

BEHAVIOUR AND DISCIPLINE POLICY

At MAC we expect and encourage good behavior and self discipline from all pupils in order to achieve an environment which enables emotional development, effective learning, high standards and the smooth functioning of the school as an orderly community.

AIMS OF THE POLICY

- To develop a moral framework within which children can mature emotionally and in which sound relationships can flourish.
- To enable children to develop a sense of self worth, respect and tolerance for others.
- To produce an environment in which children feel safe, secure and respected.

OBJECTIVES FOR CHILDREN TO SHOW

- Self confidence
- Self control
- Respect, courtesy and tolerance towards teachers, other staff and towards each other
- Pride in their achievements
- Interest in their activities
- Empathy with others feelings
- Respect for their environment and community

Teachers and all staff are expected to be good at managing and improving children's behavior. It is expected that parents will support the school in encouraging their children to show respect and support the school's authority when disciplining its pupils.

A whole school approach of positive reinforcement is taken to the management of behavior and it is essential that this is followed consistently. In this way we can create a secure climate of mutual respect where children are aware of expectations to play a responsible role both within the school and its wider community.

ATTENDANCE

Any student absent for over 20 days unless severely ill with doctors' notes will not be offered a place the following year.

REWARDS

- Give each child some attention each day.
- Praise children.
- Share achievements with other children and teachers.
- Stars, stickers, stamps, positive comments on work
- Display good work in class and corridors.
- Golden time for achievements
- Award certificates
- Tell parents that their child has done well through phone calls or notes home
- Celebrate achievements in assemblies.

PUNISHMENTS

Repeated general misbehavior

SEVEN STEPS:-

1. Verbal warning 2 times
2. Written warning on board. Unhappy face/name
3. Time out in the class. Time out outside the class (15 minutes maximum)
Check the child regularly.
4. Time out in another class. Parents should be contacted by the teacher by phone/home – school link book
5. Child personally taken to Head of Section
6. Meeting with child, parents and Head of Section
7. Meeting with Assistant Principal or Principal.

If there is a very serious problem with a child, teachers should immediately contact the Head of Section, and go to step 5.

Teachers should be vigilant in class and at playtimes to stamp out any form of bullying. Some children may try to extort money from other younger, more fragile children.

All incidences of bullying must be reported to the Assistant Principal who will arrange a special meeting for the child and parents.

CODE OF CONDUCT – CORE VALUES FOR PUPILS

Obedience Respect Effort Safety Responsibility

All teachers are responsible for the dress code of all pupils, the behaviour of all pupils and for high professional standards of teaching, including planning, preparation, marking, and punctuality for lessons.

When pupils fail to comply with the core values, teachers will impose the appropriate sanctions.

All teachers are required to contact homeroom teacher, Form Lead teacher and then parents and Senior Teacher (Behaviour Management) before reporting any pupil's serious misbehaviour to the Head of Secondary Section.

All subject teachers should share their subject classroom management policy with their pupils. This should be shared in writing in the respective subject exercise book.

All pupils should be responsible members of the whole student body and set good examples to younger pupils.

Pupils take pride in their work and care for school property and resources.

When pupils apply self-discipline to their studies, they always produce work of a very sound standard.

Pupils who work well collaboratively often have more career choices because society is by necessity interdependent and global.

LEARNING PRINCIPLES

- Pupils become lifelong learners.
- They learn how to apply their knowledge in all the subjects they study.
- Pupils are problem-solvers.
- They experiment and become creative learners.
- Critical thinking skills are developed.

