

# Early Childhood Center and Lower School

Handbook 2016/17



Learn, Care, Challenge, Lead

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# ZIS Mission and Philosophy

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 our Early Childhood Center and Lower School Campus at Zurich International School. 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.

You will find in this booklet an outline of the Lower School and ECC's 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,



Viki Stiebert  
*Lower School Principal*  
vstiebert@zis.ch



David Sargeant  
*Lower School Assistant Principal*  
dsargeant@zis.ch



Laurel Sutcliffe  
*Early Childhood Assistant Principal*  
lsutcliffe@zis.ch

# School Calendar 2016/17

## August (2016)

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
					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 (2017)

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					

## 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

### 2016

August 1: Swiss National holiday  
 August 3: New faculty report  
 August 9: ECC, LS, MS, US, HoD and T/L Report  
 August 9: All returning faculty report (optional)  
 August 10: All returning faculty report, First day of orientation  
 August 12: MS new student orientation  
 August 15: ECC, LS, US new student orientation  
 August 16: **First day of classes for ECC, LS, MS, US**

October 17–21: Fall break  
 October 24–25: No school, (PD days 1 & 2)

December 16: **Last day of classes**  
 December 19–30: Winter break I

### 2017

January 2–6: Winter break I  
 January 9: **2nd semester begins**

February 13–17: Winter break II  
 February 20: No school, (PD day 3)

March 10: No school, SGIS Conference hosted at ZIS (PD day 4)  
 March 11: SGIS Conference hosted at ZIS (PD day 5)

April 10–21: Spring break

May 1: May Day, no school  
 May 25–26: Ascension, no school

June 5: Pentecost (Whit) Monday, no school

June 15: **Last day of classes**  
 June 16: Faculty work day  
 June 17: **US Graduation**

### Color key:

- New and returning faculty report
- Semester begins (first day of classes)
- Semester ends (last day of classes)
- No school
- Upper School Graduation

### Abbreviations:

ECC = Early Childhood Center  
 LS = Lower School  
 MS = Middle School  
 US = Upper School

# Administrative Structure

## Positions of Responsibility Lower School

### *Principal Lower School*

Viki Stiebert  
vstiebert@zis.ch

### *Assistant Principal LS*

David Sargeant  
dsargeant@zis.ch

### *Assistant Principal EC*

Laurel Sutcliffe  
lsutcliffe@zis.ch

### *Learning Leaders*

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

### *Lower School Reception*

ls\_reception@zis.ch

### *Early Childhood Center Reception*

ec\_reception@zis.ch

### *Student Support Coordinator*

Jackie Langford  
jlangford@zis.ch

### *After School Activities*

Jay Haken  
jhaken@zis.ch

### *Bus Coordinator*

Adrienne Papanek  
apapanek@zis.ch

## Positions of Responsibility ZIS

### *Director*

Dr. Jeff Paulson  
jpaulson@zis.ch

### *Chairman of the Board of Trustees*

Douglas O. Marston

### *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 Educational Technology*

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 Lower School comprises of eight grade levels.

The class size is normally 18–22 in Grades 1–5, 16–20 in Kindergarten and 14–17 in Pre-School and Pre-Kindergarten.

<b>Grade Level</b>	<b>Age Group</b>
Pre School	3 by 1 September
Pre Kindergarten	4 by 1 September
Kindergarten	5 by 1 September
Grade 1	6 by 1 September
Grade 2	7 by 1 September
Grade 3	8 by 1 September
Grade 4	9 by 1 September
Grade 5	10 by 1 September

### *Early Childhood Program:*

Early ZIS–Kindergarten.

### *Lower School:*

Grade 1–Grade 5

# 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. [vstiebert@zis.ch](mailto:vstiebert@zis.ch) (check the faculty directory within the Parents' 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 "Meet and Greet" meeting where you can discuss relevant information pertinent to your child, or ask any questions you may have.

The first Parent Conference is held in October. This is a goal-setting meeting for the year at which initial assessments and observations are shared. This is followed up in March with a student-led conference at which children share their learning with their parents.

## Digital Assessments

Digital reports will be available online for you twice a year, in December and in June for Grade 1–Grade 5 and in June only for Pre School–Kindergarten.

Learning Paths will be available to you online at various stages of the year. These will show you your child's progress as they move through the year. You will also be invited into the classroom to share Learning Paths at four different stages in the school year.

In February, most children in Grades 3 and 5 participate in the ISA (International School's Assessment) exams. Results of these will be shared with you towards the end of the school year. ZIS participates in these exams in order to have an international academic comparison, thus maintaining our high educational standards.

