



## Secondary School Handbook 2019/2020

### TIS Mission Statement

“In a safe and caring environment, our mission is to develop socially responsible, life long learners able to problem solve, think critically, and make positive changes in our global community”.

### School Contacts

Secondary School Principal	Lorne Schmidt	lorne.schmidt@tis.edu.mo
High School Vice-Principal	Martin Brown	martin.brown@tis.edu.mo
Middle School Vice-Principal	Dominic Masters	dominic.masters@tis.edu.mo
IB Diploma Coordinator & Academic Counselor	Jody Hubert	jody.hubert@tis.edu.mo
Academic Counselor	Charles Wester	charles.wester@tis.edu.mo
Head of Student Services	Rovanna Bawden	rovanna.bawden@tis.edu.mo
CAS Coordinator	Stephen Boyko	stephen.boyko@tis.edu.mo
Athletics Coordinator	Bing Han	bing.han@tis.edu.mo
Secondary Executive Assistant	Vanessa Wong	vanessa.wong@tis.edu.mo



## Secondary School Hours

<b>Monday, Tuesday, Thursday, Friday</b>	
<b>Advisory</b>	9:00am – 9:15am
<b>Period 1</b>	9:15am – 10:37am
<b>BREAK</b>	10:37am – 10:45am
<b>Period 2</b>	10:45am – 12:07pm
<b>LUNCH</b>	12:07pm – 12:47pm
<b>Period 3</b>	12:47pm – 2:09pm
<b>BREAK</b>	2:09pm – 2:13pm
<b>Period 4</b>	2:13pm – 3:35pm

<b>Wednesday</b>	
<b>Period 1</b>	9:00am – 10:17am
<b>BREAK</b>	10:17am – 10:21am
<b>TAP</b>	10:21am – 11:01am
<b>BREAK</b>	11:01am – 11:05am
<b>Period 2</b>	11:05am – 12:22pm
<b>LUNCH</b>	12:22pm – 12:5pm
<b>Period 3</b>	12:57pm – 2:14pm
<b>BREAK</b>	2:14pm – 2:18pm
<b>Period 4</b>	2:18pm – 3:35pm

### Lates and leaving early

Late students must sign in at the Secondary School Office prior to going to class. If a student must leave before the end of school, he or she must sign out from the secondary school office. The student should bring a note from home or the school will contact the home to ensure that the parents give permission for the student to leave early. Students are not allowed to leave the campus without prior parental permission. Students who frequently arrive late to school may face corrective action.

### Day 1 / Day 2 Schedule

The school will operate on a schedule of classes for Day 1 and a different schedule of classes for Day 2. Weekends and holidays will not be included in the Day 1 and Day 2 rotation.



## Attendance

Attendance is a key factor in student success. All absences affect student progress and achievement. It is the parents' responsibility to ensure that children attend school regularly and punctually.

It is the student's responsibility to inform all of their teachers of any upcoming absences. Given sufficient time, teachers will provide any necessary work. Notes about absences should be shown directly to each teacher. When the teachers cannot be reached, please notify the office.

When a teacher believes that poor attendance or tardiness is affecting a student's achievement, the teacher will arrange a meeting with the parent/guardian to discuss the problem. If attendance continues to be a problem, the student will be referred to administration, which can result in academic contracts, or even expulsion.

All students are expected to attend school during final examination period at the end of the school year. Students absent from final examinations without a reasonable excuse will receive no credit for the final examination and this will impact the final grade for the course.

Students in Grades 10-12 who accumulate more than 14 absences (excused or unexcused) in any one course may be withdrawn from the course.

### Attendance issues (late/absences)

Lates and absenteeism notices are to be reported directly to the Secondary Executive Assistant in the Secondary School Office. This can be done via Email [absentee@tis.edu.mo](mailto:absentee@tis.edu.mo) or by direct line at 8893 6814. A voice message (in English or Cantonese) can be left if the Secondary Executive Assistant can't be reached.

