assumes no responsibility or liability for students' personal digital devices.
- 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

- Students in grades 6 through 8 may not be in possession of a cell phone (or other PEDs) at anytime during the school day.

- Students in grades 9 through 12 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 or smash them.
- If you are asked a second time during the same class period, the teacher will take the item and store it in the administrative office until the end of the day.
- Absolutely no food or drink allowed in the computer labs, or to be used around school technological assets. Food or drink found within a computer lab or around a school owned piece of technology will be confiscated and not returned.

Examples of Unacceptable Use

- Using technology when a teacher asks you not to or without explicit permission (e.g. text messaging during class, continuing to work on your laptop after a teacher has asked you to put it away, not honoring the specific daily procedures as outlined by the teacher)
- Downloading, copying or adding any unauthorized software to or from the school's computers
- Introducing any malware onto the school's network or computers
- Cyber bullying in or out of school: Using the Internet, or other digital technologies in a way that could be interpreted as threatening, harassing, humiliating, or embarrassing to another person
- Piracy/Copyright Violations: Unauthorized reproduction or use of copyrighted material
- Using usernames or passwords that belong to other persons or the school, without prior authorization
- Vandalizing school computers, for example: changing, erasing or destroying another person's files, or digital profiles
- Attempting to fix, repair, or enhance any school device or software without a teacher's approval
- Using school resources for gaming, downloading torrent files, or disrupting the school's bandwidth.
- Retrieving or publishing material that could be interpreted as obscene, profane or abusive, even when on personal digital devices or using a personal internet connection
- Attempting to bypass school firewalls, filters or antivirus using a proxy, or any other means
- Using TIS's computer or network file storage space to store personal items unrelated to educational objectives. Note: Items stored on TIS's computer or network file storage space become the property of TIS.
- Recording of sound or video, or photographing another person or classroom activity without explicit permission from a teacher

Students who are using laptop computers or tablets are expected to be using them for educational

purposes and with the permission of the teacher.

All students are required to read, sign and abide by the School's Acceptable Use Policy.

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 reusable water bottle to school for their use each day. The school provides bottled water coolers for drinking water.

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 to be brought into the school.

STUDENT VISITORS

In order to avoid disruptions to the learning environment, student visitors are not allowed on campus during the school day. Exceptions can be made under certain circumstances, and in those cases, requests should be made to the Secondary Office 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 the 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. TIS encourages alumni and other former students to meet their school friends outside of campus after school hours.

STUDENT SERVICES

INSTRUCTIONAL SUPPORT SERVICES

Instructional Support is a process to maximize individual student success, while at the same time serving as a screening process for students who may be in need of specialized education services. Instructional

Support employs specific assessment and intervention techniques to help remove educational or behavioral stumbling blocks for students with unique learning needs. The process consists of a team working together to identify the student's needs, set goals, and develop an intervention plan to achieve those goals.

What Are the Benefits of Instructional Support?

- Identifies students in need of academic, emotional and/or behavioral support.
- Identifies students at risk of failure through a variety of screening methods and referral procedures.
- Provides initial and timely assistance to teachers, students, and parents.
- Uses a team approach that always encourages parent participation.
- Systematically searches to identify and prioritize problems as well as strategies to assist students.
- Monitors the progress of the student.
- Evaluates progress and determines recommendations.

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.

STUDENT ACTIVITIES

AFTER SCHOOL CLUBS AND ACTIVITIES

TIS offers students a variety of academic, social, cultural and competitive activities through its extracurricular program which runs over three seasons. Students are strongly encouraged to become involved in extracurricular activities. Information concerning these activities is made available at the beginning of each season. 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 one of the clubs that focus on service. Students and/or parents interested in obtaining more information about community service programs at TIS should communicate with the Secondary Office.

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 Secondary Office 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 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.

SPORTS TRIPS

Some secondary sport teams need to travel outside the TEDA area. All trips are organized by the Athletic 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. Students participating in

sporting events which require travel will be brought back to TEDA for pick up unless parents have received approval from the school for other arrangements.

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 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. Students participating in field trips will be brought back to TEDA for pick up unless parents have received approval from the school for other arrangements.

