

Code of Conduct 2019–20

 INTERNATIONAL SCHOOL
OF ZUG AND LUZERN
respect | motivate | achieve



ISZL CODE OF CONDUCT

The ISZL Code of Conduct is a dynamic, community related document that is regularly analysed and adapted to the ever-changing school community. The Code of Conduct is sent to every new family when students register at school. The official, electronic version of the Code of Conduct is maintained on the ISZL website and all community members are informed when changes are made to this document. It is expected that, in addition to the Code of Conduct all students, parents and staff review and support the ISZL Campus Handbooks, which give additional, detailed school policies. We are committed to providing a caring, respectful and supportive environment for all of our students. Commitment to the expectations and policies in the Code of Conduct and the Campus Handbook will ensure that this environment is maintained.

ISZL MISSION STATEMENT

The International School of Zug and Luzern (ISZL) provides a high quality Early Years 1 to Grade 12 international education to day students residing in the cantons of Central Switzerland.

ISZL promotes a climate of respect, where outstanding teachers encourage students to develop self-confidence, positive relationships and an enthusiastic approach to learning.

RESPECT
MOTIVATE
ACHIEVE

ISZL is committed to excellence in education through a balanced academic programme. Students at ISZL share responsibility for their own learning in a caring and stimulating environment designed to promote achievement.

VISION FOR SCHOOL ETHOS AND CULTURE

At the International School of Zug and Luzern students are guided by an ethos of respect, care and spiritual wellbeing.

This ethos will promote a culture with a strong sense of pride in all we do and represent; a culture in which the community is motivated to strive for the best, reach out, support and engage with our own and other communities; a culture in which personal involvement is desired by all and high achievement is valued; a culture in which international mindedness is promoted, all nationalities, races and religions are fully respected and people seek to understand and celebrate the differences of individuals; a culture in which individuals are valued and their full potential can be achieved through the safe, holistic and high quality education to which they are exposed.

All campuses of ISZL share the same guiding ethos and strive to promote and maintain the culture described above.

ISZL INCLUSION POLICY

ISZL agrees to support, respect and seek inclusion with regards to the safety and care of all community members. This includes but is not limited to: age; disabilities; ethnicity; gender; gender expression; gender identity; health needs; languages spoken; marital status; mental health; national origin; political affiliation; race; religion; sex; sexual orientation, and any additional characteristic protected under Swiss law.

ISZL endeavours to understand and protect the civil and human rights of all individuals within the community, striving to maintain a high level of multicultural awareness and knowledge about all applicable laws and statutes related to non-discrimination and inclusion. This policy relates to all decisions and advocacy regarding staffing, recruitment, student care, the suitability of external organisation partnerships, and curriculum. ISZL will review this policy, as well as practices and procedures periodically.

STUDENT EXPECTATIONS

STUDENTS ARE AMBASSADORS OF ISZL

Students are expected to:

- Support the ISZL Mission Statement.
- Respect their rights and the rights of others to be free from any abuse, whether physical, emotional, sexual or neglect.
- Act as role models for younger students before, during and after school (during a normal school day, 08:00 to 17:00).
- Know and adhere to the ISZL Code of Conduct, the Parent / Student Campus Handbook and the ISZL Safeguarding Handbook.
- Treat all school equipment, as well as their own property and the property of others, with care and respect. Vandalism of any kind will not be tolerated and costs resulting from vandalism will be covered by those involved.

Students should additionally be aware that:

- Tobacco, alcoholic drink and all other drugs (apart from medical purposes) are strictly forbidden at all campuses, on any trips or ISZL events, while travelling to or from school or whenever formally representing ISZL.
- Student possession of knives or other potentially harmful weapons is strictly forbidden at all campuses. Teachers may, on occasion, authorise the supervised use of knives for science, craft or other learning activities, which will be provided by the school.
- Forbidden material defined in the above statements will be temporarily confiscated.
- Violence of any kind is not permitted at ISZL.
- Bullying of any kind is not permitted in the ISZL community (cyber, verbal, physical, all kinds).
- The accessing, uploading, storing, saving and sending of pornographic or racist material or material glorifying violence is not permitted.

- Should there be a suspicion that devices, documents or other objects contain forbidden material defined in any of the above statements, these items will be temporarily confiscated and examined. In such circumstances ISZL has the right to search private or school owned belongings used by students (e.g. bags, lockers, etc.).

