



Lower School Handbook

2023/24



Zurich
International
School

zis.ch

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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.

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.

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 for students in Preschool to Grade 5. Your child is now part of a family of learners, where everyone's uniqueness is embraced and valued. In the Lower School, we all learn by creating meaning, developing habits of mind, and acting on values. Developing strong, caring relationships is important to us, and we challenge each other to share the responsibility for learning to reach our true potential. We are in close 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, and outlines our expectations. You will find here an outline of the Lower School values, goals and organization. Curricula, including our Program of Studies, and grade level learning maps are available separately on the ZIS Community Portal.

Kind regards,

Catherine Jolly
Lower School Principal



Catherine Jolly
Lower School Principal
cjolly@zis.ch



Janna Trontvet
Assistant Principal
jtrontvet@zis.ch

School Year Calendar 2023/24

July 2023

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						

August

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			

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
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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 2024

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

2023

August 1:	Swiss National Holiday
August 2–3:	Campus Admin Teams
August 2–4:	New Faculty Orientation
August 7:	Middle Level Leaders (MLL) return
August 8–14:	Faculty Orientation
August 9:	All-Employee Assembly
August 11:	MS & US New Student Orientation
August 14:	LS (incl. LP21) New Student Orientation
August 15:	First Day of Classes for all campuses

October 9–13:	Fall Break
October 16–17:	No School, Professional Development Days (1 & 2)

December 15:	Last Day of Classes
December 18–29:	Winter Break I

2024

January 1–5:	Winter Break I
January 8:	2nd Semester begins
February 12–16:	Winter Break II
February 19–20:	No School, Professional Development Days (3 & 4)
March 25–29:	Spring Break
March 31:	Easter Sunday
April 1–5:	Spring Break
May 1:	May Day, Swiss Labor Day
May 9–10:	No School, Ascension
May 20:	No School, Pentecost (Whit Monday)
June 1:	Upper School Graduation
June 13:	Last Day of Classes
June 14:	Faculty work day

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
■	Upper School Graduation

Abbreviations:

LS	= Lower School
MS	= Middle School
US	= Upper School
MLL	= Middle Level Leader

Administrative Structure (Directory)

Positions of Responsibility Lower School

Principal

Catherine Jolly
cjolly@zis.ch

Assistant Principal

Janna Trontvet
jtrontvet@zis.ch

Head of Bilingual Pathway

Christiane Charon
ccharon@zis.ch

Sustainability Curriculum Development and Instructional Coach

Kristie Lear
klear@zis.ch

Student Support Coordinator

Jennifer Johnston
jjohnston@zis.ch

Lower School Office

ls_office@zis.ch
ls_attendance@zis.ch

After School Activities

Michael Hatkoski Villa
ls_atac@zis.ch

Bus Coordinator

Roland Gaehwiler
bus@zis.ch

Positions of Responsibility ZIS

Director

Lisa Lyle
llyle@zis.ch

Chief Operating Officer

Stefan Muehlemann
smuehlemann@zis.ch

Deputy Director

Mark Schulz
mschulz@zis.ch

Director of Community Relations

Michaela Seeger
mseeger@zis.ch

Director of Student Life

Nick Bentley
nbentley@zis.ch

The Structure of the ZIS Lower School

Basic organization

Typical class size is between 18–22 students. Class size may vary depending on the grade level and other circumstances.

Grade Level	Age Group
Preschool 1	3 before the 1st of the month that they begin
Preschool 2	3 by 31 August
Kindergarten 1	4 by 31 August
Kindergarten 2	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?

Parents as partners

Your child's happiness and progress is highly important to us and we see ourselves as partners in this learning journey.

Campus meetings, parent cafes, MyZIS Weekly News posts in the community portal and other parent educational opportunities will be offered throughout the year. All parents are invited to attend to learn more about the Lower School work being done aligned to the ZIS strategic plan.

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 by directly contacting the Lower School Office to set up a meeting.

Individual appointments to talk to your child's teacher are always possible. Contact your child's teacher by email, 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).

How will I know my child is progressing?

- **Meet the Teacher Night:** At the beginning of the school year we have a Meet the Teacher Night. Teachers share grade level learning and expectations with all parents and answer any questions you may have.
- **Beginning of the Year Snapshot Conference:** At the beginning of the year you may sign up for a brief "snapshot" conference. At this conference, you can share relevant information about your child with their teacher.
- **Family Conferences:** There are two family conferences where the teacher will discuss your child's progress and share next steps in their learning. One of these conferences is optional for Grades 1–5.

