

Lower School

Handbook 2019/20



Learn, Care, Challenge, Lead

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ZIS Vision and Mission

Vision

Our vision is for all ZIS students to join and strengthen a global community of citizens, determined to make a difference to the organizations and communities in which they work and live. We're committed to ensuring our students develop the intellect, skills and character to become caring individuals and adaptable and independent thinkers.

Mission

We are a learning community of students, faculty, staff, and parents. At ZIS, educational excellence commits us to Learn, Care, Challenge, Lead.

Learn

- We learn by creating meaning, developing habits of mind, and acting on values.
- We teach to multiple learning styles.
- We learn to understand and to become imaginative thinkers.
- We believe that effective teaching leads to meaningful learning, and that effective teachers continue to be learners.

Care

- We provide a caring environment for the social, emotional, physical, and intellectual development of our students.
- We care for the world around us and our planet.
- We value diversity and plurality of voices.
- We are committed to the United Nations Declaration of Human Rights.

Challenge

- We challenge ourselves to be open to risk, change, and innovation.
- We challenge ourselves to ensure the success of each student.
- We challenge our students and teachers to share the responsibility for learning.
- We challenge our students to exceed their own academic expectations.

Lead

- We enable students, faculty, and staff to become confident and responsible leaders.
- We lead with a clear sense of direction and purpose.
- We lead through best practice and educational innovation.
- We aspire to lead by example.

ZIS Learning Principles

The ZIS community shares the following Learning Principles:

We have a shared understanding of learning.

All students can and do learn. Learning is a purposeful process of extending conceptual understanding, mastering competencies, and developing character traits.

Everyone can learn how to learn.

When students learn how to learn, they become confident and independent, able to own, and direct their learning. Lifelong learning is a valuable skill.

Authentic contexts make learning meaningful.

Learning is more meaningful, engaging and enduring when students inquire into real world issues, dilemmas, and perspectives.

The quality of learning is more important than the quantity of content.

Content coverage alone does not equal learning. Extension of conceptual understanding, mastery of competencies, and development of character traits requires selective use of illustrative content.

Learning is personal.

Individuals have different starting points, different interests, and will follow different learning pathways. We personalize learning by providing appropriate challenge, choice, constructive feedback, and opportunities to act on that feedback.

Learning is social.

We learn from one another in safe environments when we are connected through positive, caring relationships. Interaction and collaboration form an important part of learning.

Everyone learns.

Our principles of learning apply to all members of the ZIS community.

ZIS Character Standards

The following character standards describe the dispositions and values we strive to promote and nurture among our community of learners.

Character Standards

Character Learning is happening when students are:

- considering the potential impact of applying dispositions and values in specific authentic contexts
- acting as a result of these considerations
- reflecting on the effects of these actions

Dispositions

Learners are OPEN-MINDED

They:

- initially withhold judgement, recognizing how past experiences influence reactions
- are receptive to information and ideas which may challenge their beliefs
- identify and investigate alternative perspectives
- attempt new ways of doing things

Learners are RESILIENT

They:

- recognize and manage distractions
- identify and use strategies for overcoming obstacles to achieve goals
- persevere through difficulties when it is productive to do so
- learn from failure or mistakes by reflecting and altering strategies for success
- formulate goals and work to attain them over sustained periods

Learners are PLAYFUL

They:

- take risks when approaching new situations and learning experiences
- creatively engage with ideas and materials, experimenting with them in novel and possibly counter-intuitive ways
- avoid drawing conclusions too soon
- explore imaginative alternatives and possibilities by wondering 'what if?'

Learners are REFLECTIVE

They:

- think before acting, considering options for achieving a goal based on analysis of that goal
- monitor progress, make adjustments and adapt strategies appropriately whilst engaged in learning situations
- increase self-knowledge of strengths, weaknesses and areas for growth through considered reflection on particular strategies or actions used in learning situations

Values

Learners value INTEGRITY

They:

- identify and refine what they believe is right in light of our school's mission and values
- do what is right even when no-one is watching
- articulate how their beliefs influence their actions
- translate their beliefs into local and/or global actions
- recognize when their actions contradict their beliefs and reflect on why that discrepancy occurred

Learners value FAIRNESS

They:

- consider the impact of a decision or action on others
- recognize that fair does not always mean equal rather fairness depends on the circumstances and who is involved
- can make and justify a decision based on how fair it is for all concerned

Learners value COMPASSION

They:

- are able to sense other people's emotions and able to empathize
- actively attempt to understand why people hold certain perspectives, are in certain circumstances, and/or feel particular emotions
- feel motivated to relieve another person's suffering
- work to understand the needs of others in order to achieve desirable outcomes for all
- consider actions that will have a positive impact on others

Welcome to the Lower School

Dear parents and caregivers,

I would like to welcome you to the ZIS Lower School Campus for students in EarlyZIS to Grade 5. Your child attends an innovative school where students are challenged and find learning stimulating. ZIS is an optimal learning and teaching environment where the student's happiness and academic progress are at the center of all we do.

All teachers at ZIS wish to encourage in their students a genuine desire to learn, and to challenge each of them to reach their potential. We are in a partnership with you in wanting the best for your child.

This handbook, which is an integrative part of your agreement with ZIS, contains information about our school's guidelines and procedures on a variety of issues, and it outlines our expectations related to student life. You will find in this booklet an outline of the Lower School values, goals and organization. It provides general information that you will require; curricula are outlined in our Program of Studies which is also available on our website.