The following information is to be included in the message:

- Student's full name and homeroom
- Reason for the absence
- Likely date/time of his/her return to school
- Parent name
- Parent contact number/email address

The TIS App can also be used to send absentee notifications. These notifications are automatically directed to the Secondary School Office.



**Students in Grades 7-12 who arrive late must sign-in at the Secondary School Office. Students who frequently arrive late to school may face corrective action.**

## **Lunch**

Students in Grades 1-12 eat lunch in the multi-purpose room (MPR). Secondary students may also eat lunch on the round tables outside the MPR and in the Tiger Bites area. Students are not allowed to eat lunch in classrooms, hallways or in the outdoor areas near the basketball courts. Students may bring a bag lunch or may participate in the school lunch program offered by the designated food services operator. Lunch orders are done on a monthly basis. Students are expected to clean up their areas prior to being dismissed to go outside. If a child forgets a lunch, it may be dropped off at the office. Parents must sign in at security. Please refrain from regularly bringing your child their lunch.

**Students are not allowed to leave the school campus at lunch to eat elsewhere. Ordering food from an outside provider and having it delivered to school at lunchtime is prohibited. The food will be confiscated when this happens.**

## **Breaks**

Secondary students are expected to move efficiently through the hallways in order to arrive on time to their next class.

## **Closed campus**

TIS is a closed campus. Students are not allowed to leave the school campus during school hours unless accompanied by a teacher or signed-out by a parent/guardian. Additionally, students from other schools are not permitted on campus unless they are here for a school activity or if they have permission from the Principal or Vice-Principal.

## **Student Code of Conduct**

### **Background**

The School believes that good student behavior is a necessary condition for a safe and effective learning environment. Therefore, there are guidelines for behavior. These guidelines are based upon the consideration of safety, respect of others, and the provision of an environment conducive to learning and personal growth.

### **Student Responsibility**

It is an expectation that students wear the proper uniform, follow the language policy, and arrive on time and prepared for class. Secondary students must take ownership for their responsibilities as learners and role models within the school.



## All students of TIS are expected at all times to:

- Treat all school staff, fellow students, parents and members of the community and guests of the school with courtesy and respect.
- Display a spirit of honesty, integrity and responsibility.
- Comply with the school rules and policies, and make efficient use of their school time.
- Refrain from disruptive behavior that would deny any other student the opportunity to obtain full benefit of their education experience.
- Attend school/classes regularly and punctually.
- Be neat and clean in appearance and dress in a manner which is appropriate to the standards of the school and community.
- Refrain from smoking, vaping, or the use/ possession of tobacco products and alcohol while on school property or while attending school-sponsored events.
- Not use and/or be in possession of illicit narcotics/drugs or weapons at school, or at a school-sponsored event (these are strictly prohibited and may involve the authorities).
- Refrain from the use of improper, profane or obscene language.
- Respect the rights of others.
- Refrain from the willful destruction, damage or loss of school property or the property of others. Arrive at school/class ready to learn, with the required equipment/materials (e.g. laptop, PE uniform, books etc.).
- Complete all schoolwork and assignments on time and to the best of their ability.

## Student Discipline Continuum

TIS follows a 3-category approach to student discipline.

**Category 1:** Included in this category of behaviours are those actions perceived to be disruptive to the orderly process of education in the classroom, on School property or during School sponsored activities. These will typically be dealt with at the classroom level.



**Category 2:** These may be the result of chronic Category 1 offenses or Category 1 offenses that are considered severe, dangerous, or frequent. Administration will assist the teacher in finding a suitable resolution.

**Category 3:** A Category 3 offense may be the result of chronic Category 2 offenses, where the student has shown little or no remorse or willingness to change, or a highly severe or dangerous offense that immediately involves school administration.

Please refer to the TIS Student Conduct and Discipline policy for further details.

## **Behavioural Expectations**

Students who are not meeting behavioural expectations will be held accountable. If a student reaches Category 2 or 3 status, a student/parent meeting with the Vice-principal or Principal will be arranged. A behavioural contract may be introduced. Should the student fail to meet the conditions of this contract, consideration will be given as to whether the school will continue to offer a place for the students at the school.