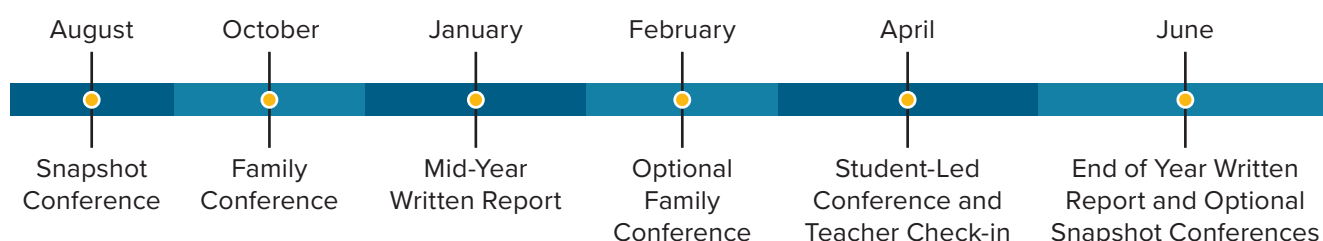
- **Student-Led Conference:** There will be a student-led conference in the spring in which your child will have the opportunity to explain their learning, answer questions, teach concepts and reflect on their learning behaviors.
- **Written Reports:** A mid-year and end of year written report is shared with you. These reports are formal student records which address your child's progress, focusing on "what your child can do now". Preschool and Kindergarten students only receive an end of year written report.
- **Seesaw Journal:** Class and student-specific information is available on your child's Seesaw journal. When your child joins a class, you will gain access to their Seesaw journal. These are updated at least once every two weeks for you to keep up-to-date with developments within the class and your child's learning. Once you have gained access to the Seesaw journal, you will receive notifications when a new post is made.
- **Assessment Folder:** Your child will bring home an end of unit checklist and evidence of your child's learning, corresponding to the checklist.

In addition to these opportunities, specific grade levels complete external assessments. ZIS participates in these assessments in order to have an international academic comparison, thus maintaining our high educational standards.

- **Measures of Academic Progress (MAP):** Specific grade levels complete the MAP assessment in mathematics and reading up to twice per year. Results of the MAP are shared in the assessment folder.

Please refer to our Lower School curriculum at www.zis.ch/our-school/lower-school/curriculum for more detailed information on assessment and how your child's teacher continually monitors their academic progress.

How will I know my child is progressing?



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 are finding challenging. Encourage your child to ask questions and support your child's passions or what they find interesting. If you speak a different language at home, you may want to discuss school matters in this language so that your child will gain the same vocabulary in both languages.

Read with your child

Your child should either be reading or being read to daily. Teachers will provide guidance for book selection as well as an amount of time that is recommended for your child's grade level. Reading in your home language is also encouraged! 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 help 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. It is expected that students will read at home daily.
- 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.
- As part of their preparation for the transition to Middle School, Grade 5 students may receive additional home learning in Semester two.
- We encourage children to participate in the Swiss community.
- 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 Beyond the Classroom trips, assist with science and social studies units, 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 or teach a specific activity. If you wish to coach or teach an after school activity, please contact our After School Activities Coordinator, Michael Hatkoski Villa at ls_atac@zis.ch.

Room Parents

The Room Parents liaise between the class teacher, the Parents' Association (PA) and parent community. Room Parents encourage the integration of new parents into the ZIS community, and help organize classroom or grade level celebrations. They also arrange morning coffees, parent evenings or other social gatherings for the classroom or grade level. Please let your child's 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 eager to be involved.

Parents' Association

The ZIS Parents' Association (PA) 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, Parents' Association members will contact you. Over the years, our proactive PA has raised funds for a wide variety of equipment, organized multiple social activities, and provided various orientation and social opportunities for new families. You can contact the Lower School representative at 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 classroom teacher or single-subject teacher

2nd

Position of Responsibility (see page 8)

3rd

If necessary, Assistant Principal Janna Trontvet

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 or reassure you if we do not know of a problem.

Making an appointment

If you would like to make an appointment, please directly contact the teacher or contact the Lower School Office to make an appointment with administration. By making an appointment, we can make the most of your pre-arranged time.