Sincerely,



Catherine Jolly
Lower School Principal
cjolly@zis.ch

School Year Calendar 2019/20

July/August (2019)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January (2020)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Comments

2019

July 30: New faculty report
 August 1: Swiss national holiday
 August 5: LS, MS, US team leaders report
 August 6: LS, MS, US returning faculty report
 August 9: MS new student orientation
 August 12: LS, US new student orientation
 August 13: **First day of classes for LS, MS, US**

October 14–18: Fall break
 October 21–22: No school, professional development days (1+2)

December 20: **Last day of classes**
 December 23–31: Winter break I

2020

January 1–10: Winter break I
 January 13: **2nd semester begins**

February 17–21: Winter break II
 February 24–25: No school, professional development days (3+4)

April 6–17: Spring break
 (April 12 Easter Sunday)

May 1: May Day, no school
 May 21 & 22: Ascension, no school

June 1: Pentecost (Whit Monday), no school
 June 11: **Last day of classes**
 June 12: Faculty work day
 June 13: US graduation

Color key:

- New and returning faculty report
- New student orientation
- Semester begins (first day of classes)
- Semester ends (last day of classes)
- No school
- Faculty work day
- US Graduation

Abbreviations:

LS = Lower School
 MS = Middle School
 US = Upper School

Administrative Structure

Positions of Responsibility Lower School

Principal

Catherine Jolly
cjolly@zis.ch

Assistant Principal

Janna Trontvet
jtrontvet@zis.ch

Learning Leaders

Elly Dilworth
edilworth@zis.ch
Alice Sikora
asikora@zis.ch

Lower School Reception

ls_reception@zis.ch

Student Support Coordinator

Jackie Langford
jlangford@zis.ch

After School Activities

Marie-Therese Malina
mtmalina@zis.ch

Bus Coordinator

Roland Gaehwiler
rgaehwiler@zis.ch

Positions of Responsibility ZIS

Director

Lisa Lyle
llyle@zis.ch

Chairman of the Board of Trustees

Ron Steijn
boardchair@zis.ch

Deputy Director

Mark Schulz
mschulz@zis.ch

Director of Curriculum and Learning

Ji Han
jhan@zis.ch

Director of Student Life

Nick Bentley
nbentley@zis.ch

Director of Research and Organizational Development

Mark Dilworth
mdilworth@zis.ch

Director of Community Relations

Michaela Seeger
mseeger@zis.ch

Director of Admin Services

Rolf Streuli
rstreuli@zis.ch

The Structure of the ZIS Lower School

Basic organization

The class size is normally 18–22 in Grades 1–5, 16–20 in Kindergarten and 14–17 in Pre-School and Pre-Kindergarten, but class size may vary and classes may be bigger or smaller depending on circumstances.

Grade Level	Age Group
Pre-School	3 by 31 August
Pre-Kindergarten	4 by 31 August
Kindergarten	5 by 31 August
Grade 1	6 by 31 August
Grade 2	7 by 31 August
Grade 3	8 by 31 August
Grade 4	9 by 31 August
Grade 5	10 by 31 August

How Will I Know My Child Is Progressing?

Please take full advantage of talking to your child's teacher on a regular basis. Teachers are always keen to relate your child's progress to you. You can contact your child's teacher by e-mail, using an address made up of their initial followed by their surname, i.e. cjolly@zis.ch (check the faculty directory within the Community Portal). If you would like to talk at length, it is best to make an appointment.

Parents as Partners

At the beginning of the school year we have a "Meet the Teacher Evening", where teachers share their program with all parents and where general questions can be asked.

Shortly after your child has started you may sign up for a brief "snapshot" meeting where you can discuss relevant information about your child, or ask any questions you may have.

The first family conference is held in semester 1. This is a goal-setting meeting for the year at which initial assessments and observations are shared. The second family conference is at the start of semester 2 and is to review goals and progress. This is followed up in spring with a student-led conference at which children share their learning with their parents.

Meetings where all parents are invited to attend to learn more about the school and any developments at ZIS are held during the year.

Digital Assessments

Digital reports will be available online towards the end of the school year.

Most students in Grades 3 and 5 take the International Schools' Assessment (ISA) in language and mathematics once per year and most students in Grades 4 and 5 take the Measures of Academic Progress (MAP) assessment in mathematics twice per year. Results of these will be shared with parents of those students. ZIS participates in these assessments in order to have an international academic comparison, thus maintaining our high educational standards.

At the end of the school year there is another optional short conference where you can discuss how your child has met the year's goals.

You are always welcome to meet on a more regular basis should there be a need for this. Your child's happiness and progress is highly important to us and we see ourselves as partners in this learning journey.

Open Office

All administrators in the Lower School have an open office policy. Please feel free at any stage to make an appointment to discuss your child.

My ZIS Weekly News

On Thursdays, we publish an electronic newsletter which will recount recent and upcoming events that pertain to your child, at grade, campus and all school levels. Parents should read this each week as it is the main method of communication. My *ZIS Weekly News* is contained within the Community Portal.

Seesaw Journal

Class and student-specific information is available on each student's Seesaw journal. When a student joins a class, parents will gain access to the student's Seesaw journal. These are updated regularly for you to keep up-to-date with developments within your child's class and your child's learning. Once you have gained access to your student's Seesaw journal you will review notifications when a new post is made.

What Can I Do As a Parent?

We encourage all parents to take an active role in their child's education. There are many ways to do this.

Support your child

Talk to your child about school, what they like and what they do not like (if anything).

Encourage your child to follow their own special interests. If you speak a different language at home, please discuss school matters in this language so that your child will gain the same vocabulary in both languages.

Read with your child

Please help your child practice their reading, so that they can revise the skills they have been taught. Each class will have a system for updating reading books (K, 1–2). As with all things, the more we practice the better we become at certain skills!

Home Learning

Home learning at ZIS is different for every child according to their needs. This is what you can expect for your child:

- Reading is the cornerstone of home learning. Teachers will monitor that students are reading developmentally appropriate material. Reading at home includes being read to, children reading by themselves or with parents, and children discussing the content of the texts they read.
- Differentiated learning tasks to be completed at home will only be given by the teacher where there is a specific educational need based on teacher assessments completed at school.

We encourage children to participate in the Swiss community, learn to make choices, join our wide After School Activities program, play sports, play an instrument, learn to swim, cook, shop with parents, discuss current events at home, visit museums and take part in cultural events.

We strongly believe that all Lower School students should have the opportunity to play in structured and unstructured contexts at home or in the community.

Parent Volunteers

What can I do as a Parent?

If you would like to share a skill, attend class trips, assist with units of inquiry, listen to children read, or simply help out in your child's classroom, please contact the class teacher. A number of parents also coach our sports teams. Please contact our After School Activities Coordinator, Marie-Therese Malina, if you wish to coach or teach an after school activity: mtmalina@zis.ch.

Room Parents

The Room Parents liaise between the class teacher and the parent community and arrange for additional help for trips, shopping, or classroom activities. They encourage the integration of new parents into the ZIS community. They can also arrange morning coffees, parent evenings or other social gatherings. Please let your class teacher know at the beginning of the school year if you are interested in contributing in this way. We try to have two room parents for each class. Ideally one with experience of life at ZIS and the other newer but keen to be involved.