WEEK WITHOUT WALLS

Part of the educational program at TIS is our yearly ~~outdoor~~ education experience called Week Without Walls (WWW). 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. TIS expects all students to attend WWW, and students who elect not to go on the trip will be marked as absent for the entire week. These absences will count towards credit ineligibility, which is 36 absences in a school year.

STUDENT CONDUCT

Our student conduct philosophy centers on supporting students in their learning of self-discipline and appropriate decision-making as an educational process. Our student-centered approach is based on the ethical and moral principles of honesty, integrity, equity, inclusivity, personal responsibility, tolerance, and compassion.

TIS supports a model of positive discipline: setting clear expectations for behavior, explicit teaching of expectations, providing meaningful and timely feedback for appropriate and inappropriate behavior, and ensuring opportunities for restoration when inappropriate behavior occurs.

Students and all community members are expected to conduct themselves in responsible, respectful, and honest ways at all times. If students fail to achieve these expectations, there are corrective steps that teachers and administrators will take to address these behaviors to preserve a safe, productive, and orderly learning environment for all students and staff.

The disciplinary framework described below is intended to serve one or more of the following basic purposes:

- To protect a member of the TIS community from having his/her rights infringed upon by others;

- To help a student make responsible decisions about behavior which may affect the student's own life and/or the rights of others;
- To aid in the effective operation of the TIS community and the school's learning environment;
- To protect the reputation of the school, our students, and the TIS community.

TIS relies on the professional judgment of its teachers and staff to respond in a fair and consistent manner and believes that initial responses to inappropriate behavior should help students learn from their mistakes. When negative behavior is repetitive or substantially disruptive, school administrators become involved in the process of determining the most appropriate consequences, as outlined below.

DISCIPLINARY FRAMEWORK

Inappropriate behaviors are classified as Level 1, Level 2 and Level 3 offenses. Disciplinary consequences may be applied for behaviors that occur on school grounds, at school-sponsored events, or when traveling to/from school events as a supervised group, or for any behavior (on or off-campus) that directly impacts a student's education or the school's purpose and/or reputation. This list is not exhaustive, and situations not outlined below will be handled by the school administration in accordance with policy (**Issues related to academic integrity, cheating and plagiarism are addressed in the Honor Code section**). Consequences for inappropriate behavior may be adjusted by the school administration according to the specific infraction and developmental level of the child.

Disciplinary actions should maintain the dignity and self-worth of the individual. As a community, TIS believes that the development of personal responsibility requires an understanding of the natural consequences of one's actions, and children should experience these consequences for learning to occur. Whenever possible, consequences are related to the infraction and should allow for reparations to those who have been impacted to help recover the student's standing with the school community.

EXAMPLES OF INAPPROPRIATE/UNACCEPTABLE BEHAVIOR	POSSIBLE RANGE OF DISCIPLINARY CONSEQUENCES
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<p><u>Level 1 Offenses</u></p> <ul style="list-style-type: none"> • Classroom disruption • Tardiness to class • Excessive arguing or noncompliance • Failure to comply with the school dress code or uniform requirements • Unauthorized use of personal electronic devices • Chronic unpreparedness for class • Minor damage to the property or belongings of the school or of others • Physical behavior (pushing, wrestling, “playing”) that could lead to injury • Inappropriate displays of affection at school or during school-sponsored events • Selling items for personal gain or profit • Any other improper conduct that interferes with the teaching and learning environment which in the judgment of school administration qualifies as a Level 1 offense 	<p><u>Level 1 Consequences</u></p> <p>For cases within the classroom, the teacher’s word or physical evidence constitutes sufficient proof for determining failure to meet expected behaviors. Minor offenses are cumulative on a yearly basis.</p> <p>Teacher-assigned consequences may include:</p> <ul style="list-style-type: none"> • Reflection form • Brief removal from class • Change of seat • Student/teacher conference • Parent contact • Removal of privileges • Lunch detention <p>When necessary, administrators may assign the following consequences:</p> <ul style="list-style-type: none"> • After school detention • Short-term in- or out-of-school suspension
<p><u>Level 2 Offenses</u></p> <ul style="list-style-type: none"> • Insubordination or malicious defiance • Failure or refusal to comply with directions from, or refusal to identify yourself to, a staff member • Lying or intentionally misleading; acts of false testimony, forgery, or fraud; slandering, defaming or formulating unfounded complaints or accusations • Instigating or participating in any act of harassment, slander, intimidation, hazing, bullying, or threatening any community member Expression of intolerance relating to race, ethnicity, religion, gender, or personal orientation • Leaving class without teacher permission; “skipping” class or school • Use of abusive, obscene, or profane language or gestures • Possession of inappropriate printed material or pornography (magazines, pictures, drawings, etc.); Using a phone/electronic device for the transmission and/or downloading of inappropriate oral or text messages, digital and/or video images • Disrespect for symbols and/or school property • Reckless endangerment including horseplay and inappropriate physical contact or activity which could potentially cause injury • Petty theft (up to 100 RMB) • Indecent exposure • Smoking on campus or during school-sponsored activities • Repetition of Level 1 offenses 	<p><u>Level 2 Consequences</u></p> <p>Administrator-assigned consequences may include:</p> <ul style="list-style-type: none"> • Student reflection • Student and parent conference with administrator • Detention • School or community service • Restorative conference • Anti-harassment contract • Behavior Probation contract • Short-term suspension (up to 5 days) • Long-term suspension (5-10 days) <p>According to the severity of the case, Level 2 offenses may be judged Level 3 in nature and thus may warrant consequences which could include immediate dismissal from the school. Serious offenses are cumulative on a yearly basis.</p> <p>An accumulation of Level 2 offenses may result in the student not being permitted to return for the following school year.</p>

