



Timor-Leste Adventist International School

School Handbook

**Rua Manleuana, Fomento 1, Comoro
Dom Aleixo, Dili, Timor-Leste
www.tais.edu.tl**

Mission & Vision

Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime. Homes, schools, and churches work together to cooperate with divine agencies to prepare students to be good citizens in this world and for eternity.

Timor-Leste Adventist International School provides Christ-centred education where students can develop a closer relationship with Jesus. Biblical teaching, academic excellence, civic duty, and service are all emphasized in a positive, safe, and healthy environment.

Mission

To enable learners to develop a life of faith in God, and to use their knowledge, skills, and understandings to serve God and humanity.

Vision

For every learner to excel in faith, learning, and service, blending biblical truth and academic achievement to honour God and bless others.

Admission

Agreement

By registering at Timor-Leste Adventist International School, the student(s), parent(s), and/or guardian(s) agree to abide by the rules and expectations outlined in this handbook.

Registration also implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, or other applicable charges during the school year. Only students who desire a Christian education and who are willing to support and abide by the standards of Timor-Leste Adventist International School will be admitted or retained.

Entrance Policy

Parents who wish to enrol their children in Timor-Leste Adventist International School may come to the school and complete the application form. All the necessary documents must be present before submitting to the school for review. Once the application has been reviewed, parents will be notified about the admission of their children and can then proceed with the registration process. Admission will be based on the outcome of an interview and a basic assessment test (grade one and above).

Special Education

Timor-Leste Adventist International School does not have the necessary equipment or staff to provide extraordinary special education services. Therefore, the school is unable to accept students who require such services.

Non-discrimination Policy

Timor-Leste Adventist International School admits students of any race, colour, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, gender, national or ethnic origin in the administration of its educational policies, financial policies, extra-curricular, or other school administered programs.

Entrance Age

Kindergarten and grade one students are required to be five and six years old respectively.

English Proficiency

Proof of English proficiency is required for students applying for grade one and above. This will be measured by a verbal and written English readiness and assessment test.

Late Enrolment

Parents who wish to transfer or enrol their children from another school to Timor-Leste Adventist International School after the school year has started must complete the regular application forms. A student will be allowed to attend classes only once the registration process is complete, admission has been granted, and fees/tuition has been paid. All new students will be tested to determine final grade placement (grade one and above).

Withdrawal Procedure

Students wishing to withdraw will need to fill out a withdrawal form and an exit survey. Loaned items belonging to the school will need to be returned and the account paid before grades and/or report cards can be issued. No tuition will be refunded for the month in which the student is withdrawing.

Attendance

School Hours

Kindergarten:

Monday-Thursday, 8:30 AM – 1:00 PM & Friday, 8:30 AM – 12:00 PM

Grade One and Above:

Monday-Thursday, 8:30 AM – 3:00 PM & Friday, 8:30 AM – 12:00 PM

ESL class(es): Please see ESL schedule for the times that classes are offered.

Students should arrive and leave within 30 minutes of the scheduled school hours unless other arrangements are made. Students not picked up within 30 minutes of dismissal will be charged \$1 for each portion of a 30 minute segment that they stay.

Attendance Policy

The school calendar is provided in the registration packet.

In addition to supporting academic excellence, good attendance and punctuality are valuable life skills that can be achieved by every student. Parents are expected to ensure that their children attend school regularly and on time. All parents are encouraged to schedule non-emergencies (dental appointments, doctor appointments, etc.) outside of school hours and to plan vacations to coincide with the holidays listed on the school calendar.

When a student is absent, parents are required to contact the school before class begins on the day of the absence. Parents are encouraged to contact the teacher and make arrangements to pick up assignments that the student has missed.

Field Trips

Off-campus educational activities are sometimes coordinated with the school program. Notices regarding each field trip are sent home informing parents and guardians of these planned activities. Written permission will be required for each trip. If no written permission slip is returned to the school, the student will remain at the school. In some instances, a small fee may be necessary to defray trip expenses.