Parents' Association

The ZIS Parents' Association consists of volunteers who wish to work together to enrich the program for students and to support our families. Upon the arrival of a new family, three Parents' Association members may contact you – one from the area that you are moving into, one from your home country and one from your child's class. Over the years, our proactive PA has raised funds for a wide variety of equipment, organised many social activities, and provided various orientation opportunities for new families. You can contact the Lower School representative via: pa_cc_LS@zis.ch.

What if I Have a Concern?

If you have a concern, please do not hesitate to contact us right away.

Contact

1st

Your child's teacher

2nd

If you believe your child has a learning need, contact Jackie Langford, Student Support Coordinator klangford@zis.ch

3rd

If necessary, Assistant Principal Janna Trontvet

Remember

Contact is important and welcome.

Make an appointment – this way you and the teacher can make the most of your pre-arranged time. Remember contact is important and welcome, if it is an important issue it is essential that you let us know. We cannot do anything to help/ reassure if we do not know of a problem. We and you want the same for your child and the conversation we have is between two sets of people who care for your child.

Open Office

Please be in touch when there is an issue. We do mean it when we say we have an Open Door Policy!

Process for the Retention of Primary Students

At ZIS, a student normally progresses from one grade level to the next according to age as each grade level offers a variety of learning experiences designed to meet individual needs and abilities. However, from time to time, situations may arise when it would be in the student's best interests to continue in the same grade level for an additional year. This would usually be due to developmental or social issues which would prevent the student from drawing the maximum benefit from the subsequent year's programme. Academic issues could also play a role.

The ZIS policy for dealing with this situation is available on request.

Process for Promotion of Primary Students

At ZIS, a student normally progresses from one grade level to the next, according to age as each grade level offers a variety of learning experiences to meet individual needs and abilities. The School only recommends that a student is promoted when he or she is: old for the class, will cope with the social / emotional demands of a higher grade, is physically similar in size to the children in the grade above and will academically thrive in the grade level above. Generally, however, the School believes that children are best placed with children of a similar age and that the development of a differentiated programme is more desirable than promotion.

The ZIS policy for dealing with this situation is available on request.

Single Subject Lessons

Every week children attend single subject classes taught by teachers who have expertise in specific areas.

German

Most children who are not absolute beginners of English as an additional language attend German classes. As they get older the time spent in these classes increases according to Swiss law.

- Pre-School & Pre-Kindergarten: 60 minutes
- Kindergarten and Grades 1 & 2: 135 minutes
- Grade 3: 160 minutes
- Grades 4 & 5: 225 minutes

In Pre-School to Kindergarten classes take place in the child's homeroom, and the goal is German immersion. Classes are not put into ability groups.

From Grade 1, there are two German language learning tracks: fluent speaker and German as a foreign language. Fluent speakers are taught in fluent-speaker cohorts. German as a foreign language students are taught in differentiated ability levels within their homeroom cohort.

If you have a question or concern, do not hesitate to contact us. Please email Claudia Walther-Griffo at cwalthergriffo@zis.ch.

Music

In Pre-School to Kindergarten, Music and Visual Art are taught as part of the integrated Arts program (Creative Arts). All children in Grades 1–5 attend a general music class.

- Grades 1 & 2: 60 minutes
- Grade 3: 60 minutes, which also includes instruction on the recorder
- Grades 4 & 5: 50 minutes

Grades 4 and 5 have an additional ensemble lesson each week. A choice of concert band, string ensemble or choir is offered.

The goal for Lower School music ensembles and general music classes is to perform at least twice per year. These performances are part of the curricular program and serve to demonstrate growing musical knowledge, skills and confidence. All students are required to attend these performances. Grade 4 and 5 students are expected to practice their chosen instrument at home. The minimum

expectation is that each student will practice 10–15 minutes three times each week. Students are also expected to have their instruments and music book at school on the day of their ensemble lesson.

Participation in any Grade 4 and 5 music ensemble is a year-long commitment. Students who enter ZIS after the first nine weeks may enter the curricular ensemble program only when they have demonstrated instrumental proficiency at the level of their grade-level peers currently in the program. Private instruction through the ZIS Music Academy or a local music school is recommended to reach this level. Until proficiency is met, those students will participate in the choral ensemble program. Transfers to instrumental ensembles of such students of sufficient proficiency usually occur at the beginning of the third nine week term.

Each Grade 3 student is issued a recorder to practice on at home during the school year. This recorder must be returned at the end of the school year.

Each Grade 4 & 5 concert band and string student is issued an Elements of Music Book for his or her instrument. This book is the student's to keep and is used throughout the student's years of instrumental music. If this book is lost, there is a CHF 25 replacement fee. A replacement book will be issued when the fee is paid. If the original is found and brought to school before the last student day of the school year, the CHF 25 will be refunded when the replacement book is returned.

Students also have the possibility to have private music tuition at their own cost. You may find a list of these teachers on the Community Portal. ZIS will do its best to arrange for the private music tuition pursuant to your request but can only do so within the given availabilities. Any such private tuition does not replace the curricular lessons.

Physical Education

The goal of the Physical Education program is to encourage all students to develop their own physical, intellectual, emotional, social maturity, and moral well-being through a broad and balanced activities program.

Students in Pre-School and Pre-Kindergarten have daily experiences in Movement and Muscle development activities while Kindergarten to Grade 5 have two PE lessons per week and are taught in mixed ability groups led by PE specialists work through modules of work from 4–8 weeks. Wherever possible these two lessons comprise of different or contrasting activities. In ideal weather conditions, one lesson per week is designated to be conducted outdoors.

Although competition is introduced and encouraged, the emphasis at this age is on participation in an enjoyable, safe and non-threatening environment. This attitude is encouraged within our PE lessons and after school activities program.

Selection is an integral part of our competitive sports programme. We provide opportunities for all students to be able to train, and be included as part of a group. Often, we are able to offer a competitive experience for all by hosting an inter school event. However, not everybody is able to travel and participate in the additional fixtures and tournaments. For the integrity of the competitions we enter, we aim to select a team which is as strong as possible. Selection will take into consideration performance in training and in physical education as well as behaviour and attitude around school. There is no rotation policy and the students are made aware that coaches will make final selections based on a combination of the following:

- Individual ability level
- Physical readiness of the athlete
- An ability to listen, understand and apply instructions
- The need to be a good team member
- The specific needs of the team (athlete combinations, positions etc)

Expectations:

- Students in Grades 1–5 are required to wear the blue ZIS T-shirt and shorts. This is available to, but not compulsory for Pre-School, Pre-Kindergarten and Kindergarten children. Though not compulsory, there is also a ZIS tracksuit which can be purchased. These items can be purchased on Wednesday afternoons in the Lower School Den from 14:30 to 15:30.
- Clean, non-marking gym shoes should be worn for indoor lessons, and weather appropriate shoes should be worn outside.
- Long hair must be tied back for all activities.
- Jewelry should never be worn for PE or should be removed prior to the start of the lesson (this includes, necklaces, bracelets, watches and earrings)
- Children are encouraged to bring water bottles to their lessons.