<ul style="list-style-type: none"> Any other improper conduct of students which, in the judgment of the school administration qualifies as a Level 2 offense 	
<p><u>Level 3 Offenses</u></p> <ul style="list-style-type: none"> Using, possessing, under the influence of, or disseminating alcohol and/or drugs or any type of unauthorized substance prohibited by local law Committing any criminal acts that entail any sanction in the penal system (as defined by law) Bringing to campus or possessing any ammunition, weapons, i.e., knives, brass knuckles, explosives, firecrackers, flammable materials and/or use of anything that can be considered a weapon. Assault, fighting Sexual harassment Performing an act of arson or creating any type of real or potential fire hazard. Participating in a serious act of vandalism of school property or the willful destruction of belongings of a school staff member or classmate Committing a major act of theft (above 100 RMB) or theft of proprietary information Repetition of Level 2 offenses Any other improper conduct of a student, which in the judgment of school administration qualifies as a Level 3 offense 	<p><u>Level 3 Consequences</u></p> <p>Level 3 offenses result in student suspension as the minimum consequence and are cumulative for the duration of the TIS career.</p> <p>School administration may also recommend immediate dismissal depending on the severity of the student's specific actions. Upon serving the specified day(s) of suspension, the school administration may impose additional sanctions and/or follow-up responses involving one or more of the following:</p> <ul style="list-style-type: none"> Student and parent conference with administrator Restorative conferences Anti-harassment contract Behavior contract Notification of legal authorities (if warranted)

Note: Students on out-of-school suspension or expulsion may not enter the school campus, attend class, or take part in any school-sponsored activity including but not limited to sports events, trips, competitions, and academic or co-curricular events without explicit permission.

HONOR CODE

The TIS Honor Code sets the school's expectations for honesty and integrity in all academic work and interactions. Academic dishonesty is a violation of the Honor Code and is not tolerated under any circumstances. Students are expected to take full responsibility for their learning in the following ways:

- Submit original work
- When using the work of others, give full credit to the source of the work
- Maintain the integrity of testing and other teaching materials
- Give or receive assistance to others only with explicit authorization
- Comply with any investigation of honor-code related concerns
- Avoid any situation that might contribute to or involve a student in cheating, plagiarizing, lying or stealing

The following are examples of behavior that qualify as academic dishonesty and are to be avoided:
Cheating encompasses, but is not limited to, the following:

- Giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work or exams over other students
- Attempting to gain or provide an unauthorized, unfair, dishonest, or unscrupulous advantage in school work or exams over other students
- Talking, using signs, or gestures during an exam
- Copying from another student or permitting the copying of an assignment
- Submission of pre-written work when an assignment calls for work to be written in class
- Sharing copies of exams or other assignments with others
- Unauthorized use of study aids, notes, books, data, or other information
- Sabotaging the submissions, projects or experiments of other students