Finances

Introduction

As a Christian educational institution, Timor-Leste Adventist International School has as its primary goal the uplifting of Jesus Christ. This involves both the desire and responsibility on the part of the school to handle its finances in a positive Christ-like manner as well as promote Christian values. It is the commitment of the school to operate financially as Scripture admonishes in Romans 13:7-8, *“Give everyone what you owe him: if you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honour, then honour. Let no debt remain outstanding, except the continuing debt to love one another...”* As a Christian institution, we feel the responsibility of keeping all bills current and as such, depend upon the timely payment of tuition and other appropriate fees by parents who have chosen to enrol their children at Timor-Leste Adventist International School.

To keep the cost as low as possible and to furnish the funds necessary for the school to meet its operating expenses, the following financial policies have been adopted:

Registration Fees

Registration fees are in place for all students, and are due at the time of registration. The registration fee is non-refundable. The registration fee includes general student costs throughout the year.

Tuition Fees

Tuition for each month must be paid by the first Wednesday of the month, except for the first month's tuition payment, which is also due at registration.

Current tuition information is available at the school office.

Discount

A discount of 5% is available when the full year's tuition is paid at registration.

Delinquent Accounts

It is the responsibility of the parent or guardian to pay the next month's tuition by the first Wednesday of each month. If an account is 5 business days past due a notice will be sent. If the account remains unpaid after the 15th of each month a second notice will be sent. If the payment still has not been made by the end of the month, the student(s) will be temporarily suspended until the account is current.

Unpaid Prior Balances

Registration for a new school year is contingent on the previous year's account being paid in full.

Late Enrolment

Students enrolling after school has begun will be responsible for the registration fee and for the entire month's tuition for the month that they are enrolling in. The registration fee and tuition must be paid to complete enrolment before the student begins attending class.

Withdrawal from School

Students are considered enrolled in school and will continue to be responsible for all tuition payments until they have officially withdrawn. Registration fees are non-refundable. Tuition payments up to and including the full month in which the student withdraws are also non-refundable.

Academic Information

Timor-Leste Adventist International School is part of the world-wide Adventist Education system and is governed by the Southern-Asia Pacific Division.

Curriculum

Curriculum taught in Seventh-day Adventist Schools is based on the Word of God and is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths. The curriculum emphasizes educating students for a life of worship, growth, and service, places a high estimate on the worth of the individual student, and integrates Seventh-day Adventist values in every subject area at all grade levels.

Teachers will offer a cohesive curriculum enabling students to see connections between the many fields of learning by integrating faith throughout the curriculum, building connections within a subject area and to other related areas including co-curricular activities, and cooperating with other teachers in integrating curriculum between subject areas and grade levels whenever possible.

Following the North American Division Adventist Education curriculum, the course of study includes Art, Bible, Integrated Language Arts, Mathematics, Music, Physical Education, Science & Health, and Social Studies. Kindergarten focuses mainly on the core subjects due to their shorter schedule.

Instructional Approach

Each teacher strives to create a learning climate that is loving yet firm, accepting yet challenging. Every child is special and will be given individual attention. Students will be taught personal responsibility and respect for the rights and privileges of others. This includes respect for the home, school, and government. The teachers strive to help each student develop a high degree of academic achievement as well as a personal relationship with God, preparing them for a life of service.

Teachers use a variety of approaches to meet the wide range of student needs within the classroom. These include whole group instruction, flexible grouping based on interest and/or ability, and individual student work. The subject areas are integrated whenever possible so that the students see the relationships among the subjects. Emphasis is placed on applying knowledge and skills learned to real world problems.

Homework

If homework is assigned, it is with the purpose of reinforcing and/or practicing concepts already taught in class. Homework is assigned at the discretion of the teacher. If you have any questions or find your child is struggling with the work, please contact the teacher.