## **Responding to Bullying**

At TIS, any form of Bullying, physical, social, emotional, online, cyber or other is not tolerated. Students are strongly encouraged to be upstanders rather than bystanders and to report any form of bullying immediately to a member of staff.

## **Academic Honesty**

Developing integrity in our students is an extremely high priority at TIS. For this reason, matters pertaining to academic honesty are taken very seriously. Please refer to our school policies to learn more. All students are expected to sign an Academic Honesty contract each academic year.

## **Mobile phones**

Individual teachers will determine if and/or when mobile phones will be used in class for educational purposes. Personal use of mobile phones is not permitted during class. Students can use mobile phones during lunch break only. Teachers may confiscate mobile phones when students do not comply with this rule.

## **Other electronic equipment and valuables**

Students are discouraged from bringing electronic equipment and valuables to school. The school will not be responsible for lost, damaged or stolen equipment. The use of iPods and other MP3 players is at the sole discretion of the classroom/supervising teacher. Headphones or earbuds should not be worn unless the classroom/supervising teacher has given permission to do so.

The TIS "Think Digital" Laptop Program will require each student in Gr. 7-12 to bring an approved laptop to school each day. The Macbook and the Chromebook are the two



approved devices for this program. The program allows for increased access to technology that will directly benefit students' learning by allowing for more engaging and diverse teaching to occur.

## **Lockers**

All secondary students are issued a locker and school combination lock. Students are not to decorate the outside of lockers. Students are not allowed to bring their own locks from home. If a lock is accidentally damaged, it may be replaced in the office. Students should not keep valuables in their lockers. The school will not be responsible for lost or stolen items. The school may search lockers at anytime.

Lockers should be locked and the combinations should be kept confidential. Students are provided a lock at the beginning of the year and it is their responsibility to return it at the end of the year.

## **Language use**

It is highly recommended that students only speak English at school, including lunch and break times. The purpose of this is to encourage students to improve their English skills through its practical application. Additionally, English is the language that is 'common' to ALL students; we are an 'inclusive' school, so our goal is to include everyone because we are all speaking the same language.

## **Elevator use**

Students may not use the elevator. Students who are unable to use the stairs may request an elevator pass from the Secondary School Office. Grades 10-12 students can request an elevator pass from their Vice Principal.

## **Technology**

TIS students are fortunate to have access to some powerful digital tools for learning. These tools in many ways and for many different purposes. We have interactive whiteboards, Apple TVs, iMacs and laptops; we use Google classroom, Gibbon, WordPress and Google Drive; students use video and photography, animation and stop motion techniques; they research and present; create and share; work in classrooms, in labs and are mobile.

Our goal is to help our students be socially responsible, digitally literate lifelong learners. Being digitally literate means that our students will have the knowledge and ability to use technology competently and strategically to connect and collaborate with others, to produce and share original content and to use the Internet and technology to achieve both academic and personal goals.

## **TIS Digital Responsible Use Policy**

TIS supports the use of information technology for learning. Members of the TIS community are required to act ethically and responsibly in their use of technology and social media when such use relates to or may impact the school and its members. It is expected that the



values of respect, fairness, responsibility and honesty are always demonstrated in communications and actions.

Digital citizenship is a high priority for our school. Students are expected to utilise the available technology in a responsible manner. Tech-based indiscretions, which include the inappropriate use of social media (on and off campus) are taken very seriously and may have significant consequences.

All electronic devices should be used to promote genuine learning, research and positive communication. Devices should be used at the appropriate time, with the teacher's permission. They should not be a source of distraction or disruption of the teaching-learning environment. When not required by a teacher, personal electronic devices are to be kept out of sight and turned off.

Devices must not be used to cheat, endanger, or violate another person's reasonable expectation of privacy. The taking of images without a person's permission is not permitted. All students are expected to sign a Responsible Use Agreement at the beginning of each academic year.