Exemption from PE

Generally children who are not well enough to take part in physical activity are not well enough to attend school and should be kept at home. All requests for exceptions must be addressed to Ms Jolly.

In the case of a medical complaint supported by a note from doctor, the student will be asked to change into uniform (for reasons of hygiene and group cohesion) and asked to participate in a supporting role (e.g. observation and evaluation).

If you are simply concerned that your child may be a little unwell, please inform the PE teacher in writing and the PE teacher will modify the lesson accordingly. There are many activities which a child can participate in without over-exertion.

Clearly there are exceptions to this such as broken limbs or where the doctor has said, “no PE”.

Student Support

Inclusion

ZIS welcomes and celebrates diversity among our student population for the mutual benefit of all. We support an inclusive model of education that serves a managed number of students representing a full range of learning profiles including mild, moderate and intensive needs. The goal of our inclusive model is to provide high quality and challenging learning experiences purposefully meeting the needs of all learners. The whole community shares common rights and responsibilities, working collaboratively towards fulfilling the ZIS Mission, Learning Principles, and Character Standards.

Practical Information

What the school day looks like

Pre-School to Pre-Kindergarten

Children can be dropped off at the lower bus entrance or brought into school between 08:00 and 08:25 each day. Children need to bring their own water bottle, a morning snack and a lunch. If staying full day children also require an afternoon snack. Lunch can be brought from home or ordered through the canteen at <http://passionfood.ch/register>).

Children can be collected at 12:30 if registered for half days from lower bus entrance. Children who stay full days can be collected at 15:00 from the lower bus entrance if they have no older siblings in the Lower School; at 15:15 from the main entrance if they have siblings in Kindergarten, Grade 1 or 2; or at 15:30 from the main entrance if they only have siblings in Grades 3,4 or 5. Children will remain with their classroom teacher and taken to pick-up locations at the required time. Children travelling on buses will be escorted to their correct bus.

During the first couple of weeks, children can attend for half days until he or she is comfortable in the new environment as arranged with their child's teacher.

Kindergarten to Grade 5

Your child will need a snack and a lunch. Please make sure that snack and lunch boxes and drink bottles are clearly labelled. All stationery will be provided by the school. Children need to be at the Lower School between 08:30 and 08:40, classes begin promptly at 08:45.

Children in Kindergarten to Grade 2 with no older siblings are picked up at 15:15 at the main entrance; Grades 3-5 students and their younger siblings are picked up at 15:30 at the main entrance. Pick up times are one hour earlier on Wednesdays. Being punctual from the first day means a great start for you and your child.

You will find your child's timetable under the Class Information folder of your child's Seesaw journal.

How is the day organized?

Pre-School and Pre-Kindergarten

08:00 – 08:25	arrival
08:30	classes begin
10:00 – 11:00	snack and outdoor recess
12:00 – 12:30	Lunch in classroom
12:30	half day children collection
12:30 – 13:00	outdoor recess
15:00	First dismissal – children with no siblings at school
15:15	dismissal of children with siblings in KG, Grades 1 or 2
15:30	dismissal of children with siblings in Grades 3,4 or 5

Remember Wednesdays:

Dismissal is one hour earlier.

After School Care available until 18:00 – please see page 19.

Kindergarten to Grade 5

08:30 – 08:40	arrival
08:45	classes begin
10:10 – 10:30	snack and outdoor recess
12:00 – 13:00	KG, Grades 1&2 lunch and outdoor recess
12:30 – 13:30	Grades 3,4&5 lunch and outdoor recess
15:15	Dismissal time for KG to Grade 2 without older siblings
15:30	Dismissal time for all other students

Remember Wednesdays:

Dismissal is one hour earlier.

Before and after school care available (from 07:15 and until 18:00) – please see page 19.

Assembly

Assemblies take place on approximately 12 Fridays during the school year between 14:30 and 15:00 and parents will be notified when there is an assembly via *My ZIS Weekly News*. Assemblies are usually student-led and a time for our campus to be together to celebrate achievements and to create an awareness of the values we as a school cherish. Teachers and children are encouraged to share work they are especially proud of.

At the first assembly after your child joins ZIS, they will be welcomed officially into our school community.

The School Day

Arrival

Children can arrive at school each day from 08:00. Early ZIS to Kindergarten will be supervised in the Early Childhood pod, Grades 1–5 children in the cafeteria, and are then sent to their classes. At 08:45 morning meetings start in all classes from Kindergarten to Grade 5. EC classes start at 08:30.

All children, from Kindergarten onwards, are encouraged to develop a greater measure of autonomy and responsibility for their own possessions. Please encourage your child to enter the grounds and/or their classroom by themselves. Staff will be promoting the children's independence by asking them to unpack their bags without supervision, and enter the classroom quietly before school begins. Whilst this is an important developmental goal, parents should not hesitate to come into school.

Between 08:00 and 08:25, parents of children in Pre-School and Pre-Kindergarten can drop off in the lower bus entrance (where buses come) or park and walk their child into the Early Childhood pod. Older siblings can arrive then but will remain in the canteen area until sent to their classrooms.

If arriving by car, children in Kindergarten to Grade 2, including their older siblings need to be dropped off at the front entrance. Children in Grades 3–5 with no younger siblings, are to be dropped off at the Waedi Woesch. There is a teacher on duty at the front entrance from 08:30 who will guide them to school. Please drop your child off and drive through, turning around smoothly and exit again immediately. If you wish to come into school please park your car either outside the gate or by the Waedi Woesch. Parking at the Waedi Woesch must be paid for. You may park on ZIS grounds if you display a ZIS sticker, however, parking spaces and allowed parking time are limited.