Grading Scale & Reporting Progress

The desire and purpose of Timor-Leste Adventist International School is to offer quality instruction and excellence in scholastic standards. Our curriculum has strength in its simplicity. At the end of each grading period, students will receive a progress report which will reflect and list the learning expectations for your child and show his/her progress throughout the year. The teacher will indicate your child's performance level in meeting the expectations in the following ways:

Kindergarten to Grade 3

- 4: *Exceeding Expectations* - your student's work consistently and independently demonstrates understanding beyond expectation
- 3: *Meeting Expectations* - your student's work has consistently shown they have met the grade level standard
- 2: *Approaching Expectations* - your student's work is near proficient and consistently shows a partial understanding of the standard
- 1: *Not Yet Meeting Expectations* - your student's work consistently shows a need for extra learning opportunities to reach even a basic understanding and he/she is experiencing difficulty

Please note that the values on the scale are *NOT* to be confused with grades (e.g. a value of three doesn't mean that the student understands 75% of the content). **Receiving a value of three on the four-point scale is the aim of the student for each learning standard.**

Grade 4 and up

A	90-100%	<i>Excellent or outstanding performance in relation to learning outcomes</i>
B	80-89%	<i>Good performance in relation to learning outcomes</i>
C+	70-79%	<i>Satisfactory performance in relation to learning outcomes</i>
C	60-69%	<i>Acceptable performance in relation to learning outcomes</i>
C-	50-59%	<i>Minimally acceptable performance in relation to learning outcomes</i>
I	0-49%	<i>(Incomplete) No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period. Students will be given 2 weeks after receiving their progress report to complete the necessary work to improve their grade. Failure to do so will result in an F as the term grade.</i>
F	0-49%	<i>No demonstration of minimally acceptable performance in relation to the learning outcomes.</i>

Medical

Medication

Whenever a student needs medication, these guidelines are to be followed:

- The medication must be in its original container.
- Prescription medication must be accompanied with written instructions from the doctor indicating the method, amount, and time the medicine is to be administered; written parental permission must also be provided.
- No over-the-counter medications will be administered unless they have been provided by the student's parent with proper written authorization as to the amount and time for administering the medication.

All medication should be given to the teacher upon arrival at school. The student's teacher will administer the medication according to the written direction provided with the medication.

Emergencies

In case of serious emergency, such as injury, accident, or sickness, the school will attempt to contact the student's parent or guardian. If this individual cannot be reached, and in the judgment of the teacher or principal immediate medical attention is needed, the teacher or principal will summon or take the student to receive medical aid. All students must have a Consent to Treatment form, signed by the parent or guardian, on file in the school office.

Student Accident Insurance

Timor-Leste Adventist International School does not provide any accident insurance for students. Parents are responsible to provide their own accident insurance for their children. By enrolling at Timor-Leste Adventist International School, parents and students agree to release and discharge and hold harmless Timor-Leste Adventist International School, its members, officers, agents, and employees, from and against any liability or any claim or demand arising from or connected with any incidences.

General Information

Student Appearance

Appearance not only tells a lot about a person, but it affects how we feel about ourselves. It not only shows what we are interested in and what matters to us, but appearance helps mould our mood and thus impacts the educational process.

Each student should have a neat, clean, modest, and simple appearance that is in good taste and appropriate for the occasion. The uniform dress code is as follows:

1. All students are to wear a white, collared shirt with the TAIS logo patch stitched on the left side of the students upper chest.
2. Boys are to wear navy-blue shorts that fall below the knee.
3. Girls are to wear a navy-blue jumper, skirt, or skort that fall below the knee.
4. The uniform is to be worn properly at all times with shirts tucked in.
5. Clothing may not be ragged or torn.
6. Students may not wear ornamental jewelry, unnatural appearing make-up, or nail polish.
7. Hair should be kept neatly cut and groomed.
8. If a teacher deems it proper to allow casual or athletic-style clothing on a special day, parents and students will be notified.