## **Uniforms (Grade 7-12)**

Jackets, sweaters, pants, skirts, dress shirts and shorts must be those issued by the school uniform shop or the Athletic Department. Other clothing brands are not acceptable. Shoes must be in black. Hats and hoods are not to be worn inside. Skirts and shorts should be worn at an appropriate length.

### **Secondary School PE**

All secondary students are required to wear their dress uniforms everyday. They must change into their PE uniform for PE class. Students should not be wearing their TIS PE uniform for the entire day.

### **Uniform Policy Enforcement**

Uniform policy is to be enforced during school hours or when students are on the school premises (unless specific activity permits).





## School Uniform (Grades 7 – 12)

### Daily Dress

- Red cardigan/sweater
- Red/Grey fleece jacket
- TIS jacket
- Red knitted vest
- Grey, red or Black Tigers hoodie
- White long-sleeved TIS shirt
- White short-sleeved TIS shirt
- Charcoal Trousers/shorts/skirt
- Hair accessories are to be plain red, white or black
- Black or skin-tone tights with skirt
- 100% Black dress shoes
- White or Black socks

### PE

- Grey sweat pants or sweat shorts
- Short-sleeved polo (Red or White)
- Running shoes
- White or Black socks

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from our website at <http://www.tis.edu.mo/services/uniforms/>

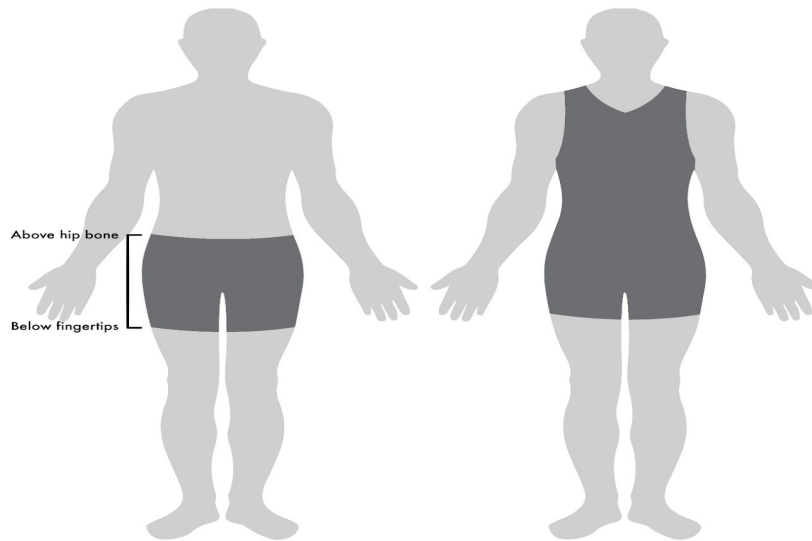
## Dress-down days (Grades 7 – 12)

### Allowed

- Exposed shoulders
- Tight clothing, as long as it is not see through (and complies with other guidelines)
- Any footwear, however, be aware of PE/lab classes where running shoes or covered shoes are required
- Shirts with dropping arm holes, however, no skin or undergarment may be exposed

### Guidelines

- Dress or shorts should be below fingertips
- No low cut tops and sides.
- No backless tops.
- Clothes must cover all undergarments (bras, underwear, etc)
- No see-through clothing (Ex. leggings)
- Bottom wear should be above the hip bone
- No swimwear and bathing suits unless other clothing that fits the other guidelines are worn over it
- No barefoot inside school facilities
- Clothing should not have offensive words or symbols or pictures
- Clothing and accessories should have with no sharp parts that can cause bodily harm and/or accessories that may be mistaken for weapons (ex: brass knuckles)
- Tailored hems for shorts / skirts.



## School services

### Health and safety

#### First Aid

A nurse or first aid attendant is on staff during regular school hours. If a student is injured or feels ill, he or she will be taken to the First Aid Office. An assessment will be made and treatment provided as necessary. Parents will be notified if the illness/injury warrants examination by a doctor and/or the student needs to leave school early.