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

- Presenting or submitting the work, thoughts or opinions of someone else without acknowledgement or citation
- Submitting another person's work as your own
- Failing to use proper documentation and bibliographic referencing

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

- Providing an untruth or falsehood
- Deceit or intending to deceive or mislead others through oral or written statements
- Omitting or failing to provide complete information to a teacher or other authority
- Feigning illness to gain extra preparation time for tests, quizzes, or assignments

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

- Taking or attempting to use, without the right or permission to do so, school work or materials of another student or the instructional materials of a teacher
- Taking or attempting to take somebody else's personal property or work without their knowledge and permission and/or knowingly possessing stolen property
- Taking, photographing, or obtaining copies of tests or quizzes
- Accessing or possessing the answer key for tests or quizzes

DISCIPLINARY CONSEQUENCES FOR HONOR CODE VIOLATIONS

- Student's grade may be penalized and/or work must be redone and resubmitted
- Parents will be contacted and incident may be recorded in student file
- School administration will be informed

Repeated offenses may result in the following:

- Penalization of grade and/or work must be redone and resubmitted
- A disciplinary letter placed in the student's academic file

- Notification to universities of a pattern of academic dishonesty
- Ineligible for continued enrollment at the school

Other consequences, according to the TIS Disciplinary Framework, may also apply.

ANTI-BULLYING

At TEDA International School, all students have a right to a safe and healthy school environment. TIS and all its community members have an obligation to promote mutual respect, tolerance, and acceptance and the school will not tolerate behavior that infringes on the safety of any student.

TIS students and/or staff are expected to immediately report incidents of bullying to the Principal or Counselor. Faculty and/or staff members who witness such acts must take immediate steps to intervene. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school, and/or during any school-sponsored activity. Depending on circumstances, cyberbullying may also fall under the school's authority.

Based on the policy statements above, bullying of any type is not acceptable at TEDA International School. TIS sets high expectations for student behavior and if these expectations are not met and bullying does occur, TIS will address the issue according to the process outlined below.

TEDA International School takes any allegation of bullying very seriously and all cases are investigated thoroughly. No report of bullying, or indeed unpleasant behavior towards others, will ever be ignored. However, the terms 'bully' and 'bullying' are sensitive and will be used with caution until an incident has been properly and fully investigated.

TEDA International School defines bullying as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. Bullying can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying is behavior that is intentionally aggravating and intimidating.

Bullying is not single episodes of social rejection; single acts of nastiness or spite; random acts of aggression or intimidation; mutual arguments, disagreements, or fights; or rejection of one's friendship. While it is recognized that these actions can cause great distress, they do not fit the definition of bullying and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

What must a student do if they are being bullied? 1) Tell the person(s) involved they are upsetting or hurting you. 2) Remove yourself from the situation if possible. 3) Report the situation to a teacher, the Counselor, or Principal. 4) Report the situation to a parent or guardian. 5) If the negative behavior

continues, meet with the Counselor or Principal. 6) The school will document all actions and students who have made a claim of bullying have the right to summary documents.

What must a student do if they see someone being bullied? 1) If it's safe to do so, tell the person(s) to stop. 2) Help the recipient of the negative behavior remove him/herself from the situation. 3) Report the situation to a teacher, the Counselor, or Principal. 4) Encourage person to report the situation to a parent or guardian. 5) Encourage the person to report the situation to the Counselor or Principal. 6) If it seems the problem persists, submit a written concern and urge that action be taken.

What will the school do if bullying is reported? At TIS, all reports of bullying will be thoroughly investigated. The school will notify the parents of any student being investigated. The goal of the investigation is to gather facts so that the proper actions can be taken. The school does not view accusations as facts. To ascertain facts, the school must independently verify/corroborate accusations. The school will also work to understand any relevant history and/or circumstances. Investigations may include but are not limited to interviews (of parents, teachers, students, staff), review of student files, and review of security camera footage. A prior judgement of bullying may be relevant to a separate accusation of bullying. It is possible for an investigation to reveal wrongdoing that IS NOT considered bullying. The school will document its investigative actions however, some documents will remain confidential. Summary documents can be made available to parents. At the conclusion of the investigation, findings will be documented in a letter and this letter will be made available to the parents of students involved.

