



TEDA International School  
Tianjin • China

# Secondary Parent / Student Handbook

## 2025-2026

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**Revised December 2025**

# A WELCOME FROM THE SECONDARY PRINCIPAL

Dear Parents and Students:

Welcome to the 2025-2026 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 provides parents and students with important information needed 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 non-profit, internationally accredited, day 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 both local and global communities. TIS also prepares its students to enter and find success at top universities around the world.

## **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:** Students build connections through inclusivity, awareness, and effective communication.

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

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

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

## UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

TIS supports the rights of children as outlined in the UN Convention on the Rights of the Child (ratified by The People's Republic of China in 1992). 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

<b>Need assistance with:</b>		<b>Pre-K/Primary</b>	<b>Middle/High School</b>
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): 22-6622-6158 ext. 6120

Admissions: 22-6622-6297 or [TEDA.admissions@TEDAis.org](mailto:TEDA.admissions@TEDAis.org)

MS Guidance Counselor (Joanna Cui): 22-6622-6158 ext. 6666

HS Guidance Counselor & Academic Advisor (Sharon Li): 22-6622-6295

Library: 22-6622-6291

## STUDENT LIFE

### **SCHOOL AND HOME COMMUNICATIONS**

To support communication between home and school, every effort will be made to ensure letters sent home from the school's administration will be provided in both English and Chinese. To keep TIS parents informed about school and community issues and events a weekly newsletter will be sent home. TIS maintains a website ([www.TEDAIS.net](http://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 given the potential for misinformation and/or conflict escalation. 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. TIS teachers and Principals communicate often to keep parents informed of school events and procedures. Because the school's primary concern is the well-being and education of our students, TIS staff are committed to



open, honest communication with parents. Despite the school's best efforts, questions and concerns do arise. 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. Given teachers' busy schedules, it is required that parents book an appointment (through the Secondary Office) in advance to meet with one or more teachers.

## **LANGUAGE OF INSTRUCTION, LEARNING, AND SOCIALIZING**

TEDA International School is a multicultural and multilingual community in which English is the language of instruction. TIS acknowledges and celebrates the diversity of language within our community and strives to create an environment where all students feel welcome and able to participate fully, regardless of their language background.

### **English as the Language of Learning and Community**

English is the language of instruction at TIS and is also the expected language of communication in academic and social settings. Students are expected to use English during class, in group projects, and during school-related activities. While students are welcome to use their mother tongue in appropriate contexts, they are expected to take advantage of the opportunity to practice English throughout the school day.

### **Intentional Language Use**

All students are encouraged to:

- Use English during collaborative work and social settings.
- Use English with English speaking office staff.
- Use English as the language of friendship at TIS.

### **Language Support at Home and School**

Parents can support academic language development by:

- Encouraging daily reading and discussion in English.
- Promoting vocabulary growth and self-expression.
- Staying engaged with school expectations around language use.

### **Addressing Language Use Concerns**

When a student's language choices do not support his/her own learning, and/or repeatedly exclude others, the issue will be addressed by teachers, counselors, or the Principal. Students will be guided to reflect on

their language use and encouraged to make adjustments that strengthen their own learning and the TIS community.

Language learning is a journey. At TIS, every student will receive support to become a confident, capable communicator in English while celebrating the richness of multilingual identities.

## **POWERSCHOOL**

TIS uses PowerSchool as its student reporting system for secondary students. It provides:

- **Parent & Student Access:** View assignments, grades, and attendance records.
- **Portal Location:** Visit [www.TEDAIS.net](http://www.TEDAIS.net) and click on the “PowerSchool” link at the top.
- **Login Help:** If login credentials are lost, contact the Secondary Office.
- **Grade Updates:** Students and parents are encouraged to check Power School weekly.
- **Communication with Teachers:** Access teachers’ email contact information.

## **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 the 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.

## **ATTENDANCE AND EXCESSIVE ABSENCES**

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 during 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.

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 face point deductions and/or be deemed ineligible to receive credit.

**Point Deductions:** Students exceeding 9 absences in a given course during a specific term are subject to a point deduction which will be applied to the term grade. For every absence (excused or unexcused) after the ninth absence, a deduction of 0.7 points will be applied. In addition, students with excessive absences may face more restrictions when it comes to assessment retake opportunities.

**Ineligible for Credit:** Any student whose total attendance for the school year, in a given course, falls below 70% of the 180 instructional days will be subject to an attendance review and may be deemed ineligible to receive course credit, regardless of academic performance.