OUR EXPECTATIONS OF ALL MAC SECONDARY PUPILS ARE TO:

- be polite and respectful
- respect school property and the property of others
- follow the dress code

- speak in English throughout the entire day at MAC, except in Chinese, Portuguese or French lessons
- be attentive in class and not to disrupt lessons and the learning of others
- complete class work, homework and assignments on time (Inclusive students must be given extra time or modified work by the teacher)
- be punctual at the start of the day and for lessons
- be prepared for each new lesson
- participate constructively in lessons
- obtain the highest possible grades
- mature into responsible young adults
- follow class management policies and general College rules
- care for College property provided for their use.
- value honesty

GENERAL RULES

- Students must move quietly from one class to the next and to the lockers; there must be no talking, running or dawdling.
- Locker times are during the breaks only. Therefore, students should get all their books and necessary equipment before Homeroom for periods 1, 2 and 3, during Morning Break for periods 4 and 5, during Lunch Break for periods 6 and 7, and during Afternoon Break for periods 8 and 9.
- Students should keep to the left and move quietly in the passageways and on the staircases so that they do not impede the movement of others. No one should be at their locker at this time because it obstructs movement, especially in the narrow passageway on the 6th Floor.
- Students must arrive for lessons punctually.
- Students must line up quietly outside the classroom before they are allowed to enter the room by a teacher. No student may enter the room to drop off their bags or other belongings.
- It is expected that students show good manners by greeting the subject teacher before the lesson begins.
- The second bell before each class indicates the start of the lesson; students should be seated and ready to learn.
- For the purposes of recording reminders of important dates, tests, exams, homework, assignments, school events and so forth, students are required to have their student handbook with them in every lesson.
- Only water is allowed during lessons; no other food or beverages are allowed.
- No student should be allowed to disrespect a teacher, disrupt a lesson, eat or sleep during class time.
- There will be consequences for acts of vandalism, such as writing on desks and damaging school property.
- The game of bottle flipping is not permitted at school.
- Classroom computers should not be tampered with by students.

- Mobile phones may not be switched on during lessons without the teacher’s permission. Phones will be confiscated if students are found guilty of such contraventions.
- More than one student should not be allowed permission to go to the toilet at the same time.
- Study periods are not free periods for students to do other things, such as go to the tuck-shop, the gym or to go walkabout; students should be busy studying under the supervision of the teacher allocated to that class.
- Under no circumstances are students allowed to use the vending machine during lesson time or while on their way to their next class. The vending machine may be used only during break times.

PUPILS’ RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
To be respected	To treat others with courtesy and respect
To be listened to by teachers and students	To listen and use appropriate responses
To express opinions	To tolerate others’ opinions
To be engaged in good quality lessons	To be prepared for lessons and to be punctual To complete homework and tasks on time
To be able to learn in a good environment	To cooperate To respect the learning of others To be responsible To accept the consequences of misbehaviour
To feel safe	To remain on College grounds throughout the day To behave appropriately

To have a pleasant, clean environment	To respect and care for College property To keep the College clean
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IN RETURN: Teachers will respect all pupils under their care and follow College policies.

TEACHERS' RESPONSIBILITIES

- Teachers should be consistent when monitoring pupil behaviour inside and outside the class, when recording late arrivals, and checking school uniforms.
- The form teacher is the first point of contact for all students. The form teacher should build up relationships with pupils at homeroom and lunch times, and check on form students after school.
- Subject teachers must share their classroom management policy with students. The subject teacher must apply the Behaviour Escalation Model in the event of any serious incidents of misbehaviour.
- The homeroom teachers are responsible for supervising an orderly dismissal between 4:05–4:15pm.

HOMEWORK

- Homework often reinforces class work, encourages independent study, can involve parents in the learning process, and is therefore very important. Parents should sign completed homework. Teachers will decide what the outcome will be for neglect of homework or for incomplete homework, according to their classroom management policy.
- Subject teachers notifying the pupil's parent of homework problems is one of the first steps in the intervention process.

SECONDARY SECTION BREACHES OF STUDENT CODE OF CONDUCT

A student's serious misbehaviour will not be tolerated.

If the Student Code of Conduct is breached, the consequences may be in-school suspension, or even expulsion in severe cases.

Pupils' behaviour must be respectful to teachers, all adults, peers, school property and personal property. Older pupils are expected to set an example to the younger pupils.