At the end of the school year there is another voluntary 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.

## ZISLinks

Every Thursday, we publish an electronic newsletter which will recount recent and upcoming events that pertain to your child. We encourage you to read this each week as it is the main method of communication. *ZISLinks* is contained within the Parents' Portal, which includes other important information about the school.

## Grade Level Blogs

Grade-specific information is available on the Grade Level Blogs, which are linked from the Lower School and ECC page on the Parents' Portal. These are updated regularly for you to keep up-to-date with developments within your child's grade. It is important for parents to register for email alerts from all relevant blogs as all entries will then come to you automatically via email. For example: if you have a child in Ms Hugo's Grade 4 class, the relevant blogs to register with would be Lower School, Grade 4 and Ms Hugo as well as your child's own blog.

# 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 in his/her 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.

## **Reading 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 Grade 1 to 5**

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.
- Rich suggestions for children to complement their learning will be available through Grade Level blogs. These will be optional and not monitored individually by teachers.
- In Grade 5 children have learning projects in preparation of their exhibition. After the exhibition, homework will be given to all students to practice working to deadlines.

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.

## **Home Learning for Kindergarten**

This consists of daily reading for 5–10 minutes.

## Parent Volunteers

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, Jay Haken, if you wish to coach or teach an after school activity: [jhaken@zis.ch](mailto:jhaken@zis.ch).

We are always additionally seeking parents who can help mentor children on an individual basis throughout the school year. Please register any skills you may wish to share with us such as a language or interest you have. If you wish to be a volunteer, please contact our Assistant Principal David Sargeant at [dsargeant@zis.ch](mailto:dsargeant@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 programme for students and to support our families. Upon the arrival of a new family, three Parents' Association members will 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: [paccls@zis.ch](mailto:paccls@zis.ch).

Campus meetings where the PA invites all parents to attend and listen to new developments at ZIS are held during the year. These are advertised on ZIS Links and the online calendar and all parents are encouraged to attend.

Minutes of the Campus Meeting will be circulated within a couple of days for parents who are not able to attend.

# 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 [jiangford@zis.ch](mailto:jiangford@zis.ch)

### **3rd**

If necessary, Ms Stiebert, Ms Sutcliffe (EC), or Mr Sargeant (LS)

## **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.

At the ECC all children attend 60 minutes of German, 120 minutes of an integrated Arts program and 40 minutes of library.

In Kindergarten, all children attend 135 minutes of German, 60 minutes of an Integrated Arts program, 60 minutes of Music, 120 minutes of PE and 40 minutes of library.

From Kindergarten to Grade 5 children have German, Music, Art, PE and in some cases Learning Support and English as an Additional Language (EAL).

## 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.

ECC:	60 minutes
Kindergarten:	135 minutes
Grades 1 & 2:	135 minutes
Grade 3:	160 minutes
Grades 4 & 5:	225 minutes

At the ECC classes take place in the child's homeroom, and the goal is German immersion. Classes are not put into ability groups.

In all other Grades the classes are split into three groups. The children are assessed and will be divided into Basic, Developing and Advanced learners of German. Kindergarten and Grade 1 classes are mostly taught in homogeneous groups in the homeroom, advanced German speakers are taught in the German classroom.

The explicit teaching of reading and writing is started half way through Grade 1 in order to avoid language confusion. Once reading and writing has firmly been established in one language (English) we start focusing on German, this applies both to DaF Deutsch als Fremdsprache, German as a foreign language students and Advanced German speakers

If you have a question or concern, do not hesitate to contact us. Please email Stefanie George at [sgeorge@zis.ch](mailto:sgeorge@zis.ch).

## Music

At the Lower School children attend general music classes. In Grade 3 they learn the recorder. In Grades 4 and 5 a choice of band, strings ensemble and choir is given for one lesson a week, the second lesson is a general music class.

Lower School music ensembles and classes 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. Students are expected to practice their chosen instrument at home. 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 instrumental 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 program. Transfers to instrumental ensembles will occur at the beginning of each nine week term.

Each 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.

## 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 related to the ZIS mission and philosophy.

Students will LEARN how to demonstrate basic physical skills and concepts, and then successfully apply them in more authentic contexts.

Each student will be given CHALLENGES in a variety of traditional and alternative activities, with experience to achieve success and reach their potential within a safe environment, where managed risk taking is encouraged.

We encourage our students to CARE about their physical fitness and to develop an understanding and appreciation of the importance of an active, healthy, and safety conscious lifestyle.