Process for the retention of primary students

At ZIS, a child 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 child's best interests to continue in the same grade level for an additional year. This would usually be due to developmental or social concerns which would prevent the student from drawing the maximum benefit from the subsequent year's program. Academic concerns could also play a role.

Process for promotion of primary students

At ZIS, a child 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 child is promoted when they are: old for the class, will cope with the social and emotional demands of a higher grade, are 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 program is more desirable than promotion.

Single Subject Lessons

Every week your child attends single subject classes taught by teachers who have expertise in specific subject areas. Please see the Lower School curriculum for further curricular information on each single subject area.

German

All children in Preschool, in our International Pathway, will take part in authentic learning experiences in German every week. As children get older, the time spent in German classes increases. The amount of minutes is based on authority guidelines. Time for weekly German class are as follows:

- Kindergarten: 135 minutes; three classes
- Grades 1 to 3: 180 minutes; four classes
- Grades 4 and 5: 225 minutes; five classes

In Kindergarten classes, German takes place in the child's homeroom class. There are also some differentiated opportunities for fluent and proficient German speakers. From Grade 1, our German program is organized into two distinct tracks: a Fluent Speaker Track and a Foreign Language Track according to assessment data. Within the Foreign Language Track, proficient speakers typically form their own class made up of students from different homeroom cohorts.

If you have a question or concern, do not hesitate to contact us. Please email Elena Salassa at esalassa@zis.ch

Arts

Creative Arts

In Preschool and Kindergarten, children are taught as part of an integrated Creative Arts experience which includes dance, movement, music and visual arts. Your child will perform at least once per year. These performances are part of the curricular program and serve to demonstrate growing knowledge, skills and confidence. All students are required to attend these performances.

Music

All children in Grades 1–5 attend a general music class, which include experiences in creating, performing/presenting/producing, responding and connecting. Time for weekly general music class are as follows:

- Grades 1 and 2: 45 minutes
- Grade 3: 45 minutes with recorder and ukulele instruction
- Grades 4 and 5: 45 minutes with ukulele instruction

For Grades 4 and 5, children participate in an additional 45-minute ensemble each week. A choice of concert band, string ensemble or choir is offered.

- Participation in ensemble is a year-long commitment.
- Children 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 children will participate in the choir ensemble program.
- Transfers to instrumental ensembles of such students of sufficient proficiency usually occur at the beginning of the second semester.

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.

Lower School general music classes and music ensembles generally perform at least one to two times 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.

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 availability. Any such private tuition does not replace the curricular lessons.

Visual Arts

All children in Grades 1–5 attend a visual arts class:

- Grades 1 to 3: 45 minutes
- Grades 4 and 5: 60 minutes

All children in Grades 1–3, in the Bilingual Pathway, also attend an additional 90-minute textile and technical design class. Art units are planned for students to have experiences in creating, performing/presenting/producing, responding and connecting. Students participate in a visual arts exhibit which is part of the curricular program.

Physical education

All children attend Physical Education (PE) classes twice per week, two classes of 30–45 minutes. All students are taught in their homeroom mixed ability groups.

Students should come to school already changed into ZIS PE clothing on PE days and change into sports shoes before PE. This saves precious time and changing room space is minimal.

Requirements for all Preschool to Grade 5 to wear the following clothing and sports shoes for PE:

Upper body – exclusively ZIS clothing

- ZIS t-shirt or ZIS polo shirt or ZIS long sleeved t-shirt
- ZIS hoodie or ZIS sweatshirt or ZIS fleece or ZIS tracksuit top

Lower Body

- ZIS shorts (worn when weather is appropriate or with leggings underneath) or
- Other appropriate sportswear: leggings, sweatpants, track pants (this does not need to be ZIS clothing, however it is advised.)
- Sports shoes with Velcro or laces (recommended indoor and outdoor)
- Water bottle – reusable and non-breakable bottle

Optional

- ZIS athletic leggings tights, ZIS sweatpants, ZIS track pants, ZIS long polo
- ZIS sun cap, ZIS wooly hat, ZIS water bottle, ZIS bag

All ZIS PE clothing can be bought through the online store on the main ZIS website through the community portal and it is delivered directly to your home. ZIS clothing in different sizes is displayed next to the Lower School office.