Because pupils represent the standard and ethos of the school, they are expected to behave appropriately outside the school community. Inappropriate behaviour by any pupil in uniform outside the school will be viewed and treated with the same severity as inside the school.

Use of foul language will result in the student repeating the language to parents and suspension.

Chewing Gum is not allowed at school.

Drinks: Only water is permissible during lessons.

Smoking is prohibited for all staff and pupils at MAC.

Alcohol and Drugs are prohibited on the school premises. The use thereof outside of school while in or out school uniform will result in suspension or expulsion.

Cheating and Plagiarism are forbidden. The consequences are zero marks and will result in a failing grade.

Breaches of school rules such as lateness for lessons, incomplete homework, speaking Cantonese during lessons, dress code offences and the like will be dealt with by the subject teacher. The teacher will contact parents if there is little or no improvement.

Serious breaches of the school rules such as skipping class/school, bullying of all kinds, verbal or physical abuse, disrespect toward adults, and damage to school property will result in immediate in school suspension. A second serious infraction during the academic year will result in expulsion.

Major violations of school rules such as alcohol or drug abuse, assault or threat of assault and theft will result in immediate expulsion from school.

Suspensions will be in-school. The offending student and parent will meet with the Principal or Assistant Principal in the first instance. If a child incurs two suspensions in the year s/he will have to leave school at the end of the year.

Mobile Phones must be switched off upon or before entering the school and during school time. Pupils using a mobile phone on the school campus will have the phone confiscated for one week for the first offence, for one month for the second time and one academic year for the third time. At the end of the confiscation period, the pupil, accompanied by a parent, may come to collect the phone.

Some teachers may allow the use of mobile phones for educational purposes in their lessons. Mobile phones can only be **switched on** at the request of a teacher, **for use during class time**. Students must follow teacher's instruction and switch off their mobile phones after those lessons. **Smart watches must not be connected to mobile phones when they are worn in school.** If they are connected, they will be treated the same way as mobile phones.

Students are given one warning about this abuse with their phone. A second warning means that the student must leave the College at the end of the year.

SCHOOL TIME AND ABSENTEEISM

Pupils should be at school on time: pupils are expected to be at school by 8:00am and to be in the homeroom not later than 8:05am every morning. Any pupil arriving after this time will be recorded as late and they must get the late slip from the Administrative staff, otherwise pupils will be considered as absent for a whole day. Students are allowed up to homeroom from the RC floor at 7:50a.m. ***If a student enters the school premises on time but arrives in homeroom after 8:05am, they will be considered late as well.***

Students who accumulate

5 lates	Attend "Saturday School"
10 lates	Attend "Saturday School" + warning letter
15 lates	Attend "Saturday School" + final warning letter
20 lates	Attend "Saturday School" + must leave the school at the end of the year.

Pupils must vacate the premises by 4:15pm at the latest unless they have extracurricular activities or meetings with teachers.

Pupils' absence: parents should inform the office by calling 28850000 before 10:00am if their child is going to be absent on a particular day.

Students must attend school if they are fit to attend. School Management will decide whether the student's total absences will affect their promotion or graduation.

Any student absent for over 20 days unless severely ill with doctors' notes will not be offered a place the following year.

Early dismissal: whenever a pupil has to leave the school early for a medical appointment or some family business, the request should be accompanied by a letter from a parent or the medical appointment letter. The "Early Dismissal Form" available from the Homeroom teachers should then be completed and submitted by the students to the Administration Office where the pupil will be provided with a permission slip bearing the school stamp, which allows the student to leave the school at the appropriate time.

However, parents are requested to arrange any appointments for their child at after school hours to minimize any interruption to the child's learning in subject lessons.

REWARDING GOOD ATTENDANCE, PUNCTUALITY

Regular school attendance, punctuality and exemplary behaviour are expected of all MAC students. The school prides itself on the impressive attendance, punctuality and general exemplary behaviour records of its students across the secondary section. To sustain and further improve these outstanding records, the school has decided to link them as additional criteria for students to achieve prestigious external and internal academic awards.