We engage our students to relate to others in a positive manner and experience opportunities to take on the responsibility of LEADERSHIP roles, while performing as individuals, in groups and in teams.

Through our broadbased curriculum and after school activities programme, it is hoped that each ZIS student will gain the understanding that physical activity is an important aspect in the development of their physical well-being.

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.

Twice a week all Lower School students are taught in mixed ability groups led by PE specialists. In ideal weather conditions, one lesson per week is designated to be conducted outdoors.

### Expectations

- Long hair must be tied back for all activities.
- Jewelry should never be worn for PE and should be removed prior to the start of the lesson.
- Water bottles should be brought to each lesson.

#### *For indoor sports lessons:*

Students are required to wear clean indoor gym shoes with non-marking sole; the white ZIS T-shirt and blue shorts are compulsory. Parents will be contacted every time their child does not wear the correct uniform.

#### *For outdoor sports lessons:*

Students are required to wear a tracksuit (sweater and/or rain coat depending on the weather) or ZIS shorts and T-shirt (weather permitting) and running shoes. Though not compulsory, there is a ZIS tracksuit which can be purchased via the Community Portal.

All sports clothing can be tried for size before ordering - contact James Lowe at [jlowe@zis.ch](mailto:jlowe@zis.ch). PE clothing can only be ordered online, via the Parents' Portal.

All clothing should be placed in a labeled bag and sent into school on Mondays. Every Friday children are expected

to take their PE clothing home to be washed. On days where children have PE they must wear their PE uniform to school. According to weather conditions the shorts/T-shirt or track suit may be appropriate.

### 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 Stiebert.

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

ZIS Lower School Learning Support teachers work closely with grade level teams supporting all students. This may include:

#### Small group work

- Support within the classroom
- 1:1 assessments
- Strategies for enrichment and extension
- Strategies for accommodations and modifications

When appropriate, in consultation with the Learning Support teacher, students may be mentored by specialist volunteers in areas such as:

- Special interests/skills
- Language support
- Social skills

ZIS believes in inclusivity and least restrictive environments. Our teachers differentiate for a wide range of student proficiency.

In addition there is a wide range of after school activities and school clubs that challenge our students to further diversify their school day.

# Practical Information

## Your child's first day at school

### Early Childhood Center

Initially you may wish to leave your child for progressively longer periods of time, or to begin with half a day until he or she is comfortable in the new environment.

Children will need to arrive at the ECC between 08:30 and 09:00 and will need to be collected between 15:00 and 15:30 unless they are travelling on the school bus. On a Wednesday, they will need to be collected between 14:00 and 14:30 as school finishes early on that day. Programs at the ECC begin at 09:00. Children need to bring a snack and a lunch. Lunch needs to be provided (either sent from home or a hot lunch ordered from school, via the Parents' Portal).

### Lower School

When your child starts in the Lower School, please go to the Lower School office on the first day and our administrative assistants/receptionists, or either Ms Stiebert, Mr Sargeant, a counselor, a teacher or a buddy, will guide your child to the new classroom. Your child's class teacher will then show him or her where to keep belongings and will help them to get organized. Your child will also be given a buddy who will assist with settling in at ZIS.

Your child will need a snack and a clearly labelled lunch box and drink bottle. All stationery will be provided by the school. Your child will need to be at the Lower School between 08:30 and 08:40, classes begin promptly at 08:45, pick up is at 15:30 (Kindergarten–Grade 5), and 14:30 on Wednesdays. Being punctual from the first day means a great start for you and your child.

You will find your child's timetable on their class blog as well as other routines or items they need to be aware of.

## How is the day organised?

### Early Childhood Center

08:30 – 09:00	Children arrive
09:00 – 10:00	Class activities
10:00 – 10:20	Snack with teachers
10:20 – 10:50	Outdoor recess
10:50 – 12:00	Class activities
12:00 – 12:30	Lunch with teachers
12:30 – 13:00	Outdoor recess
13:00 – 15:00	Class activities
15:00 – 15:20	Story time
	Taxi/shuttle collection
	Children in studio for collection

### Remember:

Dismissal is from 14:00–14:30 on Wednesdays

### Lower School

08:30 – 08:40	Children arrive, organise belongings
08:45 – 10:10	Morning lesson
10:10 – 10:30	Morning Break (time to eat snack)
10:30 – 11:30	Morning lesson
11:30 – 12:30	Morning lesson
12:30 – 13:30	Lunch time (min. 20 minutes to eat lunch per Grade)
13:30 – 14:30	Afternoon lesson
14:30 – 15:30/15:15	Afternoon lesson
15:15	Dismissal time for KG to G2 without older siblings
15:30	Dismissal time

### Remember:

Dismissal is at 14:30 on Wednesdays (14:15 for Kindergarten-Grade 2)

## Assembly

Most Fridays there is a Lower School Assembly at 14:30. Assemblies are usually student-led and a time for our school 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 assembly schedule for each grade is published in *ZISLinks*.