What will the school do in cases where bullying is verified? TIS will take actions consistent with a level 2 offense (see Parent-Student Handbook). Based on the circumstances, one or more level 2 consequences will be applied. In addition, students who engage in bullying behavior may lose certain privileges, may be deemed ineligible for certain activities, and/or may be required to take special classes. Students who engage in bullying behavior will be required to participate in activities designed to heal damaged relationships and demonstrate understanding and growth. Repeat cases of bullying may result in expulsion or a loss of eligibility for continued enrollment at TIS.

Concluding Statements on Bullying

Some children may, at times, engage in bullying behaviors. Students who make these choices may have experienced bullying themselves and decided to bully others as a response to what they experienced. Some may have issues at home that make them feel sad, isolated, and/or lonely. Some students may struggle with low self-esteem or fear being left out if they don't join in. There may be many relevant factors and although it does not make it right to bully others, working to understand those factors is part of the school's responsibility.

TEDA International School will do everything possible to ensure that no child has to endure being bullied and that all children enjoy a positive learning environment. TIS will also provide opportunities for students

who engage in bullying behavior to overcome those mistakes and bad decisions so that they can emerge as better, more mature individuals.

DRESS CODE

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. 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.

UNIFORMS:

- **Pants:** Pants, shorts and skirts must be navy blue or black. Yoga pants, or pants of a similar kind are not allowed. Shorts and skirts should be at least mid-thigh in length.
- **Coats, Hats, Scarves & Gloves:** Outdoor wear should not be worn inside the classroom, unless really needed. Scarves, gloves and head coverings should not be worn in class unless permitted by the teacher.
- **Shirts and Sweater:** Only TIS Store hoodies, sweaters, and shirts are permissible. ACAMIS-issued or commemorative wear is also acceptable.
- **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. Socks must be solid white, black, navy blue or grey (no pattern). 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 in P.E. class, or on special days such as Sports Day. Students 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 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 outside of the P.E. environment and are **NOT** to be worn in regular classes. 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.

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. Parents will be informed in writing when their child is placed on behavior probation and will be required to attend a meeting with the Principal and/or Counselor. A contract will be developed which provides the student with a roadmap for removing the probation status. Failure to meet the terms of this contract may result in expulsion or not being readmitted the following school year. **Note:** Students on Behavior Probation are ineligible to represent the school in student exchange activities.

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. During in-school suspension, learning activities are conducted outside the regular classroom environment. In-school suspension is typically assigned in cases where students disrespect classmates and/or the learning environment.

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.

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.

ACADEMICS

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
- 3 credits of mathematics
- 4 credits of social studies
- 4 credits of science
- 6-8 credits for electives

GRADE POINT AVERAGE (GPA)

TIS prepares grade point average (GPA) calculations for its senior class only. GPA calculations are impacted by class designation – standard level, honors level, or Advanced Placement (AP) level and the total number of credits earned. 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. 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:

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
0–59	0	0	0

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

INCOMPLETE GRADE

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

ACADEMIC REVIEW

Academic Warning

Students’ academic progress will be reviewed at the end of each term. Any student who receives a grade lower than 60% or total average under 70% will be put on Academic Warning.

Academic Warning is a designation for students who have at least one grade lower than 60% or total average under 70% in a single academic term.

Academic Warning requires a student to:

- Attend a meeting with their parents, Counselor and the Principal at the beginning of the following term.
- Attend tutoring/office hours in the affected class(es) at least twice a week.
- Meet with the Counselor regularly to review grades and develop an academic plan for successful improvement
- Submit a weekly progress report, signed by their teacher(s) to the Counselor every week.

Students under Academic Warning may participate in sports and co-curricular activities at the discretion of the Administration.

Academic Probation

Academic Probation is a designation for students who have two or more semester grades lower than 60% or an end of year average (average of semester 1 and semester 2 grades) below 60%. A student does not need to be on an Academic Warning to be placed on Academic Probation. Any student who fails one or more classes for the year is automatically placed on Academic Probation.

A student on Academic Probation must complete the same requirements as those for Academic Warning and may be asked to do lunch time study as well as after school sessions four days a week.