STUDENTS STRIVE TO ACHIEVE THEIR BEST

Students are expected to:

- Always encourage and assist others to achieve their best.
- Follow the directions of all staff members.
- Maintain regular attendance and a high level of effort when registered for an extracurricular activity or sport.

STUDENTS ARRIVE PREPARED FOR THE LEARNING ENVIRONMENT

Students are expected to:

- Show a respectful attitude to others and promote a positive and productive learning atmosphere.
- Be open-minded to new ideas and to the needs of others.
- Respect and follow class essential agreements and general classroom expectations.
- Refrain from behaviour that disrupts the learning of others.
- Actively and peacefully try to resolve conflicts themselves and seek staff assistance when necessary.

STUDENTS CONDUCT THEMSELVES IN A RESPECTFUL MANNER

Students are expected to:

- Observe guidelines and expectations for the use of playgrounds, sports facilities and other school facilities.
- Be courteous, respectful and polite at all times. Any forms of harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Refrain from chewing gum in school.
- Refrain from the use of inappropriate language.
- Dress respectfully and appropriately.
- Observe the student expectations during the times before and after school when students are travelling to or from school.
- Follow any instructions given to them by the driver of a school vehicle while in their care.

STUDENTS MAINTAIN A GOOD ATTENDANCE RECORD

Students are expected to:

- Arrive punctually for the start of classes.
- Attend all classes every day. Communication from parents to request approval for absence is expected in advance if any class is to be missed.
- Attend graduation and other special school events as directed by the Principal.

STUDENTS RIGHTS AND APPEALS PROCESS

ISZL is committed to upholding the rights of all students. Appeals against decisions made by ISZL or personnel employed by the school should follow lines of management that currently exist within the school – culminating with the Director who holds final sway in all matters relating to the daily operations of the school, including student life. Thus concerns with decisions made by classroom teachers should be appealed to Heads of Department or Assistant Principals. Concerns with decisions made by Heads of Campus or members of the school leadership should be made directly to the School Director. Concerns regarding school policy as agreed by the Board of Trustees should be made in writing to the School Director and will be submitted directly to the Board.

At the International School of Zug and Luzern students are guided by an ethos of respect, care and spiritual well-being.

STAFF EXPECTATIONS

SCHOOL MISSION AND EXPECTATIONS

Staff are expected to:

- Support the ISZL Mission Statement.
- Be an outstanding ambassador of ISZL at all times.
- Read and adhere to the principles, policies and procedures outlined in the staff handbook.
- Read and enforce the guidelines set out in the parent /student handbook.

INTERACTIONS WITH THE ISZL COMMUNITY

Staff are expected to:

- Respect and accommodate language barriers and show respect for cultural diversity in all communication.
- Demonstrate high standards of professional behaviour. Any forms of bullying, harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Communicate with all stakeholders in a professional and respectful manner.
- Respect our campuses as non-smoking areas. (This includes vaping and other sources of nicotine.)
- Regularly communicate to parents positive student progress and behaviour as well as areas in need of improvement.

INTERACTIONS WITH STUDENTS

Staff are expected to:

- Be aware of symptoms and behaviours associated with child abuse and neglect.
- Actively maintain an understanding and vigilance of children's physical, social and emotional wellbeing.
- Report all concerns about children's physical, social and emotional wellbeing to a Child Protection Officer or appropriate person as described in the safeguarding handbook.
- Use respectful and positive behaviour management strategies and focus on methods that successfully motivate all students, including appropriate praise and positive feedback.
- Maintain well-disciplined classes in which high quality learning can take place.
- Enforce the ISZL student expectations both inside and outside of the classroom. In campuses using "Essential Agreements," these agreements will reflect the ISZL student expectations.
- Model appropriate behaviour and language.
- Display caring, professional and respectful attitudes towards students and be sensitive to the needs of individual students.
- Set and maintain clear expectations and consequences in line with this policy document.
- Support the academic, social and emotional growth of the students.

PARENT EXPECTATIONS

SCHOOL MISSION AND EXPECTATIONS

Parents are expected to:

- Support the ISZL Mission Statement.
- Read and adhere to the safeguarding policies and handbook.
- Read and support the ISZL Code of Conduct and the Parent / Student campus handbook.
- Work with the school in a manner that values positive home-school partnerships.
- Respect our campuses as non-smoking areas. (This includes vaping and other sources of nicotine.)