Each child will have a Grade specific assembly and a Whole School assembly per month.

## The School Day

Children can arrive at school each day from 08:00. They will be supervised from 08:00–08:30 in the cafeteria and at 08:30 they are sent to their classes. From 08:30–08:40 children settle and share their news with their peers or with the class teacher. At 08:45 morning meetings start the school day.

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.

## Arrival and Dismissal

### Early Childhood Center

At the ECC, parking space is at a premium and we rely on all parts of the community to be highly cooperative to make the limited space work for all of us.

Teachers are available to escort your child into the building each morning so that you do not need to park but can safely drop off your child each morning.

Please feel free to use a parking space if one is vacant. If not, you must drive through the car park, exiting to the right, and find an alternative space. Staff will be there to guide you; please follow their directions at all times. There are a number of staff on duty both outside and inside the building to help your child go to their classroom. At the end of the day, children are in the studio and will be brought out to parents. Please park your car only if necessary.

## Lower School

Children can arrive at the Lower School between 08:00 and 08:40. If arriving by car they need to be dropped off at the front entrance. There is a teacher on duty from 08:30 who will guide them to school or onto the school bus to the ECC (Kilchberg). 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 building or by the "Wadiwosch". Parking at the Wadiwosch must be paid for.

At the end of the school day, please do not arrive before 15:15. Kindergarten–Grade 2 and Grade 3–Grade 5 children with younger siblings will be lined up outside the building ready to get into cars as quickly and safely as possible. Please leave immediately, vacating your space for the next vehicle.

You may park on ZIS grounds if you display a ZIS sticker.

If you pick up your child (Kindergarten–Grade 2) and they do not have a sibling in Grades 3–5 they will meet you outside the building 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 "Wadiwosch" for pick up if they have no younger siblings, and at the front door if they do.

### School Transportation Service

Children may be transported to and from school by the taxi-buses organised by the school. This is a private bus service and a fee is charged by the bus company. All buses consist of a modern fleet with seat-belt-equipped, forward-facing, padded seats. There is a shuttle bus service between Wädenswil and the Early Childhood Center for families with children in both divisions. For more details go to the Parents' Portal or contact the Bus Coordinator.

### School Bus Safety Rules

- No eating/drinking on the bus
- No standing up
- Wear seatbelts 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 behaviour on the bus and parents will be contacted in this case.

## What will your child need at school?

### Check the list for your child's year level

The school provides textbooks and workbooks. Indoor shoes only may be worn throughout the school day. The students should provide the following materials for class:

#### Early Childhood (Pre-School through Kindergarten) Please label all items

- Small blanket and small pillow (Pre-School only)
- Indoor slippers
- Change of clothes, including underwear and socks
- Soft bag (backpack) to hold a lunch box, (A ZIS bag is provided in Pre -School)
- Wet weather gear – waterproof pants, jacket and boots
- Snow gear – pants and jacket or all-in-one suit, gloves/ mittens and boots for winter months

#### Kindergarten to Grade 5:

- PE Kit-Indoor Navy Shorts, T-shirt (order via the Parents' Portal)
- Indoor Trainers (may be worn as house shoes)
- Navy ZIS Tracksuit
- Outdoor trainers
- Lunch Box
- Snack Box
- Drink Bottle (all named)
- Bag/Rucksack suitable for carrying books/snack boxes, personal things
- Indoor Shoes (could be slippers or indoor trainers)

In winter they will also need:

- Snow Pants & Snow Boots, Hat, Scarf and Gloves

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

#### Physical Education – Lower School (not Kilchberg)

Please see page 14.

## What will your child eat at school?

### Morning Snack

All classes from Pre-School to Grade 5 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 a minimum of 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).

### Cafeteria/Lunch Orders

A cafeteria service for ordering lunch is available for the ECC and Lower School children. The cafeteria menu is published in *ZISLinks*. Ordered lunches are delivered to the ECC at Kilchberg.

Lunches are ordered via the Parents' Portal.

Your child should bring morning snack and lunch in labelled containers. Drinks should only be sent in a named plastic drink bottle. (Nail polish is very good for naming as it does not wash off as quickly as felt pen.) No lollies/sweets are permitted. The children are not permitted to share their food.