Students on Academic Probation may not participate in athletics or co-curricular activities.

After two semesters of Academic Probation, the Academic Review Team will meet to assess whether a student will be allowed to continue as a student at TIS. The decision will be made on a case-by-base basis.

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-semester F in the manner described above, may have an impact on a student's anticipated graduation date. **Secondary students (grades 6 – 12) who fail two or more core subjects** for the year **may be required to repeat** the grade level.

EXAMINATIONS

Both Middle School and High School have end-of-semester examinations twice a year. First semester examinations are held in December and second semester examinations are held in June. Grade 12 students will hold their semester 2 exams in the last week of May. Middle School students' exams are worth 10% of their semester grade, while High School students' exams are worth 15%. 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 Principal 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 because 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 first 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.

While it is important for students to be challenged, taking multiple AP classes may generate excessive academic stress. Students should discuss their course selections with their parents, school Counselor and course instructors. Students and parents also need to know what the summer homework is for AP courses and plan their summer so that the work can be done before the first day of school.

While TIS encourages students to challenge themselves, the school also has a duty to protect our students from over-ambitious academic goals that may severely hamper their capacity to attend to other components of our comprehensive educational program. Therefore, TIS sets guidelines on how many Advanced Placement classes a student may take at each grade level. Any exceptions are to come through the Counselor and are approved by the Principal.

Grade 9 students should usually take no more than one AP class.

Grade 10 students should usually take no more than two AP classes.

Grade 11 students should usually take no more than three AP classes.

Grade 12 students should usually take no more than four AP classes.

Students who take AP classes are expected to be in the class for a full year and to take the AP examination in May. All students who are taking an AP course are expected to sit and take the examination. There is a charge of approximately US \$150 for each AP exam taken and this amount must be paid to the TIS Finance Office by the announced deadline.

Grades for AP courses are weighted, Ex. a grade of 85% in an AP course has a weight of 4 grade points rather than the 3 grade points. Possible scores on AP examinations 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.

Prerequisite guidelines for Advanced Placement study

Course	Minimum Requirement(s)
AP Biology	B in Grade 9 Biology and Grade 10 Chemistry
AP Calculus	B in Pre-Calculus
AP Chemistry	B in Grade 10 Chemistry
AP Chinese	Language test required
AP Comparative Government and Politics	B in English and Social Studies
AP Computer Science Principles	No Prerequisite
AP English Language	B in Grade 10 Honors English
AP English Literature	B in Grade 10 Honors English
AP Environmental Science	B in English class
AP Human Geography	B in Social Studies
AP Macroeconomics	No Prerequisite
AP Microeconomics	No Prerequisite
AP Music Theory	2 years of Jazz Band
AP Physics 1	B in Algebra 2
AP Psychology	B in English (A- for Grade 10 students)

AP Statistics	B in English and Math
AP Studio Art: 2D Design	Grade 11 Studio Art plus 1 other HS art credit
AP US Government and Politics	B in Social Studies

EXTERNAL EXAMINATIONS

In addition to Advanced Placement (AP) exams, TIS offers other external examinations including the MAP, PSAT, and SAT. 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.

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.

WITHDRAWING A STUDENT

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”.

STUDY HALL

TIS does not have a regularly scheduled Study Hall for its students. Those students who take an accelerated path with numerous AP courses, may be given a Study Hall period. 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 (3:15 p.m. - 4:00 p.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. Secondary students on academic probation and/or who are struggling academically may be required to attend after school help sessions.

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.

Frequency: Homework may or may not be assigned daily for each class. This is at teacher discretion based on course and students. The task may be a written response to questions, a reading assignment, or a routine to be followed or practiced. Advanced Placement courses often assign more frequent homework.

Duration: Actual time required to complete assignments will vary with each student's work habits, academic proficiency, and course load. If assigned homework, students should expect to spend at least 20 to 30 minutes per period of class instruction on homework (2 to 3 hours total). Students spending an inordinate amount of time (in excess of four hours) in one sitting doing homework should discuss the issue with their guidance Counselor and assigning teacher. *Some homework assignments are longer and time intensive such as projects, papers, research.* Proper time management is encouraged for all assignments, especially for Advanced Placement courses.

