



SCHOOL VISITORS POLICY

REVIEWED: August 30, 2019

AMENDED: February 5, 2021

APPROVED: February 17, 2021

BACKGROUND

TIS is a caring and welcoming school and we want parents and community members to feel comfortable on our campus. However, to ensure the safety of all students and staff, ALL visitors to the School are required to use the 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 security station and must 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 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 at the main entrance.

1.2. To facilitate maximum safety, vehicles shall proceed in a clockwise direction around the stadium or follow campus traffic flow instructions as indicated by campus security.

1.3. Students are to be picked up and dropped off by vehicles in the designated areas only. Under no circumstance should private 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 pedestrian crossings.



2. Parking

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

3. Parents / Caregivers

3.1. Parents / 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 students will be notified to pick them up.

3.2. Parents / 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. Photography / Videography

5.1 To ensure privacy in our community, visitors are not allowed to take photos / video any students or staff on campus unless given prior authorization by school administration. This includes photos and / or videos taken from the outside perimeter of the school grounds.