ARRIVAL AND PICK-UP TIMES

Parents are expected to:

- Drop children off for school before 8:45, and not earlier than 8:30, if bringing children by private transport.
- Communicate with the school regarding any unavoidable absence of their child as soon as possible, as detailed in the campus handbook.
- Collect children promptly after school if collecting by private transport or have alternative transport organised at the correct time if their child is attending an after school activity.
- Observe the car park rules as detailed in the campus handbooks.

SUPPORT FOR THE SCHOOL'S EXPECTATIONS

Parents are expected to:

- Be vigilant regarding children's physical, social and emotional wellbeing and act in the best interests of the child.
- Respect term /semester dates and school holidays, and avoid unnecessary absence from school. Early withdrawal or late return from

holiday is considered an unexcused absence and may result in failing marks.

- Support all of ISZL's expectations of students.

PARENT-SCHOOL COMMUNICATION

Parents are expected to:

- Contact their child's teacher in a respectful manner if classroom or other school related issues arise. Request the assistance of the Assistant Principal if an issue cannot be addressed to the parent's satisfaction by a class teacher.
- Update contact information as detailed in the campus handbook and supply the school with an emergency phone number.
- Communicate with ISZL staff in a respectful, courteous and non-threatening manner at all times.

SUPPORTING THE SUCCESSES AND CHALLENGES OF YOUR CHILDREN

Parents are expected to:

- Attend parent-teacher conferences, and endeavour to attend school information evenings and relevant workshops.
- Keep themselves updated by checking the school calendar and reading school communications.
- Where possible attend arts shows, project fairs, sports events and other special events where they can celebrate the successes of their children.
- Where possible support Parents' Association events through attendance and involvement.

ISZL POLICY FOR POSITIVE CONSEQUENCES

1. At ISZL good behaviour and high achievement are promoted via the routine recognition by all staff of these qualities, in order to motivate the entire student community to act respectfully and to promote the school ethos and culture.
2. Appropriate reward systems are used in each ISZL division to suit the specific needs and student ages of the division. At ISZL we promote the development of intrinsic motivation and self-control.
3. Student achievements are recognized in a variety of ways, including class, grade level and whole-school celebrations.
4. All teachers positively reinforce and congratulate behaviour that is in accordance with the student expectations.

... A CULTURE IN WHICH PERSONAL INVOLVEMENT IS DESIRED BY ALL AND HIGH ACHIEVEMENT IS VALUED ...

ISZL INTERVENTIONS

	AREAS OF CONCERN	STAFF INVOLVED	ACTIONS INVOLVING THE STUDENT AND FAMILY
1	Classroom expectations and other incidents relating to the ISZL school expectations.	<ul style="list-style-type: none"> • Dealt with by the teacher in-situation. • Class teacher or tutor informed by teacher involved. • Links with pastoral programme. • All staff are responsible for interventions at this level. 	<ul style="list-style-type: none"> • Explanation and discussion of correct behaviour. • Age appropriate methods used to reinforce the expectation. • Age appropriate disciplinary consequences. • Communication with parents, and other staff as appropriate.
2	Multiple incidents relating to the ISZL school expectations, or a more serious single incident.	<ul style="list-style-type: none"> • Involvement of the Assistant Principal is requested. 	<ul style="list-style-type: none"> • Explanation and discussion of correct behaviour. • Discussion of reasons for repetition. • Incident documented and communication with parents in writing. • Counselling by appropriate person. • Appropriate apology expected from student. • Appropriate consequences used to reinforce the expectations. • Principal and Director informed where appropriate.
3	Serious or continuous incidents relating to the ISZL school expectations or refusal to follow the expectations.	<ul style="list-style-type: none"> • Involvement of the Principal is requested. 	<ul style="list-style-type: none"> • Explanation and discussion of correct behaviour. • Discussion of reasons behind the issue. • Incident documented, communication with parents in writing and parents called in for meeting. • Counselling with School Counsellor. • Appropriate apology expected from student. • Appropriate consequences used to reinforce the expectations. • The privilege of participation in optional trips following the incident may be removed, this decision being made based on the individual nature of each case. • Director informed and consulted where appropriate.
4	Consideration that a student is unable to remain at ISZL.	<ul style="list-style-type: none"> • ISZL Director assesses the situation in consultation with the leadership of the division involved. 	<ul style="list-style-type: none"> • Discussion of the event or issue. • Appropriate action decided upon by Director. • Parents met and communicated with in writing. • Board Chair informed.



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