PE Health and Safety

- **Short term illness or injury:** please email the PE teacher directly to inform them your child will not be participating. Students will still attend PE and learn in an alternative way.
- **Long term illness or injury:** please email the doctor's letter and a plan will be made with the PE teacher and parents on the best learning approach for each child.
- **Long hair:** must be tied back for all activities.
- **Jewelry:** All jewelry must be removed prior to the lesson (e.g. necklaces, bracelets, watches, earrings)

Selection to our competitive sports program

Selection is an integral part of our competitive sports program. 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 behavior 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.)

Practical Information

How is the day organized?

You will find your child's timetable posted as an Announcement on Seesaw during the first week of school.

Preschool to Grade 5

08:00–08:20	arrival
08:20–08:30	transition to class
08:30	classes begin
10:25–10:45	snack and outdoor recess
12:25–13:25	lunch and outdoor recess
15:20–15:30	dismissal

Wednesdays: Please note, dismissal is one hour earlier: 14:20–14:30

Before and After School Care is available from 07:00 and until 18:00 – please see page 17 for details.

Arrival

Children need to be at the Lower School between 08:00 and 08:20. The bell will ring and the doors to the main entrance of the school will unlock at 08:20. There will be a ten-minute transition period to class before classes begin promptly at 08:30 with morning meetings. Classrooms are closed until 08:20 unless a pre-arranged appointment has been made. Children will be registered as late if arriving to class after 08:30.

Children have a designated drop-off area if they are arriving by car. The designated area is determined by the grade of the youngest child in the family. There is a teacher on duty at all designated areas between 08:00–08:20 to assist with arrival as needed and guide students to their designed waiting areas until 08:20.

Preschool to Grade 2

Children in Preschool to Grade 2, including their older siblings, need to be dropped off at the front entrance. Preschool to Kindergarten students will walk directly down for supervision at the Early Childhood playground, through the gate at the front entrance. Grade 1 and 2 students will walk directly to the front of the building to wait.

Grades 3 to 5

If arriving by car, children in Grades 3 to 5, including their older siblings, need to be dropped off at the Waedi Woesch. Children will follow the markings and crosswalk to wait directly by the front of the building.

Buses, carpoolers and walkers

Drivers who are offering carpooling may use the back entrance for arrival along with students that use the door-to-door bus to school. Children will walk directly up the back steps into the building, walking immediately out to their morning supervision area if it's before 08:20.

Children taking the "Village Liner", public transportation or walking must enter the building through the back entrance following the walking path and crossing area, which is monitored by facilities. Children will walk directly up the back steps into the building, walking immediately out to their morning supervision area if they arrive before 08:20.

When dropping your child off, you must stay in your car, drive through following the guided markings and instructions from staff. If you wish to park, 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 is limited.

If you walk your child up to the school, parents must wait in the designated waiting areas until the bell rings at 08:20. Parents are not allowed in classrooms and pod areas without a pre-arranged appointment. All parents must register at the Lower School office.

Dismissal

If driving through the pick-up areas, you must stay in your car. All vehicles must have a visible sign in the window which contains the name of each child, their grade level, and teacher's name. These are provided to new families that pick up at the front entrance.

Preschool to Grade 2

Preschool children who stay half days, can be picked up at 12:30 from the back entrance. Preschool to Grade 1 students, including their older siblings, need to be picked up at the front entrance at 15:20.

Grades 3 to 5

Children in Grades 3 to 5, including their older siblings, need to be picked up at the Waedi Woesch at 15:20.

Buses, carpoolers and walkers

Drivers offering carpooling may use the back entrance for departure, picking up at 15:20. Children traveling

on the door-to-door private buses will be escorted to their correct bus.

Children taking the “Village Liner”, public transportation or walking must exit the building through the back entrance, following the walking path and crossing area which is monitored by facilities.

Wednesdays: Please note all dismissals are one hour earlier.

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

If you park your car, you must wait at the designated parent pick-up area for your child.

Families are encouraged to use the school transportation services, carpool or use public transportation to help with traffic congestion as well as environmental impact.

Gate closure

The gate is closed each day from 08:20 to 15:00 (14:00 on Wednesdays) for the security of the children. If you intend to be in the school building after 08:20 it is essential to park outside of the gate.

School transportation service

Children may be transported to and from school by buses organized by the school. There is a door-to-door bus service, and a fee is charged by the bus company, which will be invoiced to the parents using the service. There is also the “Village Liner” which operates like a ZIS public bus with a set route. All buses consist of a modern fleet. 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, Roland Gaehwiler at bus@zis.ch

School bus safety rules

- Sit in my seat facing forward with the safety belt firmly secured throughout my entire trip
- Speak in a quiet respectful voice on the bus
- Keep my hands and feet to myself
- Take my litter and belongings with me off the bus
- Keep the atmosphere in the bus, friendly, fun and caring
- Keep water and food in my backpack

What will your child need at school?