The dress code will be in effect during school hours, to and from school, during all designated school field trips and/or related activities, and at all public performances presented by the school (unless prior notification is given). Students arriving at school out of proper uniform will be asked to correct the uniform before they will be allowed to enter class. This may necessitate a phone call home in order to have the correct uniform brought to school.

Student Responsibility

It is expected that students of Timor-Leste Adventist International School will exhibit qualities of respect, responsibility, and loyalty. Students who are happy, productive citizens of the school community are prized by their fellow students and staff alike. They enjoy a positive and pleasant experience.

These school policies are listed for reference when questions arise. They are intended to make the students' year as enjoyable as possible.

Students are expected to:

1. Remain loyal to the school and fellow students, as well as to parents and to God.
2. Maintain a positive attitude towards the religious ideals of the school, as well as attend and participate in the religious activities.
3. Respect the property, privacy, and time of others including those in positions of authority.
4. Display Christian courtesy. Abstain from bullying, ridiculing, harassing, or disgracing others in any way.
5. Develop general social skills like respecting each other, considering the needs of others, being faithful and trustworthy, working together, and developing true friendships.
6. Be honest. Abstain from cheating, stealing, gambling, or betting.
7. Be prepared, by coming to school on time, completing homework, and having all the necessary school supplies every day.
8. Promote safety. Abstain from having at school: firearms, explosives, knives, machetes, dangerous animals, or other harmful or unsafe things.

9. Live wholesome lives. Abstain from wearing, displaying, or having in their possession anything that indicates affiliation with spiritualism, cults, rock groups, intemperance, martial arts groups or other unfavourable groups or objectionable affiliations.
10. Keep their minds pure and develop their verbal skills to a high degree so that they can speak clearly, expressively and creatively. Students must abstain from the use of profane or lewd language and actions and the possession of suggestive materials. They should not discuss things that are not in harmony with Christian standards.
11. Live healthfully. Abstain from using, possessing, or supplying to others tobacco, betel nut, drugs, or alcohol in any form.
12. Help maintain a desirable learning atmosphere in school by not bringing radios, cell phones, skateboards, toys, pets, electronic devices, etc., unless permission is obtained in advance from the teacher.
13. Avoid chewing gum on school grounds.
14. Protect and care for the property of the school, themselves, and others. Damages will be charged accordingly. The student shall immediately report any damages or misuse to the teacher, whether it is accidental or intentional.
15. Refrain from any non-school-sponsored selling on school grounds.
16. Maintain an atmosphere conducive to study. Students are expected to maintain a hands off policy towards the opposite sex. This includes, but is not limited to, holding hands, kissing, and hugging.

“In perfecting a Christian character, it is essential to persevere in right doing. I would impress upon our youth the importance of perseverance and energy in the work of character-building...They should ever keep the fact before their eyes that they have been bought with a price, and should glorify God in their bodies and spirit, which are His.” *Messages to Young People*, p. 45.

Lunch & Snacks

Studies show that breakfast is the most important meal of the day for a child’s health, academic achievement, cognitive development, and mental health. We highly recommend that each child eats a large, healthy breakfast with fruits, vegetables, and grains to help students concentrate, remember, and get better grades. This also reduces the need to snack before lunch-time.

Students are to bring their own lunch each day. For optimal health and school performance, **packaged sugary snacks, candy, and artificial sugary beverages are not to be included in the lunches.** A healthy, wholesome lunch such as fruit or vegetables, rice or bread, fruit juice or soy milk is recommend. Water will be provided. Lunches need to be packed in a sealed container to prevent spills or attracting ants. There is no facility for heating nor refrigerating food. Also, please send everything your child will need including forks, spoons, etc.