FORM	AWARDS	CRITERIA
F1-F6	Principal's Honour Roll	Academic excellence, including the following conditions: <ul style="list-style-type: none">• Only 10 lates or fewer• No in-school or out-of-school suspension• No more than 6 absences
	External Awards: <i>Macau Foundation Award</i>	
	Internal Awards: Merit Certificates in different subjects e.g. <i>Excellent Achievement in Computer Science</i>	
F6 only	Principal's Recommendation	Academic achievements as well as the following conditions: <ul style="list-style-type: none">• Only 5 lates or fewer• No in-school or out-of-school suspension• No more than 6 absences <p><i>NB: Both F5 and F6 records will be used for the Principal's Recommendation</i></p>

In addition to the above, the school may also run different **Punctuality Incentive Programs**.

ONLINE LEARNING POLICY

The COVID-19 pandemic has changed education forever and as an institution, we have reflected on this and the impact it has had on our current policies. This policy is a direct result of this reflection and going forward, when the school finds itself in similar situations where normal classroom teaching is not possible for a prolonged period of time due various factors such as epidemic/pandemic, adverse weather conditions or any social events, our online learning policy will be applied and parents and students will be informed.

The online learning policy is simply extending our learning spaces beyond the school's bricks and mortar. Teaching will be done remotely on digital platforms such as the school's LMS, SEQTA, video communication platforms like Zoom, Google Meet and Microsoft Teams just to mention a few.

With remote online teaching and learning taking place, our expectations on teachers and students will remain the same as with normal conventional classroom based teaching and learning. Here are some of the expectations. Please note that the list of expectations is not exhaustive and the ones mentioned here are mere examples.

Attendance – We will deal with attendance the same way we deal with it on normal school days. All students must attend their online lessons and attendance taken will reflect on students' academic report cards.

Assessments – We will follow our normal assessment policies and **any work done during this period of remote teaching and learning will count towards continuous assessment.**

Behaviour Management – Our behaviour management policy will remain in place and any students exhibiting poor online behaviour will be dealt with firmly and fairly following the behaviour policy. Depending on the nature of the misbehaviour, online class suspensions may be meted out.

Technology is always evolving and this online learning policy will be kept updated in line with changes in technology.

School schedule: Students must follow the prepared lessons schedule. If students fail to do so without the school or teacher's permission, it will be considered as skipping lesson. Students will have 1 day in-school suspension for the first offence, 2 days in-school suspension for the second time and will not be offered a place the following year for the third time.

Valuables and Lost Items: pupils are responsible for all their belongings. They should not leave bags etc. lying around.

Lockers: Students are assigned lockers by their homeroom teachers on the first day of school. Students should prepare their own locks and make sure the lockers are properly locked at all times. If the lockers are not locked or used properly, the school has the right to remove all contents in the locker and students may not be provided with a locker for the academic year. Lockers are loaned to students and must be kept clean and undamaged. Students must only keep school items in their lockers.

Lifts: These are only for the use of MAC staff, for pupils with injuries or for the elderly during the normal school week.

Lunches: Students eat in their own homerooms. Clearly labeled home lunches should be placed on the lunch trolleys or on the late lunch trolleys on the RC floor before 11.45 am.

Health and safety/ Important Health Reminders:

Students may visit the medical room with a permission form completed and signed by the subject teacher or form teacher. If a student is feeling unwell, Parents/guardians will be contacted by the School Medical Staff.

It is important for the school to have sufficient information regarding the medical condition of any student with long term medical needs. A letter explaining student's health issue, prescribed medication, parents contact number and other important information must be given to the school health promotion staff and updated on the school registration form.

Medications can only be administered by the School Medical Staff. Prescription medication can be administered at parent's request with a Medication Authorization Form that can be collected from the admin office or the medical room. Students can carry their own inhalers for use in the event of an asthma attack, if they are able to manage their asthma themselves.