When documenting absences, 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**

TEDA International School provides student supervision from 7:45 a.m. to 3:05 p.m. on regular school days. Students should not be dropped off before 7:45 a.m., as supervision is not available and the school gates will remain closed until that time. The school day officially begins at 8:00 a.m. and the gates close at 8:05 a.m. Students arriving after this time must enter through Reception.

Students participating in after-school academic help, clubs, sports, or other school-sponsored activities may remain on campus until the activity concludes. Any student on campus after 5:00 p.m. must be involved in a school-approved activity and be under the direct supervision of a TIS faculty member. Special permission from the administration is required for students to remain on campus beyond this time.

### **BUS SERVICE**

School offers various transportation options for students living in both TEDA and Tianjin, available for an additional fee. Parents may check with the Logistics Office for more information. 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 directions 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 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 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 10 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 11 and 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 strictly

enforce 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**

Technology at TIS—computers, phones, software (including AI tools), and networks—is intended to support safe, ethical, and purposeful learning. This applies to both school-owned and personal devices used on campus.

Students may be required to create email or online accounts for educational purposes. All use must align with the school's expectations and core values. Violations may result in disciplinary action, including loss of technology privileges.

### **Guiding Principles**

- Technology use is a privilege, not a right.
- Devices and AI tools must be used responsibly, ethically, and legally to support learning.
- Teachers determine what technology is permitted in their classrooms.
- Students must respect others' privacy and cite AI-generated content when used.
- The school is not liable for personal devices.
- Students must not conceal screens during use.

### **School-Wide Expectations**

- Grades 6–10: No cell phones or personal electronic devices (PEDs) during the school day.
- Grades 11–12: Personal technology may be used before school, at recess, lunch, after school, or during class with teacher permission.
- No food or drink near school technology or in computer labs.
- Follow safety protocols for lithium batteries.
- AI tools may only be used when explicitly allowed and must be cited. Students must critically evaluate AI-generated content.

### **Unacceptable Use Includes**

- Using devices without permission or when instructed not to.
- Submitting AI-generated work without citation or to avoid learning.
- Downloading unauthorized software or introducing malware.
- Cyberbullying, harassment, or accessing inappropriate content.
- Using others' login credentials or tampering with files/devices.

- Gaming, torrenting, or bypassing school filters.
- Recording or photographing others without permission.
- Storing unrelated personal items on school servers.

While at school, students are expected to use all technology tools for educational purposes only and always with teacher approval.

## **LUNCH AND SNACKS**

The school provides a full-service cafeteria with both full meal or “a la carte” options. Lunch fees are paid monthly through a special mini-app that is downloaded to one’s smartphone. Students are also welcome to bring their own lunches but are prohibited from ordering food from outside the school for delivery (see relevant section below).

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 leaving the cafeteria. Note: Only TIS students, faculty, and staff may dine in the school cafeteria unless special permission has been granted by one of the Principals.

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 (including former students) 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.

# **STUDENT SERVICES**

## **INSTRUCTIONAL SUPPORT SERVICES**

Instructional Support is available 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.

Benefits of Instructional Support include 1) identifying students in need of academic, emotional and/or behavioral support; 2) identifying students at risk of failure through a variety of screening methods and referral procedures; 3) targeted assistance to teachers, students, and parents; 4) formation of a working team that includes parents; 5) identifying and prioritizing problems as well as strategies to assist students; 6) ongoing monitoring and evaluation.

### **SCHOOL COUNSELORS**

The school's Counselors are 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 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.

### **STUDENT WELLBEING AND MENTAL HEALTH**

TEDA International School recognizes that adolescent wellbeing is foundational to academic growth, healthy relationships, and lifelong resilience. TIS is committed to creating a school environment where students feel safe, valued, and supported through the challenges and opportunities of middle and high school life.

#### **A Supportive Secondary Environment**

Wellbeing is integrated into daily school life through advisory sessions, schoolwide initiatives, and targeted wellness programs. These initiatives focus on essential topics such as identity, managing stress, decision-making, peer dynamics, and digital balance.

Teachers, advisors, and school leaders are all part of a community-wide commitment to supporting students' mental and emotional health. Our goal is to help students develop the tools they need to navigate change, build self-awareness, and contribute positively to the school culture.

#### **Role of the School Counselors**

Secondary Counselors are available to support students with personal, academic, and social-emotional concerns. They provide:

- Individual counseling sessions for short-term support and guidance
- Group workshops on common adolescent issues, such as stress, peer conflict, and time management
- Referrals to external professionals when long-term or specialized care is needed
- Collaboration with parents and teachers to ensure students receive consistent support across

settings

Students are encouraged to seek help directly, and confidentiality is respected within the bounds of student safety and school policy.