Dismissal

EC (Early ZIS to Pre-Kindergarten) children who have no older siblings are to be collected at 15:00 (14:00 on Wednesdays) from the lower car park (where the buses park). Children will be brought to the collection point and handed to parents. Parents must move their car by 15:00 as buses will then begin to arrive.

If you pick up your child (KG to Grade 2) and they do not have a sibling in Grades 3–5 they will meet you outside the main entrance at 15:15 (14:15 on Wednesdays). Please pick them up between 15:15 and 15:30 (14:15 and 14:30 on Wednesdays) to reduce traffic congestion.

Grade 3–5 children will meet you from 15:30 at the Waedi Woesch for pick up if they have no younger siblings, and at the main entrance if they do.

Once your child is safely secured in your car, please proceed with driving to allow other parents to safely collect their children. If you have parked your car, please vacate the parking space immediately, allowing the next vehicle to park.

Gate Closure

The gate is closed each day 09:00 to 15:00 (14:00 on Wednesdays) for the security of the children.

School Transportation Service

Children may be transported to and from school by buses organized by the school. This is a private bus service and a fee is charged by the bus company, which will be invoiced to the parents using the service. All buses consist of a modern fleet with seat-belt-equipped, forward-facing, padded seats. For more details including available routes and restrictions go to the Community Portal where you will find the ZIS School Bus Service Terms and Conditions or contact the Bus Coordinator.

School Bus Safety Rules

- No eating/drinking on the bus
- No standing up
- Wear seat-belts at all times
- All children must obey the bus driver at all times
- Children must ensure that they are on the bus at the appropriate times
- There are consequences for poor behavior on the bus and parents will be contacted in this case.

What will your child need at school?

The school provides textbooks and workbooks. Please supply the following items:

- Indoor shoes (could be slippers or indoor trainers)
- Outdoor trainers
- Lunch box
- Snack box
- Drink bottle
- Bag/rucksack suitable for carrying books/snack boxes, personal things
- PE kit -indoor navy shorts, T-shirt for students Grades 1–5 (purchase at the Den, see PE information above)
- Navy ZIS tracksuit (optional)

In winter they will also need:

- Snow pants and snow boots, hat, scarf and waterproof gloves

Please ensure *all items* are marked with your child's name and grade level.

What will your child eat at school?

Morning Snack

All classes have a mid-morning snack. This snack is eaten in the playground from Grade 3 onwards. At snack time your child will eat the snack you have sent to school. However, the snack should not replace breakfast or lunch. It should be compact and drinks should be in plastic containers or cartons. No glass bottles or cans, please. Healthy snacks – no fizzy drinks, chocolate or sweets.

Lunch

Your child may bring a packed lunch, or order lunch from the school cafeteria. Children have up to 20 minutes to eat their lunch. If your child should be without a lunch they can pay on the day in the cafeteria, or you will be billed for this. (Late payment will incur a significant increase). Lunches are ordered via the Community Portal.

Absence, late arrival or change in your child's normal routine

Please e-mail Reception on LS_reception@zis.ch or phone the School by 08:30 in the morning to report absence or lateness. If your child travels on the bus please inform the bus company by phone as well.

If your child arrives late (after 08:45 for KG to Grade 5 and after 08:30 for EC) please sign him or her in at reception before going on to class.

All changes in a child's routine must be communicated to the child's teacher **and** the Lower School reception by using the Change of Routine form found under Quick Links on the homepage of the school website. This ensures that a message is received reliably even if the teacher is absent on the day.

Any student wishing to be excused from school, except for medical and dental appointments, must obtain prior permission. If the absence is to be of some duration (more than 1–2 days), approval must be sought well in advance from the Lower School Principal.

If a child has 15 absences or 15 late arrivals, a letter will be sent to you to inform you of this. At 20 absences or 20 late arrivals, a further letter will be sent to you and you will be invited to discuss this with the principal.

No child may leave ZIS during school hours without the permission of a staff member.

Parents are expected to arrange their vacation trips in accordance with the school calendar. To ensure the integrity

of ZIS' academic purpose, permission may not be granted for early departure or later returns except in family emergencies. Any additional holidays taken outside of the school calendar will be marked as unauthorized absences.

Absences of twenty days or more may result in a child not being moved to the next grade level.

Address list

The school publishes an electronic School Directory through the Community Portal, which includes parent contact details. You can choose not to have your personal details published within your profile settings. It can be very advantageous to have your details published to enable other parents to make contact with you and to include your child/ren's details (under "relationships").

Please ensure that you input your details and keep them updated.

All changes of address and phone numbers must be notified in writing to addresses@zis.ch immediately.

This is a very important procedure in case of emergency.

Parent contact information

The parent directory in the Community Portal has contact details for those parents happy to share this information. Parents' profiles are linked to their children.

Before and After School Care

We offer a before and after school care program, for an additional fee.

The before school care program is offered from 07:00 to 08:00. The after school care program operates between the hours of 15:30 and 18:00, with the exception of Wednesdays when it operates from 14:30 to 18:00. Children can attend for the whole term (eight weeks) or on a daily, casual basis, and parents can register online through our Community Portal.

Students may not use the school telephone to make after school arrangements. Permission may be given by a teacher in an emergency.

All children must be supervised at all times by an adult after 15:30. Should a child be found unsupervised he/she will be taken to After School Care and the parent will be charged for this. This also applies to students attending Music Academy lessons or where an Athletics and Activities (ATAC) session starts later than the finishing time of school.

After School Activities only for students in Grades 1–5

The school runs a very active after school extra-curricular activities program for children in Wadenswil. Activities are available in the arts, sports and clubs. Details of the activities are listed in the Community Portal prior to each term, to allow students to sign-up on-line. Restrictions apply. Students may enter individualised (such as private instrumental) activities at any time they wish. For further information, go to the After School Activities information on the Community Portal, in the Student Life section. For supervision options see After School Care.

Animals at School

Animals are not permitted inside the school building unless a prior arrangement has been made with the classroom teacher or the administration.

Birthdays

If you wish to bring something in for your child to celebrate with their class please ensure that it is easy portion sizes. This may either be cupcakes, muffins or cookies. Invitations for birthday parties can be sent into school only when they are to either the whole class or all boys/all girls. Otherwise invitations need to be sent by email or post.

Visitors

All visitors are asked to report to the reception upon entering the building. Visitors are then required to sign in and wear a visitor's badge for the duration of their visit. Please hand your badge back and sign out before you leave. Alumni students, no longer living in Switzerland, may visit the school for one day so that they can reconnect with their former peers. Please contact Ms Jolly to arrange a visit: cjolly@zis.ch.