#### Allergies – Nuts are forbidden

Parents are asked to refrain from sending peanuts (or other nuts) to school with their children. Some of our students have a severe allergic reaction to nuts. Some classes may have students that have severe nut allergies and may be further restricted. Student safety is always our first priority.

#### Food service

All students eat lunch at school. Kindergarten students eat lunch in their classrooms. The school's food service provider is Future Bright Group, the largest food and beverage enterprise in Macau with over 30 restaurants. Future Bright Group operates out of the kitchen in the MPR. All meals are cooked on-site and made fresh. Future Bright provides lunch for the day students and provides all of the meals for the boarding students.

Meals are overseen by an executive chef and must be approved by a nutritionist. Meal choices include Western-style food, Asian-style food and a variety of other healthy options. Students who do not order on a monthly basis may purchase meals individually. Students



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may also purchase additional drinks and snacks. An order form for choosing meals is provided for parents and students every month. Parents may also assess the TIS meal ordering system on our school website at <http://tis.edu.mo/services/food-service/> to place a food order for their children.

## Library

The Secondary Library is open from 8:00 a.m. to 4:30 p.m. This library provides areas for students to work individually and meet with peers. Computer and printer access is available at all times. The library staff are happy to help students locate and use resources for study purposes, as well as locating books to meet individual interests.

The library will be closed when library staff are unavailable or if there is a meeting in the library; a sign will be posted. Library staff have the right to ask students to leave if they are disturbing others. Please note that food and drink are not permitted in the library.

There is a Parent Shelf in the Elementary Library, which has a selection of books related to parenting. Parents may sign up for a library account and are welcome to use both the libraries before 8:30 a.m. and after 3:00 p.m.

Students may use the Secondary library to access computers, printers, scanners and photocopiers. The library staff are happy to help students locate resources and suggest reading material.

## Lost and found

A school wide lost and found box is located next to the security desk on the ground floor in the South Wing. Items are kept for two weeks. Expensive items are held in the school office or reception, depending on where the item was found.

## School store

Backpacks, hats and uniforms may be purchased at the school store located in the front foyer in the South Wing.

## Transportation

### Drop Off & Pick Up

The Kiss 'N' Ride program provides a queuing service to safely drop off and pick up students. Please use the designated crosswalks (zebra crossings) whenever possible. Drivers are reminded to practice extra care and to drive slowly.

Kiss N' Ride is located at the main entrance of the North Wing, on the road between TIS and MUST Athletics Track (one-way only). All parents are expected to utilize the drop off location



and entrance at the North Wing, opposite the MUST athletics track. This will be the only entry and exit point for the school.

TIS staff members in orange vests will be directing traffic during morning drop off and afternoon pick-up; please follow their directions at all times to ensure the safety of TIS students, parents and staff.

## **Parking**

Parking is available in the parking spaces near the MUST Library and in front of the school.

## **Entrance and parking permits**

All vehicles entering the MUST campus must display a MUST entrance/parking permit. TIS provides one permit per family free of charge. Forms are available online at on our school website at <http://tis.edu.mo/services/transportation/> or at the school office.

## **Road Safety**

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zero crossings) whenever possible. Drivers are reminded to practice extra care and to drive slowly. Parents / Drivers are expected to carefully follow the directions of the TIS staff on duty.

## **Busing**

TIS has arranged for door-to-door service provided by a reputable company, at reasonable rates, paid directly by families using the service. Registration forms are available on the school website or in the school office.

## **Student Services**

The main role of the Student Services Department is to act on the student information provided by teachers so that students can be fully assisted and supported in their academic, social and emotional wellbeing while at TIS. Students are welcome at any time to access the services provided by the Student Services department located on the 3rd floor of the South Wing.

## **Academic Counseling**

The Academic Counseling office is here to support students and parents as they work towards university and career goals. At the Academic Counseling Office, we assist the students in selecting their courses for each school year, making sure they have the correct prerequisites that will allow them to complete their studies and graduate with an Alberta High School Diploma or an IB Diploma Programme Diploma. Parents should be active participants in the discussion around academic and future



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planning. Our senior students are beginning to think further into the future, most specifically about post-secondary education. There are a large number of colleges and universities that welcome graduates from TIS and making sure our students find the best place to further their studies is a very fulfilling experience.