Submission: Students are expected to submit work on time. Students who turn in late assignments on a consistent basis may receive one or more of the following: partial credit, no credit, communication with parents/guardians, guidance intervention, or academic intervention via mandated attendance to after

school help sessions.

Absence: Students who miss homework due to excused absence will be given the opportunity to submit missed work. Generally, students are given one calendar day for each day absent to submit the missing work. The teacher and student should discuss the details. Ultimately, it is at the discretion of the teacher to make a professional judgment of what is appropriate.

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. In today's secondary schools and universities, electronic books are becoming the norm. When actual copies of books are issued, 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 through Friday 7:45-4:30

STUDENT PRINTING

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

STUDENT AWARDS

TEDA International School is dedicated to excellence and honors those students who demonstrate their dedication to excellence. Throughout the year, awards may be given for special events such as Science Fair, Speech Contest, MAP and PSAT performance, and others. At the end of each academic year, TIS recognizes secondary students who have demonstrated outstanding academic excellence and improvement in various disciplines. In addition, awards are given to recognize students who have excelled at athletics, service, and leadership. TIS also publishes an annual Honor Roll and Principal's Honor Roll. To be included on the Honor Roll, a student must have semester grades of 90% or higher in all classes. To be included on the Principal's Honor Roll, a student must have semester grades of 93% or higher in all classes. In a case in which a student meets the Honor Roll standard for one of the semesters and the Principal's Honor Roll standard for the other semester, that student will be placed on the Honor Roll.

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 for Pre-K), 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 for Pre-K), 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.

LOCKDOWN PROCEDURES

1. An alarm and verbal announcement, "LOCKDOWN", will be made to initiate the lockdown procedure over the public address (PA) system.
2. All staff and students who are:
 - In the classroom: stay in the room
 - In the hallways: go to the nearest classroom or office (Staff members should check the halls before locking doors to let anyone nearby into the room.)
 - In the library, PAR, or theater: stay in the room; move away from windows
 - In the Gym: move away from windows and doors
 - In the cafeteria: move away from windows and doors
 - Outside: go to the nearest classroom or office
3. Once inside:
 - Lock all doors; do not let anyone in or out (except emergency personnel)

- Use window covering to cover windows on classroom/office doors
 - Turn off lights
 - Close windows and blinds/curtains
 - Move away from windows and doors
 - Keep quiet and listen for instructions
4. Staff should make a list of those students in their rooms for later accounting.
 5. When danger has passed, an announcement, “ALL CLEAR”, will be made.

EVACUATION DRILL PROCEDURES

Alarm heard when class is in session: Follow the teacher’s instructions and exit by the way indicated. Make sure you walk, do not run. Go to the north end of soccer field (nearest the street) and line up from 6A closest to the guard building and 12B farthest. Sit down so that your teacher can count you. It is important that you do not talk but pay attention to teacher or administrative directions.

Alarm heard outside of class (during recess, lunchtime, large group activity or after school): Walk to the field and follow the procedure listed above.

HEALTH AND HYGIENE

Upon admission, every student who attends TIS must have a 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 implement.

For student well-being, TIS recommends that all students have an annual physical exam performed by their physician for eyesight, hearing and TB skin test for exposure to Tuberculosis. Admission to TIS is not dependent on student immunization history but the school does 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 >37.3 degrees), suspicious rash/spots, or a common cold (i.e.

sneezing, coughing, runny nose) must stay home and CAN 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 injury 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 Logistics 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.

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, it is suggested that they do not attend school until they have recovered fully. Special cases need to be referred to the Secondary Office.

Students are not permitted to bring to school or to self-administer any medications. The school nurse is the only person who can administer medication on campus. Emergency medications, such as asthma

pumps and EpiPens are allowed to be kept with the student. Students who might require the use of an EpiPen should keep an emergency one with the school nurse or the Secondary Office.

SCHOOL LIABILITY / INSURANCE

TEDA International School does not assume financial responsibility for a student's medical emergencies and/or accidents. 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 it has 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 pump house and the building accessed by entrance #1
- the gym, unless a supervising adult is present
- the indoor play structure in the cafeteria and any play equipment designated for PK or Primary students only
- 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

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 will communicate through various means.

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/sports practices, 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