Other visiting children may be given a school tour or stay for lunch, but may not stay for lesson time.

Insurance

As Swiss law requires parents to carry accident and health insurance for all children, the school does not provide any. Therefore the school assumes parents have fulfilled this obligation and that, in the event of an accident, the costs will be covered. In addition, the school strongly recommends

that parents carry an additional personal liability policy for each of their children. Such a policy can be purchased from your insurer at a minimal premium.

Health Matters

Medical Records

The school keeps records on each child's medical history, allergies, family doctor, and emergency contact. It is the parents' responsibility to ensure that these records are up to date.

Medication in School

If your child needs to take medication during school hours, whether regularly or for a short period of time, parents are required to bring this medication to the school nurse office with detailed administration details.

Illness

Please notify the school immediately about any contagious disease your child has contracted. Children who need to take antibiotics for an infectious disease must remain at home until they have taken a full 48 hours of antibiotics and feel well, to insure that they are not contagious. The nurses may inform the parents of other students who may have been exposed to a contagious disease so that they can be aware of the symptoms.

Head Lice

These annoying parasites, which do not carry disease, are most prevalent during the autumn and winter months. Parents are required to inform the school nurses if they find head lice on their children. The nurses will send home a treatment plan, and take measures to prevent a larger outbreak. Students who have been treated at home and return to school for the first time must see the school nurse for a lice check.

Attendance

If a child is well enough to attend school they will need to attend all classes and be able to go outside at recess. If this is not the case children should stay at home unless otherwise arranged. Please email LS_reception@zis.ch and the message will be passed on to the respective teacher and club.

Emergency Procedures

In the case of a serious emergency, the school will contact emergency support services and assure the safety and wellbeing of students as first priority. Parents will be notified as soon as possible thereafter. In the event of an illness, accident, or medical emergency, and when the parents can not be reached by telephone, the school may act in loco parentis until one or both of the parents can be reached. It

is the parents' responsibility to ensure that the school has their current contact information as well as the telephone numbers of their non-parent emergency contact and family doctor.

Fire Drill and Lock Down

The school maintains a regular schedule of fire drills and lock down practices. At the beginning of each school year, the classroom teachers will review the necessary procedures with the students in an age appropriate manner.

Emergency School Closure

If school is cancelled, the school will put a notice on the homepage of the website (www.zis.ch) by 06.00 in the morning.

In the case of a school emergency outside of normal school hours, the ZIS Director, the Lower School Principal or Crisis Team Coordinator act as the communication contact point (see Crisis Team).

Safety and Security Team

The school maintains a safety and security team that is able to respond to any serious emergency faced by the school. Responsibilities for this team are established at the beginning of each school year. In the event of a serious crisis or emergency, the team, led by the ZIS Director, will provide appropriate information to parents as quickly and comprehensively as reasonably possible. This will include giving details on the school's Web site at www.zis.ch/emergency.

Library Books

Once a week, each child will have a library visit, and is able to borrow books to take home. In Wadenswil children are also able to use the library during their lunch break to exchange library books. Please return library books the following week, on or before their library day.

Any books, (library/text or any other school property) which are lost or damaged, must be replaced by the students responsible. Parents are welcome and encouraged to visit the library and check out books as well. Please check with your campus librarians for open hours.

Lost Property

We encourage children to take responsibility for their own property.

Lost Property centers are maintained in the cafeteria area. Items are put on display at the end of each term and if

unclaimed will be removed and donated or disposed of.

All articles found which are clearly marked with your child's name will be returned to them.

Please ensure that all property your child brings to school is clearly marked or labelled, and encourage them to take responsibility for their property.

Field Trips

There are various whole school events, day trips, and overnight trips for older students throughout the school year. Parents will be informed of these events ahead of time.

Curricular Trips

ZIS offers mandatory, curricular trips (day and overnight trips) and (optional curriculum-enriching trips (day and/or overnight trips). ZIS tuition fees include all costs incurred by ZIS for mandatory, curricular trips. All costs incurred by ZIS for optional, curriculum-enriching trips are invoiced to the participants.

Field trips function as an educational element of the curriculum. Field trips are part of the curriculum; therefore, all students must attend. If there is a reason why a child cannot attend, the parent must inform the school in writing of the reasons for the student's absence in advance. In these cases, children will need to stay home. The complexity and duration of the field trips will increase in the higher grades.

Grade 3–5 overnight trips will be on the on-line calendar at the beginning of the year, allowing parents to plan in advance.

Online Field Trip Form

At the start of their time at ZIS, we ask all parents to fill out the online Field Trip Form. This form gives permission for children to attend all trips during a school year while attending the Lower School.

Pre-School, Pre-Kindergarten and Kindergarten

Students will participate in day field trips related to the curriculum throughout the school year.

Grades 1 and 2

Students will participate in field trips that support the learning map for the grade level.

Grade 3

Students will participate in field trips in the course of the school year; one two-night field trip in the second half of the school year.

Grades 4 and 5

Students will participate in field trips in the course of the school year; one overnight field trip of three to four nights; one overnight ski trip of at least two nights.

Communication from overnight camps, Grades 3–5

When children attend Grade 3–5 overnight camps you can expect to receive the following communication on the community portal:

- a message when the grade arrives at their destination
- one message each day outlining the day's events.
- photos within a week of return from camp.

Blog notification settings will be adjusted for the duration of the trip, so that you will receive an email immediately each time a communication is posted.

Curricular-Enriching Trips (optional, extra fees charged to parents)

Examples of these types of field trips are offsite choir performances, Model United Nations (MUN), Math Quest and sporting events.

Notification and Fees

For one-day field trips the teacher will notify parents at least one week in advance. For overnight field trips parents will be notified at least one month in advance. The notification will include the destination of the field trip, the reason for the field trip, departure and arrival times, eating arrangements, the method of transportation, adults accompanying the class, any conditions regarding pocket money, and fees, if any. Fees will not be collected by the teacher; parents will be invoiced by the school. All buses used to transport students are equipped with seat belts.

Photos

Formal class and individual photos are taken during the year. You will be informed of these in advance.

Children may be photographed during their learning and recess time, and these photos may be used in school publications, on the website or on blogs. No names are given. Please contact Rachel Ditchfield (rditchfield@zis.ch) and Catherine Jolly (cjolly@zis.ch) should you not wish your child's photo to be used in this way.