## Absence

Please e-mail 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 busdriver by phone as well.

If your child arrives late (after 08.45) 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 or EC 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 a letter will be sent to you to inform you of this. At 20 absences a further letter will be sent to you and you will be invited to discuss your child's absence from school.

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.

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

## Address lists

The school publishes an electronic School Directory through the Parents' Portal, which includes parent contact details. You can choose not to have your personal details viewed by other parents via the Parent's Portal, through "Preferences". 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").

Parent co-ordinators from each class produce class phone lists for both social reasons and the emergency tree. Please ensure that you input your details and keep them updated

*All changes of address and phone numbers should be notified in writing to [addresses@zis.ch](mailto:addresses@zis.ch) immediately.*

**This is a very important procedure in case of emergency.**

## After School Care

We provide after school care on a daily basis from 15.30–17.30. Please contact in Cheryl Ann Rice ([crice@zis.ch](mailto:crice@zis.ch)) in Wadenswil or Rossa Thek Phul ([rphul@zis.ch](mailto:rphul@zis.ch)) in Kilchberg if you should wish to enrol your child.

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 After School Activity (ASA) starts later than the finishing time of school.

## After School Activities

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 Parents' Portal prior to each term, to allow students to sign-up on-line. 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 Parents' 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 Stiebert to arrange a visit: [vstiebert@zis.ch](mailto:vstiebert@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 will 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.

## 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 will 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](http://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).

### Crisis Team

The school maintains a crisis 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 possible. This will include giving details on the school's Web site at [www.zis.ch/emergency](http://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 Wädenswil 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 centres are maintained in both buildings; in Kilchberg in the basement coatroom just under the stairs and in Wädenswil in the cafeteria. Items are put on display at the end of each term and if unclaimed will be removed.

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 (mandatory, included in tuition fees)

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, it is expected that all students will attend. If there is a reason why a child cannot attend, the parent will inform the school in writing of the reasons for the student's absence. In these cases, children will need to stay home. The complexity and duration of the field trips will increase in the higher grades. Grade 2–5 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.

### Early Childhood (Pre-School–Kindergarten)

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

### Grades 1 and 2

Students will participate in several field trips that support the learning map for the grade level. Grade 2 has a one-night sleep over at a swiss mountain hut.

### Grades 3–5

Students will participate in three to five local and/or day field trips in the course of the school year; one overnight ski trip of at least two nights; and one overnight field trip of two to four 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 Grade Level blog:

- 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 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 Viki Stiebert (vstiebert@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 Ms Stiebert.

## Important telephone numbers

Lower School	058 750 22 00
Early Childhood Center	058 750 22 50
Viki Stiebert, LS Principal	058 750 22 04
David Wood, LS Assistant Principal	058 750 22 05
Laurel Sutcliffe, EC Assistant Principal	058 750 22 54

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 will 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 items considered to be dangerous. 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. Please refer to the ZIS Mobile Phone Policy.

## 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

Chewing Gum is not allowed. Sweets 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 are, in some cases, assigned by teachers and are assigned by school administrators for more serious infractions.

## 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 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 will be encouraged to request a 'due process' hearing whenever consequences appear to be unfair
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities

**Consequences could include:**

- Natural Consequences
- Time Out
- Playground Intervention
- Classroom Intervention
- Grade Level Intervention
- Parent Contact
- Administrative Intervention
- Loss of Privilege
- Behavior Contracts
- Reimbursement or Payment
- In School Suspension with Counseling
- Suspension
- Expulsion

**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.

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 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 in violation of the school's mission and values, in breach of professional ethics, and/or out of sympathy with the school's Code of Conduct.

### Responsible Use Policy

- I understand that my device, 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 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 offensive material in any form or

medium is against school rules and in some cases against the law. This include 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 device in any way for any reason;
- I understand that electronic communication and computer use may be monitored at anytime, including a physical search of the device loaned to me;
- I understand 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 expectations 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 publish material online with the understanding that their published content should adhere to academic and/or professional norms and appropriately reflect the ZIS Mission & Philosophy.
- Students are expected to 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 will not be published without prior permission.
- Online publishing is a public activity, and every 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) should understand that their names and/or pictures may be published in relation to work undertaken as part of these activities.

#### **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.

#### **School Liability**

ZIS cannot accept any liability for the loss of data resulting from delays, non-deliveries, mis-deliveries, errors, or service interruptions. ZIS also does not vouch for the accuracy or quality of information obtained through Internet use, and the school is not liable if users succeed in gaining access to controversial or inappropriate materials.

# 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.

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. ECC 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.