Our office has a library of resource materials available to both parents and students, in both paper and electronic format. These include such things as university calendars through to prep material for SAT tests. We organize evening information sessions throughout the year for parents to learn more about the application process, course selections, and what options are available to their students. In September we host a large university fair with representatives from all over the world attending. Parents and students are welcome to talk to the representatives and ask questions. Throughout the year, we host numerous universities who give talks, give advice, and visit with all students in Secondary School.

## **Personal Counselling**

Counselling is provided to enhance students' self-efficacy, ability to cope with daily stress, self-empowerment and positivity to life. We also help students to improve interpersonal relationships and facilitate better emotion regulation. In

addition, counselling and consultation are also provided for parents. We are fluent in English, Cantonese and Mandarin. Students should make an appointment prior to establishing visits with the counselors during academic time.

## **Teacher Advisor Programme (TAP)**

All secondary School students are expected to participate in the Teacher Advisor Programme. This includes daily sessions with an advisor and weekly advisory lessons.

## **Advisors/Homerooms**

Each student is assigned a homeroom teacher advisor. Students meet with their advisors on a daily basis to disseminate information and check-in with each student. It is highly recommended that the students take this time to write down their homework, get organized for their day, and discuss any issues that have come up. The advisor is there to help them have a successful year.

## **Extra-curricular activities**

Extra curricular activities are a fun and important part of going to school. TIS provides many opportunities for students to get involved in arts, athletics, and clubs. The school offers three different extracurricular sessions. Sign up forms are done online via Gibbon. Many outside agencies also provide additional activities at or near our school. These are listed with the Athletic Department.



## **ASSET (After school Secondary English Tutoring)**

ASSET club is an after school program designed to assist language learners in small group settings. English Language Learner (ELL) students are required to take ASSET if they do not take an ELL class within their daily schedule.

## **ASMaT**

ASMaT is an after-school math tutoring program (ASMaT) for students in grades 7-10 who are struggling in math. It is open to students who have struggled in their previous math courses. Sessions are one hour each and will be held two or three times a week with small groups of students in the same grade. Topics will be coordinated with the regular classroom teacher for each class.

## **Secondary Student Council**

The goals of the TIS Student Council include developing leadership skills, promoting school spirit and school community and supporting the local community through fundraising activities.

## **Home and School Communications**

### **Email**

Each student is provided with an email address for educational purposes through Google. Google Apps also provides online tools such as word processing and document storage.

### **Gibbon**

Gibbon is a web-based learning platform used by staff, students, and parents to access a wide-variety of school related content. Students are able to do the following in Gibbon:

- view their timetable
- check the mark book
- access course content shared by their teachers
- sign up for extra-curricular activities and sports teams
- submit assignments electronically

All student data, including parental contact information is stored in Gibbon. It is the responsibility of parents to inform the school when important contact information changes (ie. mobile phone number, email address, work contacts, etc). Parents and students will be able to view important curriculum documents, academic results, teacher contact information, etc, through Gibbon.



## **Google Classroom**

Google Classroom is an alternative online learning environment utilized by Grade 7-12 teachers. The login information is the same as for a student's TIS email account. Access is through [classroom.google.com](https://classroom.google.com)

## **Websites and blogs**

Students and parents can also stay connected with TIS via our Facebook page at <http://on.fb.me/fn854T>. "Like" our page and receive posts automatically, an easy and convenient way to stay informed about the latest TIS news and events.

## **TIS Mobile App**

The TIS mobile app enables quick access to school alerts, news and more and is available on iPhone and Android. The app enables the user to keep in touch with school events and activities, receive important alerts for weather and cancellations, find contact information and school links, and send an absentee notice when your child is away from school.

## **SMS**

School alerts are also distributed to parents via SMS. Please ensure contact details are up to date.