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.

### **How Families Can Support Wellbeing**

Parents/guardians play a vital role in promoting wellbeing during the teenage years. You can help by:

- Keeping open, non-judgmental lines of communication with your child
- Encouraging a healthy balance of academics, rest, screen time, and social connection
- Reaching out to the school counselor if your child seems unusually withdrawn, overwhelmed, or anxious
- Modeling positive coping strategies and problem-solving at home

TIS strives to create a school culture where every student feels seen, supported, and empowered to thrive—emotionally, socially, and academically.

### **LIMITATION OF COUNSELING SERVICES AT TIS**

TIS Counselors are trained to assist students in a variety of areas and to utilize various counseling techniques. However, school counselors are not able to provide psychological or medical diagnoses. In some cases, the school may require parents to obtain a formal diagnosis from a licensed psychologist, psychiatrist, or medical physician.

### **IMMINENT DANGER**

In cases where students disclose a risk of self-harm or harm to others, or when, in the school's professional judgment, a student poses a risk to themselves or others, the school may take appropriate action, including removal from the learning environment. In these cases, the school will require a professional evaluation; clearance by a physician, licensed psychologist, or psychiatrist; as well as a re-entry meeting with the Principal and Counselor before the student can resume regular school attendance.

## **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. These programs should expand the experiences available to secondary school students while promoting: teamwork, communication skills, leadership skills, camaraderie, and school pride. For information on TIS 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 the 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. *Note: Students must be in good academic standing to represent the school in athletic competition.*

## **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, a child's parent(s) may be asked to serve as chaperone(s) especially in cases when the child has demonstrated difficulty managing his/her behavior at school. 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 the yearly 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. If absences to Week Without Walls result in a student exceeding 9 absences in the term, then grade deductions will apply (see Attendance section).

## **OVERNIGHT TRIPS**

TEDA International School organizes overnight trips as part of Week Without Walls for students in Grades 6 through 12, and for ACAMIS sports tournaments for students in Grades 9 through 12. These experiences are designed to enrich student learning, foster independence, and—particularly in the case of ACAMIS—provide opportunities for exchange with students from other international schools.

Teachers who chaperone overnight trips assume significant responsibilities to ensure student safety, well-being, and appropriate behavior beyond the structured and predictable environment of the school campus. Their role includes not only supervision, but also emergency response, logistical coordination, and ongoing support for students throughout the trip.

Participation in overnight trips is subject to school review and approval. The Secondary Principal reserves the right to deem a student ineligible for any overnight trip if there are concerns regarding the student's maturity, decision-making ability, emotional stability, or other factors that may affect the safety or success of the experience. Additionally, students must meet academic eligibility requirements to participate in all co-curricular activities, including ACAMIS overnight sports tournaments.