Policies/Procedures

If you want to know the school policy or procedure on any issue, please contact Mrs Jolly.

Important Telephone Numbers

Lower School reception	058 750 22 00
Catherine Jolly, LS Principal	058 750 22 04
Janna Trontvet , LS Assistant Principal	058 750 22 05

It is requested that parents exercise restraint in telephoning the school with messages for their children. This service may be used for urgent messages only.

In the event of such an emergency and in order for messages to be delivered in time, parents should endeavour to ring by 12 noon to ensure that the message reaches the recipient.

Code of Conduct

At the Lower School we believe in international mindedness and the qualities of an open-minded, resilient, playful and reflective learner. These qualities work to develop citizens who respect themselves, others and the world around us.

Disrespectful or Disruptive Behavior

Vulgar or profane language and aggressive actions to others are unacceptable.

Bullying

By definition a student is being bullied or victimized when he or she is exposed repeatedly, and over time, to negative actions on the part of one or more students. Bullying can be direct (physical and verbal assaults) or indirect (exclusion, rumors, getting others on board) and has expanded to cyber-bullying through cell phones, messaging, email and web sites. Bullying because of stereotyping, health-related issues or religious, gender, and racial discrimination will not be tolerated. Bullying is destructive and will not be tolerated.

We have a three tiered approach to dealing with bullying.

1. Awareness

ZIS students:

- build positive relationships with others
- pledge to not bully others
- talk about the behaviors of bullies, victims, bystanders and defenders
- help students who are being bullied
- include students who are easily left out.
- tell an adult at school or at home if they witness bullying
- understand the rules and how they will be enforced
- learn pro-social behaviors
- are responsible for their actions

2. Intervention

We will investigate all complaints made by students, parents and staff. Counseling strategies may follow that can offer a guided and effective process to assist students.

3. Consequences

When serious infractions occur parents will be contacted and appropriate consequences will be put into place.

Inappropriate items

Students are never to bring to school illegal substances, or other items considered to be dangerous. This includes any kind of items that may be used as weapons, including knives of any kind, and lasers, lighters, matches and the like. Toys may be brought to school only when deemed appropriate by a classroom teacher.

Mobile Phones

Mobile phones can be brought to school but must not be used over the course of the instructional day unless permission has been granted by the school administration or teacher.

Hats

Students are not to wear hats or head coverings in the school buildings unless they are being worn for religious, cultural or health related reasons.

Dress Code

Clothing should be clean and free of offensive graphics and language, and large holes or tears. Flip flops or wheelies are not to be worn as they are dangerous on stairs. Clothing must be modest and the principal has the final say on what constitutes appropriate clothing. Make-up may not be worn.

Chewing Gum and Sweets/Candy

Chewing Gum is not allowed. Sweets/candy are only allowed for special occasions (birthdays, class parties) and always with teacher's permission.

The expectations for appropriate and responsible behavior are very clear. Unfortunately, situations arise where certain behaviors are deemed unacceptable. Consequences may be assigned by teachers and school administrators.

When disciplinary action is needed:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever reasonably possible
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff
- Students potentially facing consequences will be given an opportunity to present their perspective and thoughts, and assigned consequences will be explained to them

- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities

Consequences could include:

- Time out from recess
- Community service within the school
- Loss of privileges
- Signing of a behavior contract
- In-school suspension
- Outside of school suspension
- Expulsion

Suspension and Expulsion may lead to the statutory duty of ZIS notifying the competent school authorities that the student temporarily or indefinitely does not attend ZIS anymore

Parents/Guardians and ZIS Partnership and the Temporary Guardianship Form

Our goal is to provide a challenging and nurturing environment in order to best meet the individual learning needs of each child. The foundation for this is a successful collaborative partnership between the school and parents/guardians, characterized by effective communication and trust.

It is important that the expectations of both members of this partnership with regard to rights and responsibilities are clear, and these are published in the 'Parent/Guardians and ZIS Partnership' document which can be found in the Community Portal and which also forms an integral part of your agreement with ZIS.

A section of this document refers specifically to the need for parents to appoint a temporary guardian should they be away for 24 hours or more. Parents are required to submit the Temporary Guardianship Form to school, giving details of who is caring for their child/ren, in these circumstances. This form can be found in the Community Portal.

Information Technology Policy and Guidelines

Responsible Use Agreement

Principle

Internet access is available to all students and teachers at ZIS. While the Internet offers a great deal of useful information and resources, it is also a diverse public medium. As such, it is important that pupils and faculty conduct themselves in a way which is compatible with the academic aims and the spirit of ZIS. Our goal in providing access to the Internet is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to the Internet also comes the potential availability of educationally questionable, politically controversial, and morally inappropriate material.

Although we strive to supervise Internet use, it is impossible to guarantee that users will not be exposed to, or able to obtain such materials. ZIS therefore relies heavily on mature and responsible use by students and faculty and believes that Internet usage is a chance to teach students about responsible, ethical behavior. These guidelines have been established to inform the ZIS community of the responsibilities which all users of the school's Internet facilities must carry.

Access to the Internet is provided for the express purpose of furthering studies at school, engaging in collaborative work with others, and obtaining information which is consistent with the educational objectives of ZIS. Faculty, staff, or students may not transmit or seek access to materials which violate laws, infringe on copyrights, or have threatening, obscene, or racist content unless in the context of investigative research.

Members of the ZIS community who deliberately access such materials and/or who post, discuss on the Internet, or distribute through e-mail slanderous or deliberately hurtful comments which damage the integrity of and cause personal distress to ZIS parents, faculty, staff, administrators, Board members, or students, are considered out of sympathy with the school's mission and values, in breach of professional ethics, and/or in violation of the school's Rules and Expectations.