Only students attending kindergarten class will not have a scheduled lunch period, but rather, a short, scheduled snack-time after their recess. Please send a small snack to get them through the class-time. Please ensure it is a healthy, wholesome snack, such as fruit or vegetables; **packaged sugary snacks, candy, and artificial sugary beverages are not to be included.**

Visitors

Parents are always welcome at the school and are encouraged to visit the classroom. It is requested that all visits be made by appointment with the teacher. For the security of the students, all visitors to the school are asked to announce their presence by first reporting to the main office before proceeding to the classroom. Students wishing to bring a friend to school should inquire with his/her teacher and must make these arrangements at least a day in advance.

Discipline

Timor-Leste Adventist International School promotes Christian values and character building. In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. Problems that arise will proceed through the following stages:

- The classroom teacher is the sole authority in the classroom and develops/enforces classroom rules and regulations.
- The principal is responsible for situations referred to him/her and for the interpretation and enforcement of school regulations. The principal also has the right to temporarily suspend students who refuse to cooperate with the classroom teacher or do not follow the policies outlined in the handbook.
- The Discipline Committee will consider situations referred to it by the principal or when students continually refuse to follow the standards and policies of the school and/or classroom. This committee has the right to take disciplinary action, including suspension.
- Situations requiring further action or in which expulsion is recommended will be referred to the Timor-Leste Adventist International School Board. The student is invited to appear before the Discipline Committee or the school board when expulsion is being considered. The possibility of reinstatement at a later time is subject to review by the school board.

Harassment

Policy

It is the policy of the Timor-Leste Adventist International School to strive for a learning environment for students that is free from all forms of harassment as defined below. This policy will be enforced before, during, and after school hours on all school property, including school functions and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of any nature shall be a violation of this policy. The staff of Timor-Leste Adventist International School will be guaranteed the same environment free of all harassment as due the student body.

In carrying out this policy, Timor-Leste Adventist International School recognizes that sexual, racial, and religious harassment are subject to the policies of the Seventh-day Adventist Church and the laws of Timor-Leste.

The Discipline Committee will act to investigate all harassment complaints and take appropriate action against any person who is found to have violated this policy.

Definitions

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favours, sexually motivated physical conduct, or communication of a sexual nature.
2. Other types of harassment include physical intimidation; gender, racial or religious degradation/discrimination; or teasing regarding an individual's personal choices/ characteristics. Some examples of such unwelcome conduct include the following:
 - Referring to another student as "gay," or synonyms thereof.

- Derogatory comments implying ability or lack thereof being related to gender, race or religion.
 - Derogatory notes, comments, insults, names or jokes toward another gender, race or religion.
 - Comments about male or female body parts in a crude context.
 - Visually leering.
 - Displaying sexually suggestive objects, pictures or cartoons.
 - Physically touching another in a sexually suggestive way or in a private area.
 - Obscene gestures or hand signals.
 - Threatening to cause harm to another or to the property of another.
3. Behaviour is considered harassment when the conduct:
- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
 - Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
 - Otherwise adversely affects an individual's employment or academic opportunities.

Protocol

Any student who believes he or she has experienced any harassment should report the alleged acts immediately to a teacher, principal, school board member, or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment.

There will be no retaliation against any person who truthfully reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

Note to Parents

The success of the school depends largely upon the full cooperation between parents and teacher. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures for discipline are involved. In such cases, parents are urged to withhold judgment until the teacher is contacted and an investigation of the matter is made. Following this plan can prevent unhappy consequences.

Parents should discuss policies, problems, or complaints with the teacher rather than with other parents or members of the community.

A parent who has a question regarding something at school should contact the teacher or principal. If the issue is still not resolved it will be referred to the School Board.

Conclusion

The teachers, principal, and administrative leaders working with Timor-Leste Adventist International School desire that this school will play a strong role in preparing intelligent, balanced, moral, and compassionate individuals who will in turn practice excellence and display a Christ-like character in their future relationships, families, and communities. Our greatest desire is that the education provided will prepare them for their journey of excellence as we look forward to the coming of Jesus and to a glorious eternity in heaven.