## **Newsletters**

TIS publishes an online newsletter, Insight Online. The newsletter is used to inform parents of school functions and plans, report any changes in school procedures and policies, feature children's accomplishments, and as a community notice board for items pertaining to TIS and its families. Insight Online can be found at <http://news.tis.edu.mo>.

## **Curriculum night**

In September, the school hosts a Curriculum night for the parents at which time, a presentation will be provided to explain the educational programs to be used during the year.

## **Parent/Teacher conferences**

There are two scheduled Parent/Teacher conferences during the school year. The conferences are usually held in November and April when parents and teachers meet to exchange information about the children and parents are informed of recent progress. All secondary parent/teacher interviews are done on a drop in basis and are held in the teachers' classrooms.

## **Additional meetings**

Parents may request additional meetings with the academic staff at any time. Please contact the school to schedule an appointment. Teachers are generally available before and after class. Occasionally teachers will request team meetings with the parents and the student's teachers to review performance and programming.





## **Additional Parent Information**

### **Field trips and international trips**

Throughout the year, students will participate in numerous excursions away from the TIS campus. These trips are selected based upon their curricular relevance, feasibility, and opportunity and developmental level.

### **Experience Week**

Students will be able to choose from a variety of local and international trips, internships, and work experience opportunities. Additional costs associated with Experience Week are not covered in the regular tuition fees.

**Participation in one of the Experience Week Programmes is an expectation for all students in Grades 7-12.**

### **Inclement weather policy**

The school's first priority when dealing with inclement weather will be the safety and well-being of students, staff and parents. Further information is

available on the school website at <http://www.tis.edu.mo/services/health-safety/> or at the school office.

### **Parent IDs**

**All individuals accessing the TIS campus will be required to have an ID card. Visitors and parents who do not have IDs will need to sign in at the guard station located at the entrance of the North Wing. A temporary Visitor Badge will be issued.**

### **Parent Volunteers**

Parents are invited to take an active part in the educational process of their children. You may volunteer on an occasional or regular basis and staff will be happy to describe the opportunities available for volunteers. Homeroom teachers coordinate the volunteers within

their own rooms. Volunteering is an excellent way to experience and contribute to TIS educational programs.

Parents who volunteer for extended times are given a volunteer ID badge to assist with security.





## Visitors Policy

For the sake of security, all visitors are required to sign in at the Security Counter in the guard station at the entrance of the North Wing, to obtain a Visitor ID badge. All visitors entering the TIS campus are required to have an ID Card. Visitors must sign out and return the ID badge prior to leaving.

TIS receives many additional visitors during the course of the year. TIS staff supervise school tours for government officials, prospective families and

educational partners. Students who are not from TIS are not allowed on campus without prior approval from administration.

## Academic Requirements

### Academic Expectations

Students who are not meeting academic, effort, attendance and punctuality expectations will be held accountable. Teachers or administrators will provide notification to parents in such instances, with an aim to implement processes for support. If issues persist, a student/parent meeting with the Vice-principal or Principal may be arranged. The student may be placed on an academic contract. Should the student fail to meet the conditions of this contract, consideration will be given as to whether the school will continue to offer a place for the students at the school.

### TIS and the International Baccalaureate (IB) Diploma Programme

TIS offers the IB Diploma Programme (IBDP) as an option to our Grade 11 and Grade 12 students. The IBDP is an intensive 2-year academic programme that is offered concurrently

with the Alberta Diploma programme. Students have the option of completing the full IB Diploma Programme or IB Courses in specific subject areas. The IBDP is a rigorous, internationally recognised programme that will enhance our students' preparation for post-secondary studies and, in some cases, may improve matriculation options available to them after TIS. All successful students will earn an Alberta Diploma along with either the IB Courses or the full IB Diploma.

### TIS and the Alberta (Canada) High School Diploma

TIS is accredited with the Alberta (Canada) government. Alberta has requirements that students must meet in order to earn their high school diploma. As well, students who are planning on attending university will need to take additional courses in order to meet university and specific program entrance requirements for Alberta students (for admission,



all TIS students are considered Alberta students). It is important to take the hardest possible program and get the highest possible marks for top universities.