There are outdoor playgrounds on the 6th floor and the 7th floor, BUT when it is wet, students are not allowed to use these facilities because of the slippery nature of the surface.



聖公會中學(澳門)
Macau Anglican College

Home Learning Policy

(Implementation for school suspension)

Home Learning Program for Kindergarten Section

1. **Initiate Condition:**

After Education and Youth Bureau announced the suspension of classes

2. **Implementation of the method of home learning:**

K1- K3: Pre-recorded materials

3. **Principles:**

- ❖ The teachers will prepare the pre-recorded videos for the songs, stories and music and movements related to the curriculum.
- ❖ The teachers will send out the worksheets for the children to practice at home.
- ❖ The teachers will send out the links to related website.
- ❖ After the completion of the worksheets or tasks, the parents will send them back to the teachers and the teacher will give feedback to individual child.

4. **Way to publish home-learning information:**

The teachers will use email and E-Class platform.

5. **The Publisher:**

By the school

6. **The schedule for the information release:**

The first day from the start of the program.
There after every Monday for the whole week's tasks.

7. **Target recipients:**

The parents/ guardians

8. **Ways to obtain support through:**

Parents and students can get different kinds of support as follows:

- (a) **IT Support** – IT Support Department through email support@acm.edu.mo
- (b) **Pastoral or Academic Support** – Class teachers email address
- (c) **Others** – School telephone 2885 0000

9. **The way, method and time limit:**

For submission of assignments shall be submitted within that week.

10. Assignment correction and release arrangement:

Correction will be done by the class teacher and send the feedback to the parents within a week at the latest.

Home Learning Program for Primary Section

1. Initiate Condition:

After Education and Youth Bureau announced the suspension of classes

2. Implementation Period

In occurrence of a class suspension period

3. Implementation Method

Online Teaching

4. Principles

- Evaluating and incorporating digital tools to support the development of a learning community
- Providing a supportive environment for all learners
- Incorporating tools and activities to support student-to-student interaction
- Using multiple tools to support teacher-to-student interaction

5. Online Program

Teaching:

1. Online platforms like Zoom and Google Meet will be used for online face to face teaching.
2. Work will be set by teachers using a learning platform eClass, Google classroom and Nearpod. These are the online platforms children use regularly.
3. Regular curriculum will be followed
4. Teachers will create a bank of resources of home learning tasks, ideas and resources. Some will be in the form of worksheets or instructions on work to complete. These resources will be uploaded in the eClass or Google classrooms regularly with due dates indicated. Students will be informed to print or work digitally on the task sheets. Some writing assignments will require printing.
5. Support lessons will be sent to the students using screen recording if necessary
6. Zoom or Google meet classes and homework schedule will be uploaded on eClass and sent to the parents via school email at the start of the program.

Work Submission & Feedback:

1. Students will be asked to submit their digital work on online platform eClass, Google Classroom or Nearpod.
2. Print work can be submitted as scanned document or as a photo via email to the teachers
3. Teacher will regularly communicate with students via school email, eClass or Google classroom.
4. Individual feedback will be given to the students via email or through eClass
5. Important notifications will be sent to parents via school email as well.

Expectation on Pupils:

1. Students will be required to submit the set work for each subject and attend the online face to face classes regularly.
2. All the work done during the class suspension period will be counted as the continuous assessment grades

Expectation on Teachers:

1. All teachers will provide work for children to complete at home.
2. Teachers will respond to pupils' work where appropriate
3. Teacher will try to match the work to child's abilities wherever possible.
4. Teachers will follow the regular school working hours to teach and communicate with the students.
5. Inclusive teachers will provide extra support to the special needs students

6. Communication Channels:

- eClass
- Google Classroom
- School Email

(All, Students, parents and teachers have school emails which are used for all the communication between school, parents, teachers and students in the regular situation)

7. Ways to obtain support through:

Parents and students can get different kinds of support as follows:

- (a) **IT Support** – IT Support Department through email support@acm.edu.mo
- (b) **Pastoral or Academic Support** – Class teachers and subject teachers email address and eClass
- (c) **Others** – School telephone 2885 0000

Suggested Time table Zoom SESSIONS (P4 – P6)

Online Face to Face teaching	Classes	Teaching Practice
English	Twice a week <i>(1 hour per session)</i>	<p style="text-align: center;"> Lecture Discussion Interactive activities Video Demo Collaborative activities and discussion Guided Reading </p>
Math	Twice a week <i>(1 hour per session)</i>	
Science	Twice a week <i>(1 hour per session)</i>	
Chinese	Twice a week <i>(1 hour per session)</i>	
ICT	Once a week <i>(40 minutes)</i>	
Moral and Civic Education (MCE)	Once a week <i>(40 minutes)</i>	
PE, Music & Art	Screen Recording (Zoom consultation can be arranged if necessary)	

Suggested Time table Zoom TUTORIAL (P1 – P3)

P1 – P3 Students will be divided into smaller groups so teachers can have more than one session in the week to do the small group tutorials.

Online Face to Face teaching	Classes	Teaching Practice
English	Once a week <i>(40 minutes)</i>	Lecture Discussion Interactive activities Video Demo Collaborative activities and discussion Guided Reading
Math	Once a week <i>(40 minutes)</i>	
Science	Once a week <i>(40 minutes)</i>	
Chinese	Once a week <i>(40 minutes)</i>	
PE, Music & Art ICT, Moral and Civic Education (MCE)	Screen Recording (Zoom consultation can be arranged if necessary)	



Home Learning Program for Secondary Section

1. Initiate Condition:

After Education and Youth Bureau announced the suspension of classes

2. Implementation of home learning

This will be implemented across the whole high school (F1 – F6).

3. Principal

Curriculum – where possible, we will follow the original curriculum and planning.

- For study content, we strongly recommend recorded videos and audio narrated PPTs among other digital contents.
- All assigned H/Wand tasks must be completed and submitted, teachers will be flexible in handling work that is due for submission.
- Teachers should be more flexible to students with learning difficulties and provide extra support where it's needed.

Assessments – We will follow our normal assessment policies and any work done during this period of online (home) learning will count towards continuous assessment.

Timetable – we will follow our regular timetable and do at least 50% of teaching time as online live video lessons and the other 50% as time for tasks. We encourage parents to monitor their children's screen time all the times.

- Of these live video lessons each week, at least one live video lesson must be a Q&A session to give students an opportunity to ask questions.
- For ease of administration, we will have fixed times and days for live video online lessons.

Attendance – We will deal with attendance the same way we deal with it on normal school days. All students must attend their online lessons and attendance taken will reflect on students' academic report cards.

LMS – We will use our official school platform (SEQTA) and school emails for communication. Anything extra MUST complement (and not replace) SEQTA i.e. all content, grades and feedback must be on SEQTA either directly or by way of links.

- Parents must be able track all their child’s learning on SEQTA through one log on.
- IT Support must deal with SEQTA access issues from parents.

4. Publishing Study Content and Information

The high school will use SEQTA and school email accounts as primary platforms. Content and information should be published in advance by teachers.

5. Schedule for Information Release

If possible, information about the start of the program and expectations will be released in advance to both parents and students.

If not possible, release will be on the first day of the program. An email on updates may be released every Monday by HOS if there is a need.

6. Target Recipients

Parents and students will be the recipients of information released.

7. Ways to Get Support

Parents and students can get different kinds of support as follows:

- (a) **IT Support** – IT Support Department through email support@acm.edu.mo
- (b) **Pastoral or Academic Support** – Subject or Homeroom or Form Lead Teacher or Subject Lead Teacher email address and SEQTA
- (c) **Others** – School telephone 2885 0000

8. Assignments and Feedback

Assignments shall be submitted on the SEQTA LMS according instructions from the subject teachers.

Grading of the assignments and release of feedback shall be done as soon as possible on SEQTA.