## **STUDENT CONDUCT**

The school's student conduct philosophy centers on supporting students in their learning of self-discipline and appropriate decision-making as an educational process. This 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, TIS students, and the school 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 of inappropriate and unacceptable behaviors below is not exhaustive, and situations not outlined in the list 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
<p><b><u>Level 1 Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Tardiness to class</li> <li>• Excessive arguing or noncompliance</li> <li>• Failure to comply with the school dress code or uniform requirements</li> <li>• Unauthorized use of personal electronic devices</li> <li>• Chronic unpreparedness for class</li> <li>• Minor damage to the property or belongings of the school or of others</li> <li>• Physical behavior (pushing, wrestling, “playing”) that could lead to injury</li> <li>• Inappropriate displays of affection at school or during school-sponsored events</li> <li>• Selling items for personal gain or profit</li> <li>• 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</li> </ul>	<p><b><u>Level 1 Consequences</u></b></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"> <li>• Reflection form</li> <li>• Brief removal from class</li> <li>• Change of seat</li> <li>• Student/teacher conference</li> <li>• Parent contact</li> <li>• Removal of privileges</li> <li>• Lunch detention</li> </ul> <p>When necessary, administrators may assign the following consequences:</p> <ul style="list-style-type: none"> <li>• After school detention</li> <li>• Short-term in- or out-of-school suspension</li> </ul>
<p><b><u>Level 2 Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Insubordination or malicious defiance</li> <li>• Failure or refusal to comply with directions from, or refusal to identify yourself to, a staff member</li> <li>• Lying or intentionally misleading; acts of false testimony, forgery, or fraud; slandering, defaming or formulating unfounded complaints or accusations</li> <li>• 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</li> <li>• Leaving class without teacher permission; “skipping” class or school</li> <li>• Use of abusive, obscene, or profane language or gestures</li> <li>• 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</li> <li>• Disrespect for symbols and/or school property</li> <li>• Reckless endangerment including horseplay and inappropriate physical contact or activity which could potentially cause injury</li> <li>• Petty theft (up to 100 RMB)</li> <li>• Indecent exposure</li> </ul>	<p><b><u>Level 2 Consequences</u></b></p> <p>Administrator-assigned consequences may include:</p> <ul style="list-style-type: none"> <li>• Student reflection</li> <li>• Student and parent conference with administrator</li> <li>• Detention</li> <li>• School or community service</li> <li>• Restorative conference</li> <li>• Anti-harassment contract</li> <li>• Behavior Probation contract</li> <li>• Short-term suspension (up to 5 days)</li> <li>• Long-term suspension (5-10 days)</li> </ul> <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"> <li>• Smoking on campus or during school-sponsored activities</li> <li>• Repetition of Level 1 offenses</li> <li>• Any other improper conduct of students which, in the judgment of the school administration qualifies as a Level 2 offense</li> </ul>	
<p><b><u>Level 3 Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Using, possessing, under the influence of, or disseminating alcohol and/or drugs or any type of unauthorized substance prohibited by local law</li> <li>• Committing any criminal acts that entail any sanction in the penal system (as defined by law)</li> <li>• 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.</li> <li>• Assault, fighting</li> <li>• Sexual harassment</li> <li>• Performing an act of arson or creating any type of real or potential fire hazard.</li> <li>• Participating in a serious act of vandalism of school property or the willful destruction of belongings of a school staff member or classmate</li> <li>• Committing a major act of theft (above 100 RMB) or theft of proprietary information</li> <li>• Repetition of Level 2 offenses</li> <li>• Any other improper conduct of a student, which in the judgment of school administration qualifies as a Level 3 offense</li> </ul>	<p><b><u>Level 3 Consequences</u></b></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"> <li>• Student and parent conference with administrator</li> <li>• Restorative conferences</li> <li>• Anti-harassment contract</li> <li>• Behavior contract</li> <li>• Notification of legal authorities (if warranted)</li> </ul>

*Note: Students assigned to out-of-school suspension 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

At TIS, academic integrity is expected. Students demonstrate honesty in all academic work by:

- Submitting original work
- Citing sources appropriately
- Respecting the integrity of assessments
- Only giving or receiving help when authorized
- Cooperating with any honor code investigations

**Academic dishonesty**—including cheating, plagiarism, lying, or stealing—undermines trust and is not tolerated.

## What is Plagiarism?

Plagiarism is the act of using someone else's words, ideas, or work without proper acknowledgment. This

includes:

- Copying homework, essays, or projects from another student or online source
- Using AI-generated content without citation
- Paraphrasing someone else's ideas without credit
- Submitting work that is not your own

Students are expected to **cite all sources**, including AI tools, when used for assignments. If unsure whether something counts as plagiarism, students should ask a teacher or counselor.

### **Consequences**

Violations of the Honor Code may result in:

- Grade penalties
- Redoing and resubmitting the assignment
- Parent notification and administrative review
- Documentation in the student's file

Repeated or serious offenses may lead to further disciplinary action, including ineligibility for continued enrollment.

### **RESPECTFUL RELATIONSHIPS – NO BULLYING AT TIS**

TEDA International School is committed to providing a safe, respectful, and inclusive environment for all students. Bullying of any kind—verbal, physical, social, or cyber—is not tolerated.

**Definition:** Bullying is defined as repeated, intentional behavior that misuses power to cause physical, emotional, or psychological harm. It may involve individuals or groups and can occur in person or online.

**Reporting and Response:** All students and staff are expected to report suspected bullying to a teacher, Counselor, or Principal. Every report will be taken seriously and investigated thoroughly. The school will determine whether the behavior meets the definition of bullying and respond accordingly.

#### **Student Responsibilities:**

- Speak up if you are being bullied or witness bullying.
- Seek help from a trusted adult.
- Support peers who may be affected.

#### **School Actions:**

When bullying is confirmed, consequences will align with the school's disciplinary framework (typically Level 2 offenses). Responses may include removal from the regular learning environment (in-school suspension), counseling, restorative practices, loss of privileges, probation, and/or out of school suspension. Repeat offenses may result in expulsion. TIS fosters a culture of empathy, accountability, and personal growth. Students who engage in bullying will face serious consequences, but those who demonstrate a

genuine willingness to improve will be supported in making positive, lasting changes.