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

## Minimum requirements

100 CREDITS including the following:

- English 30-1 or 30-2; and
- Social Studies 30-1 or 30-2; and
- Mathematics 20-1 or 20-2 or 20-3; and
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20;
- Physical Education 10 and Career and Life Management 20 (CALM 20); and

10 credits, in any combination from:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Physical Education 20 and/or Physical Education 30

10 credits in any 30-level course (in addition to English and Social Studies), in any combination, from:

- 30 level Mathematics, Science, Fine Arts, Second Languages, CTS, or Physical Education and/or
- 30 level locally developed course
- 35 level Work Experience

Students work with teachers and Academic Counselors to research career interests, review possible post-secondary options, and select required courses. Students are encouraged to meet with their Academic Counselor early in their academic career in order to be best prepared for post-secondary studies.

## Promotion

Teachers shall advise students of appropriate course levels to help students be successful. Students in Grades 9-12 should consult with their Academic Counsellor to determine appropriate courses based on post-secondary options. Students who do not receive a



passing mark in a course (or a passing blended mark for courses with diploma exams) shall not receive credits for that course and will need to re-take that course to earn the credit.

Students who wish to continue to the next level of a Dash-1 course should have earned a grade of at least 4 in the prerequisite course. Students that do not earn a 4 in Dash 1 courses (eg. 10-1), should enroll in the Dash 2 courses (eg. 20-2) for the following year. Teacher recommendations regarding the appropriate level of course for the following will also be taken into consideration.

Middle School students who are not meeting minimum standards of academic achievement in English, Science, Mathematics or Social Studies (earning a grade of 1 on a subject report) will be expected to attend summer school in the course most relevant to the subject in which they are not passing. The end of semester 1 and mid-term semester 2 reports will be considered for this recommendation.

## **Secondary Assessment and Reporting Policy**

Information can be found on our assessment and reporting policy on the school's website. Students can expect a variety of formative and summative assessments that include unit tests, exams, essays, projects, oral presentations, written reports, lab reports, etc. Students are expected to submit assigned work in a timely manner. Missed assignments will impact the final grade. Students are expected to show the initiative to approach their teachers when they require extra help or when they have a concern about an assessment.

Students and parents can access summative assessment grades in real time on Gibbon. Secondary students receive four progress reports per year. This includes a mid-year report and the final report which contain comments and course details. Mid-term grades are a snapshot indicating how a student is progressing at that moment in time. The final course grades are recorded in the student's transcripts, typically used for university applications.

### **Honour Rolls and Scholars**

Secondary students whose course average is above 80% are placed on the Honour roll. Students with averages above 90% are designated Honours with Distinction. Secondary School students whose average is above 95% are designated as Scholars.

### **Awards**

In June, TIS sponsors an awards ceremony. This ceremony is to honour our outstanding students. Awards are given for excellence in academics, citizenship, leadership, athletics and fine arts.



## Placement Policy

### Grade level

TIS strives to place students with age-appropriate peers. Since new students come from a variety of academic systems, the principal uses the following to determine the appropriate grade level for a student:

- The age of the student;
- The student's CAT (Canadian Achievement Test) score and/or Admissions Test results and/or interview results;
- The student's past educational performance and experiences;
- The potential for the student to be successful in his/her future studies at TIS; and the grade in which the student is applying to enter; and
- Students will not be accepted into a grade beyond 1 year above/below their age-appropriate level.

### Class lists

TIS provides inclusive, heterogeneous classes. Students are not placed in classes by ability, commonly referred to as 'streaming'. Every attempt is made to make each homeroom in a grade level as similar to other classes at the same grade level. Each year, class lists are developed with the following considerations:

- Male and female ratio;
- Ratio of native English speakers and English learners;
- Diverse academic abilities; and
- Relationships between children.

The school develops homeroom class lists. Parental requests for preferred teachers are not considered.