The school provides all supplies necessary for academic learning. Parents are asked to supply the following items:

- Indoor shoes (e.g. indoor trainers; no flip flops)
- Outdoor shoes appropriate for PE and recess
- Lunch box, snack box and drink bottle
- Bag/rucksack suitable for carrying books/snack boxes and personal things
- Grade 1 and below: change of clothes to keep at school
- Outdoor Learning kit for Preschool and Kindergarten children: waterproof ZIS trousers and jacket
- Preschool to Grade 5 all require ZIS PE clothing and sports shoes (see PE information on page 14)
- In autumn and spring they will also need: raincoat and waterproof shoes
- In winter they will also need: snow pants, 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 classrooms or on the playground, based on your child's grade level. Your child will eat the snack you have sent to school, however, the snack should not replace breakfast or lunch. Snacks should be compact and drinks should be in plastic containers or cartons. No glass bottles or cans, please. Healthy snacks are encouraged – no fizzy drinks or sweets. Please make sure that snack boxes and drink bottles are clearly labelled.

Lunch

Your child may bring a packed lunch, or order lunch from the school cafeteria. Children have between 20–30 minutes to eat their lunch, based on their grade level. If your child should be without 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 and bundles of lunch tokens are ordered via the Community Portal at <http://passionfood.ch/register>. Please make sure that lunch boxes and drink bottles are clearly labelled.

Children will need to bring their own reusable drink bottle to use in their classroom or at single subjects.

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

- Please complete the online absence form by 08:30 to report an absence or lateness. If your child travels on the door-to-door bus, use the app to notify as well.
- If your child arrives late (after 08:30) they must sign in at the Lower School Office before going to class.
- All changes in a child's routine must be communicated to the Lower School Office by using the Change of Routine form by 12:00. This ensures that a message is received reliably.
- No child may leave ZIS during school hours without the permission of a staff member. If a student leaves school during the day, they must be signed out at the Lower School Office before leaving the building.
- Any child 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 Lower School Principal.
- 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. It is not possible for us to authorize additional holidays taken outside of the school calendar, therefore these will be marked as unauthorized absences.

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 via www.zis.ch/update immediately. This is a very important procedure in case of emergency.

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 15:20 and 18:00, with the exception of Wednesdays when it operates from 14:20 to 18:00. Children can attend on a regular basis or on a daily, casual basis. For regular days, parents can pre-register online through our Community Portal; for a daily casual change parents can fill out the "Change of Routine form" on that day, in the Community Portal. Before school care registration must be submitted 24 hours in advance.

All children must be supervised at all times by an adult after 15:20 (14:20 on Wednesdays). Should a child be found unsupervised, they 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.

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

After school activities – ATAC / Co-curricular Program

The Lower School runs an extensive after school co-curricular program for children in English and German. Activities are available in many areas such as the arts and STEM. As part of our activities program we also offer competitive and non-competitive athletics, challenging leadership opportunities, as well as opportunities to represent the school. Details of the activities are listed in the co-curricular software accessible via PowerSchool (click on the SchoolsBuddy icon in the left-hand navigation) prior to each of the three designated terms, to allow parents to sign-up on-line. Restrictions apply. Students may enter individualized (such as private instrumental) activities and private mother tongue language clubs. For further information, go to the Activities information on the Community Portal. For supervision options see Before and After School Care on page 17.

Assemblies

Assemblies take place on designated Friday afternoons during the school year. Assemblies are important in building a school community. They are usually a time for our campus to be together to celebrate and share what is happening in our learning community, welcome and say good-bye to students and staff, and create an awareness of the values we cherish as a school.

Animals at school

Animals are not permitted on school grounds (inside of the school gates) 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 contact your child's teacher in advance to make arrangements. Healthy birthday treats are encouraged, such as fruit or muffins. Please ensure that treats are appropriate portion sizes and easy to serve and that student allergies have been taken into account.

Invitations for birthday parties can be sent into school only when they are to either the whole class or all boys/all girls within the class. Otherwise invitations need to be sent by email or post.

