



THE INTERNATIONAL SCHOOL OF MACAO

POLICY AND OPERATION MANUAL

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CODE:
TITLE: School Visitors

APPROVED: August 15, 2006

AMENDED:

REVIEWED:

POLICY

TIS is a caring and welcoming institution and we want parents and community members to feel comfortable in our new campus. However, to ensure the safety of all students and staff, ALL visitors to the School are required to use the School's main entrance and to make their presence and business known to the guard station. Visitors must wear a "Visitor's Pass" while in the building or on the playgrounds. These are acquired at the guard office and are to be returned when the visitor leaves the building. Individuals who are in the building without having followed appropriate procedures, may be asked to leave. A visitor is anyone who is not in the building as a student, scheduled parent volunteer, or employee of The International School of Macao.

PROCEDURES

1. Student Pick Up and Drop Off

- 1.1. All vehicles entering the university campus must display a valid parking permit. These may be obtained from the School office.
- 1.2. To facilitate maximum safety, vehicles shall proceed in a clockwise path around the stadium.
- 1.3. Students are to be picked up and dropped off by vehicles in the designated areas only. Under no circumstances should personal vehicles be in the bus loading and unloading zone. Such vehicles may be towed away without warning.
- 1.4. Students should cross the street only at designated crosswalks.
- 1.5. When it is necessary for a parent or caregiver to meet the student in the building, every effort shall be made to meet the student in the front foyer (not in hallways, classrooms, or other areas).

2. Parking

- 2.1. When necessary to park parents caregivers should do this on the east side of the stadium in the designated zones.

3. Caregivers

- 3.1. Caregivers may pick up and drop off students but shall not remain in the building unless for an appropriate appointment. Lunches and other materials may be dropped off at the office and the student will be notified to pick them up.
- 3.2. Caregivers will not be given access to the school cafeteria.

4. Parent/Teacher Appointments

- 4.1. If a parent would like to meet with a teacher, please make a request through the office. The office will contact the teacher and make the appropriate arrangements.

5. School Volunteers

- 5.1. Individuals volunteering at the School for more than two days will be given a Volunteer ID to use during the duration of their volunteer work.

6. TISPA Parent Room

- 6.1. TISPA shall develop appropriate guidelines for the use of the Parent Room.