## **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 enrollment 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.**

## **SCHOOL UNIFORM REQUIREMENTS**

- **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 may 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. UNIFORM REQUIREMENTS**

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. Likewise, students placed on behavioral probation more than two times, will lose eligibility for continued enrollment at TIS. 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 or at any school-sponsored event. 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
  - Note: High School students who demonstrate a need for additional English language support may be required to enroll in a year-long Fundamentals of English course, which will count toward the elective credit requirement.

### **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.

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:

<b>Numerical Grade</b>	<b>Standard Classes</b>	<b>Honors</b>	<b>Advanced Placement</b>
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 pending work is completed. Incompletes given in terms 1, 2, and 3 must be replaced with a grade by no later than the last day of the subsequent term. Term 4 Incompletes must be replaced with a grade by no later than August 31 of the subsequent school year.

### **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 on Academic Probation must:

- Attend a meeting with their parents, Counselor and the Principal
- Attend tutoring/office hours in the affected class(es) at least twice a week.
- Meet with the Counselor regularly to review grades and verify attendance to office hours

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-case 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 may be required to repeat the grade level.

### **END OF SEMESTER 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 have their semester 2 exams in late 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 (max credit = 70%).

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.

When students are taking part in evening or overnight school activities or events, teachers will adjust/extend deadlines as necessary.

### **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 students from over-ambitious academic goals that may severely hamper their capacity to manage the various academic responsibilities required for success. 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.

### **AP Guidelines**

- 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 for 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**

<b>Course</b>	<b>Minimum Requirement(s)</b>
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 may be required
AP World History	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 Grade 11 English
AP Human Geography	B in Grade 10 Social Studies
AP Macroeconomics	60 <sup>th</sup> percentile on PSAT Reading
AP Microeconomics	60 <sup>th</sup> percentile on PSAT Reading
AP Music Theory	No Prerequisite
AP Physics 1	B in Honors Algebra 2
AP Psychology	B in English
AP Statistics	B in English and Math
AP Studio Art: 2D Design	Grade 11 Studio Art plus 1 other HS art credit
AP World History	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 are required to 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. 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. *Note: For any refunds or information about fees, please visit the TIS 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 after-school help. 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 the teacher's 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 three hours) in one sitting doing homework should discuss the issue with the 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. 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 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, Math Contests, Social Studies Fair, 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 Principal's Honor Roll, a student must have grades of 90% or higher in all classes for both semester 1 and 2. To be included on the Honor Roll, a student must have a grade average of 90% or higher in all classes for both semester 1 and 2. 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, 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, 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.

### **EMERGENCY PREPAREDNESS - LOCKDOWN**

In the event of an imminent threat on or near campus, TEDA International School has lockdown procedures in place to ensure the safety of all students and staff. During a lockdown, movement around the campus is restricted and students remain in secure locations under the supervision of staff until it is safe to resume normal activities.

To prepare for this type of emergency, lockdown drills are conducted periodically throughout the school year. These drills help students and teachers become familiar with the necessary procedures and allow staff to respond quickly and effectively in a real situation.

### **EMERGENCY PREPAREDNESS – SCHOOL EVACUATION**

In cases such as fire, earthquake, or other emergencies requiring the school buildings to be vacated, TEDA International School follows a well-established evacuation plan. During an evacuation, students are led by staff to designated safe areas away from buildings and accounted for through attendance procedures.



Evacuation drills are conducted periodically throughout the year to help ensure that students know what to do and where to go in an emergency. Practicing these routines contributes to a calm and orderly response should a real evacuation ever be necessary.

## **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 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.

## **STUDENT ILLNESS**

To protect the health of all students and staff, children must stay home if they exhibit any of the following symptoms:

- Fever over 37.3°C
- Suspicious rash or spots
- Common cold symptoms (sneezing, coughing, runny nose)

Students showing these symptoms at school will be sent to the nurse, and parents will be contacted.

Students should also remain at home if they are not well enough to fully participate in the day's activities, including P.E. and outdoor play.

### **Return-to-School Guidelines:**

- Students must be fever-free (temperature at or below 37°C) for at least 24 hours without medication before returning.
- Students taking antibiotics for an infection may return only after 24 hours from the first dose.

Please notify the school administration immediately if your child is staying home due to a contagious illness, or for any other reason.

## **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 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