Visitors

All visitors are asked to report to the Lower School Office upon entering the building. Visitors are 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 so that they can reconnect with their former peers. Other visiting children may be given a school tour or stay for lunch, but may not stay for instructional time. Arrangements need to be made in advance. To arrange a visit, please contact Assistant Principal Janna Trontvet at jtrontvet@zis.ch

Health matters

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.

Medical records

The school keeps records on each child's medical history, allergies and emergency contact on PowerSchool. 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 health office with detailed administration instructions. Administration of medication at school form needs to be completed and signed – this can be found on PowerSchool under "forms".

Illness

Please notify the school immediately about any infectious 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 ensure that they are not contagious. Students must be symptom free for a minimum of 24 hours before returning to school after illness. The nurse will have information about an infectious disease with parents of other students in a

confidential manner. This way the school community can be aware of the symptoms to look for.

Head lice

Head lice, 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 before going to class.

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. For any absence please complete the online absence form which can be found on the community portal.

Emergency procedures

In the case of a serious emergency, the school will contact emergency support services and assure the safety and well-being 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 cannot 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.

Evacuation and lock down

The school maintains a regular schedule of evacuation drills and lock down practices. At the beginning of each school year and before the first drill, 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 06:30 in the morning. In the case of a school emergency outside of normal school hours, the ZIS Director, the Lower School Principal or Safeguarding Coordinator act as the communication contact point (see Safeguarding Team below).

Safeguarding team

The school maintains a safeguarding 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 website.

Library and book exchange

Each class visits the library at least once per week. These times are planned purposefully, composed of instruction led by the librarian and a time to browse, receive recommendations and check out books to take home.

Students are also able to use the library during designated lunch breaks as well as before and after school to exchange library books. Library books should be returned in a timely manner. For younger readers, books should be returned weekly, on or before the set library day for the class. Any books which are lost or damaged, are charged at a standard CHF 25 replacement fee.

Parents are welcome and encouraged to use the library and can check out up to 10 items for their children. We have an online book request system and a Grab-and-Go that runs at morning drop-off for Preschool parents. The library has a comprehensive online library which you are also welcome to join. Parents are invited to use our other campus libraries also as we have inter library loans available. Please check with your campus librarians for open hours.

Lost property

We encourage children to take responsibility for their own property. Please ensure that all property your child brings to school is clearly marked or labelled. All articles found which are clearly marked with your child's name will be returned to them.

Lost property centers are maintained in the Lost and Found closet close to the Lower School Office. Items are put on display in the front lobby at the end of each month and if unclaimed will be removed and donated or disposed of.

Beyond the Classroom

ZIS offers mandatory, curricular field trips and residential trips for older students throughout the school year.

Online field trip form

At the start of their time at ZIS, all parents are asked 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.

Field trips

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

You will be informed by the grade-level teams of a field trip at least two weeks in advance. The notification will include the necessary information for the trip including departure and arrival times and eating arrangements. ZIS tuition fees include all costs incurred by ZIS for mandatory, curricular field trips.

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Residential trips

Children in grades 3, 4 and 5 go on a residential, overnight trip. Residential trips are considered mandatory, however, should you feel that it is not appropriate for your child to attend, we do not pressurize or force attendance. You are asked to organize a face to face meeting with the counselor. If the decision is made for your child not to attend the residential trip, they will need to stay home and no home learning will be provided.

Residential trip dates will be on the on-line calendar at the beginning of the school year, when possible, allowing you to plan in advance. For residential trips, you will be given trip specific information by the grade-level teams at least two weeks in advance. The notification will include the necessary information for the trip including departure and arrival times, eating arrangements and packing lists.

When your child is on the residential trips, you can expect to receive the following communication on Seesaw:

- A message when the grade arrives at their destination
- One message each day outlining the day's events
- A link to the folder containing group photos from the trip

Curricular-enriching trips

ZIS offers optional curricular-enriching trips throughout the year. Examples of these types of field trips are offsite choir performances, Model United Nations (MUN), Math Quest and sporting events.

All costs incurred by ZIS for optional, curriculum-enriching trips are invoiced to the participants.

Photos

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

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

Policies and procedures

If you want to know the school policy or procedure on any issue, please contact the Lower School office.

Important telephone numbers

Lower School Office: 058 750 22 00

Catherine Jolly,
Lower School Principal: 058 750 22 04

Janna Trontvet,
Lower School 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 12:00 (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, profane or discriminatory language and aggressive actions to others are unacceptable.