Responsible Use Policy

- I understand that any devices loaned to me, my email account, and all other ZIS IT services and resources are to be used for educational purposes;
- I understand that streaming video or music, social networking sites, instant messaging and chat, video games on any device are not allowed during class time unless used for completion of classroom activities or permitted by a teacher;
- I understand that creating, accessing, displaying, producing, storing, circulating or transmitting

pornographic or otherwise offensive material in any form or medium through any device is against school rules and in some cases against the law. This includes sending, posting or displaying offensive images, language or any other type of offensive content including the bullying, harassment or intimidation of others;

- I will not intentionally disrupt school network traffic with high bandwidth use for personal entertainment such as downloading music, videos, or online gaming;
- I will not give out my password to anyone nor use someone else's password or log-in identity and I understand the dangers of giving out personal information;
- I will not deliberately introduce any harmful or nuisance program or file including executable files from untrustworthy websites, or deliberately circumvent any precautions taken by the school to prevent this from happening;
- I agree to comply with trademark, copyright laws, data protection laws and computer misuse laws, and to give credit to all sources used. I also agree not to jailbreak or otherwise hack the any devices loaned to me in any way for any reason;
- I agree that electronic communication and computer use may be monitored at anytime, including a physical search of the device loaned to me;
- I agree that ZIS may limit, suspend or revoke access to the school's technology systems, services, or network upon violation of this Responsible Use Policy

Internet Publishing Principles and Guidelines

Publishing via the Internet is encouraged at ZIS. It is viewed as an effective way for students and faculty to publish their work and ideas to the broader world because it:

- includes broad representation from all students/groups within the ZIS school community
- reflects the academic and social values of the ZIS Mission & Philosophy
- encourages students to produce their best work for publishing through a process of revision and to accurately reflect their developing levels of skills
- creates an opportunity for students to discover how to be positive, respectful, contributing members of an open community
- serves as a springboard for peer review, reflection, and collaboration with a global community of learners
- encourages the conscious development of a positive online presence or "digital footprint" for every child

The US Children's Online Privacy Protection Act, while not binding on the school, has informed ZIS guidelines with respect to Internet publishing and privacy. The US Children's Online Privacy Protection Act defines a child this

way.” We recognize that the ZIS needs to provide a safe, guided approach to managing online presences or “digital footprints.” We have relied upon the International Society for Technology in Education’s “NETS Standards for Students” for guidance. The following rules apply for all members of the ZIS community when preparing material for Internet publishing on ZIS web platforms or on external websites for school-related purposes, like blogging, posting media, or collaborating with others.

- Students are solely responsible for what they choose to publish online.
- Students publish material online with the understanding that their published content must adhere to academic and/or professional norms and appropriately reflect the ZIS Mission & Philosophy.
- Students advocate and practice safe, legal, and responsible use of information and technology, exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity, demonstrate personal responsibility for lifelong learning, and exhibit leadership for digital citizenship.
- No current, specific demographic or contact information will be published which will identify a student, faculty, or staff member (i.e. home address, telephone no., etc.).
- Personal information regarding faculty or staff members or students will not be published without prior permission.
- Online publishing is a public activity, and an effort is made at ZIS by teachers and administrators to teach and model appropriate public behavior in an academic context.
- Students involved in specific academic activities which use Internet publishing as an integral part of their academic experience (i.e. student newspaper or literary magazine) agree that their names and/or pictures may be published in relation to work undertaken as part of these activities.

At Zurich International School, we use G Suite for Education, and we provide and manage a G Suite for Education account for students. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom. At Zurich International School, students will use their G Suite accounts to complete assignments, communicate with their teachers.

When creating a student account, Zurich International School will provide Google with certain personal information about the student, including, for example, a name, email address, and password. When a student uses Google services, Google also collects information based on the use of those services. A summary of the information Google collects is explained on the G Suite for Education Privacy Notice at https://gsuite.google.com/terms/education_privacy.html?

Student Publishing Statement

Content published by students is not intended to be official ZIS communication and does not necessarily reflect the viewpoint of the school. ZIS is responsible only for official content published through official channels.

Educational Technology in the ZIS Lower School

ZIS is an internationally recognized leader in the area of educational technology. Technology in the Lower School is used to support and enhance all curriculum areas in the school. The vision is one where technology is a natural and essential part of everyday school life for teacher and student as well as community members. Through technology use, there are greater opportunities for interactive communication and exchange of information through global collaboration, authentic learning, expansion of the learning community and empowerment for all learners.

Information and communications technology (ICT) encompasses the use of a wide range of digital tools, media and learning environments for teaching, learning and assessing. ICT provides opportunities for the transformation of teaching and learning and enables students to **investigate, create, communicate, collaborate, organize** and be **responsible** for their own learning and actions. ICT allows students to make connections and reach a deeper understanding of its relevance and applicability to their everyday lives. Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.

To support our school philosophy of Inquiry and 21st Century Learning we provide an iPad for every student in Grades 1 through 5. Pre-School to Kindergarten classes have sets of iPads in their classrooms. We also continue to have Netbooks (small laptops) available for use when necessary.

Parent/Family Responsibilities

We suggest you talk to your children about your values and the standards they should follow when using the Internet just as you do with the use of all media information sources such as television, telephones, movies, and radio.

Parents' Guide to Student Use

Zurich International School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use Technology.

1. **Take extra steps to protect your child.** Encourage your child to use technology tools in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits and responsible use. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Encourage a balanced approach towards screen time.** Technology tools like the iPad are very engaging devices, consider setting limits on screen time and encourage a balanced approach between screen time and other activities. Care and continual monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer/iPad use. Define a routine for how the iPad or other screens are cared for along with when and where its use is appropriate.
8. **Take a look at the apps or programs.** Get involved! It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work.
9. **Read and share with your child the ZIS Code of Conduct.** By reading and discussing this, you can reinforce the set of expectations and limitations for your child.

Liability

ZIS excludes any liability, to the extent permissible by law, for any kind of damage caused by any employee, ancillary staff or any other person whose actions may be attributed to ZIS, namely for:

- physical or emotional injuries of any kind that occurred because of, during or at the occasion of school-related activities of any kind (including breaks, free blocks, lunchtime, school trips, extracurricular activities, shuttle bus trips etc.);
- lost, stolen, or damaged personal property of any kind, namely electronic devices, even if temporarily confiscated by the school;
- the loss of data resulting from delays, non-deliveries, mis-deliveries, errors, or interruptions of any IT-related services including internet access as well as in case of deletion of unauthorized software, and for any consequences in case internet users succeed in gaining access to controversial or inappropriate materials.

The parents shall indemnify, defend and hold harmless ZIS and/or its staff from and against any and all claims, damages, liabilities, losses and expenses arising out of or resulting from, directly or indirectly, any act or omission of their children.

Notification of authorities

ZIS may notify authorities of any information which was observed or is suspected. This applies regardless of whether ZIS has the statutory duty to do so or whether it does so at its own discretion in a specific case if it believes that it is in the best interest of any member of the ZIS community or the entire community.