Lower School definition of bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- isolated episodes of social rejection or dislike
- isolated episodes of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

1. Awareness

ZIS students:

- explicitly learn the ZIS Character Standards
- build positive relationships with 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

In case of bullying parents will be contacted and appropriate consequences and support 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, lasers, lighters, matches and the like. Toys should be kept at home, but may be brought to school only when deemed appropriate by a classroom teacher.

Mobile phones and smart watches

Mobile phones and smart watches 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. Mobile phones and smart watches must remain off and in backpacks throughout the day.

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.

Chewing gum and sweets/candy

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

Behavior

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 “Parents/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, Acceptable Use and Guidelines

The Principles of Responsible Use

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 material. 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. Members of our community should 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. Anyone who deliberately accesses such material and/or distributes slanderous or deliberately hurtful comments which cause personal distress, 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 and to be cared for appropriately.
- I understand that streaming video, use of social networking, instant messaging and online gaming on any device are against school rules, but may be allowed under the guidance of a teacher for completion of course related activities.
- I understand that creating, accessing, displaying, producing, storing, circulating or transmitting pornographic or other offensive material in any

form or medium through any device (personal or school) is strictly against school rules and in some cases against the law. Also, sending, posting or displaying offensive images, language or any other type of offensive content, including the bullying, harassment or intimidation of others is strictly against school rules.

- I will not give out my password to anyone, nor use or acquire someone else's password or log-in identity, and I understand the risks of giving out personal information.
- I will not deliberately introduce any harmful or nuisance executable or file from untrustworthy websites, or deliberately circumvent any precautions taken by the school to prevent this from happening.
- I will not attempt unauthorized access (hacking) to data held by the school or other users. I understand that this is a criminal act.
- I agree to comply with trademark, copyright laws, data protection laws and computer misuse laws, and to give credit to all sources used.
- I understand that school devices and systems are monitored, and will be analyzed in the case of inappropriate use.
- 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

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. However, publishing online can be an effective way for students to share their work and ideas, and facilitates the following:

- includes broad representation from all students/groups within the ZIS school community
- reflects the academic and social values of the ZIS Mission and 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"

The following rules apply when preparing material for Internet publishing:

- 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 and 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.
- In compliance with privacy law, no specific demographic or contact information that identifies a student, faculty, or staff member (i.e. home address, telephone number, etc.) should be published.
- Student names should not be published with images unless consent is collected, for example, in student online magazines. However, students involved in specific academic or ATAC activities, that depend upon posting results of performances, may need to agree that their name and image can be used in publications.

Google accounts

At Zurich International School, we use Google Workspace. Google Workspace is a set of productivity tools that includes Google Classroom, Gmail, Drive, Calendar, Docs, Slides, Sheets. Classroom activities may require access to additional applications and sites such as YouTube, Google Maps, Earth, Jamboard, Hangouts and access to the Chrome Webstore.

Students are provided with a Google account to complete assignments and 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, name, email address, and password. When a student uses Google services, Google also collects information based on the usage, largely for the purposes of product development.

ZIS takes data privacy seriously, and we expect students to care for their personal data by not sharing their credentials with other people.

Social media and digital communications

Students who use social networking or other digital platforms to collaborate or communicate with their peers at any time, including outside of school hours, should do so in a way that reflects school values.

Students are expected to not use offensive language in such settings, including language that makes fun of others because of their appearance, race or ethnicity, gender, or abilities, even if these are intended as a joke. Students should not spread information or pictures that make fun of others or show disrespect to anyone.

Decisions about students' readiness to use social media rests entirely with parents. Parents should only allow access and use of social media to children who have reached the minimum age in the user agreement and have the knowledge and maturity to use it responsibly.

It is recommended that students keep in mind the following when using social networks:

- If it could cause offense or harm, don't post or send it.
- If you don't want everyone to see it, don't post it.
- Think carefully about the digital footprint you create through your online words and actions and choose to leave a footprint that is positive and reflects positive values.

Educational Technology in the ZIS Lower School

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.

Technology encompasses the use of a wide range of digital tools, media and learning environments for teaching, learning and assessing. Technology 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. Technology allows students to make connections and reach a deeper understanding of its relevance and applicability to their everyday lives. Through the use of technology, 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 1–5. Preschool to Kindergarten classes have sets of iPads in their classrooms.

Parent/family responsibilities and guidance for use

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.

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 in effectively guiding your the use of technology at home.

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.