



UNITED LISBON
INTERNATIONAL SCHOOL
**PRIMARY STUDENT AND PARENT
HANDBOOK**

2023-2024

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1. PRIMARY HANDBOOK

Welcome to United Lisbon

Our vision is to empower and inspire the young generation for a sustainable world. We are a diverse and culturally rich school that provides rigorous academic programs and a strong focus on the skills and values our children will need to be successful in our transforming world. We strive to empower and inspire our learners to build a sustainable and equitable world.

Parental involvement in education is crucial for the overall development and academic success of children. Teachers take an active interest in students' learning and work collaboratively with parents.

United Lisbon is proud to embark on a journey of offering education for tomorrow and is a vibrant community of learners and educators where students follow their passions through innovative learning and teaching. We look forward to meeting you throughout the year at our many events and sharing in the learning opportunities for both students and parents.

On behalf of our talented and experienced staff, I welcome you and wish you a rewarding and challenging year ahead at United Lisbon International School.

Monica Lee
Primary Principal

2. OVERVIEW OF UNITED LISBON

2.1. Vision Statement

To empower and inspire the young generation for a sustainable world.

2.2. Mission Statement

United Lisbon provides rigorous academic programs, a strong focus on the skills and values our children will need to be successful in tomorrow's world, the 21st century and beyond, as well as its commitment to the purpose of a sustainable and equitable world.

Our modern pedagogy creates a student-centered learning environment that instills relevant skills through guided-inquiry, collaborative learning, and seamless integration of technology, to strengthen and further personalize the learning experience of each individual student.

2.3. Definition of High Quality Learning

United Lisbon believes that content knowledge, while important, is not enough to enable students to succeed and excel in an increasingly diverse world. Therefore, we believe that for our education to matter tomorrow, we need to bring together long-established educational programs with innovative approaches to prepare our students for their journey into the 21st century. As innovation is continuous, we forge partnerships with leading corporations that shape the future of education and enrich our students' learning experiences at school. Through this lens, learning becomes student-centered, and is supported by an active and engaging process through a variety of activities. Such active learning is enabled through:

- **Innovative Pedagogy:** The International Early Years Curriculum and the International Primary Curriculum are the foundation of each respective division. These curricula shape a culture of learning for and with our students, their families, and teachers. Student and class learning goals are transparent, accessible, and edifying to each child.
- **Agile Spaces:** Learning Spaces have to be able to adjust to different learning activities, from small group collaboration, individual research, to discussion forums and lectures. In designing and re-designing our learning spaces, we work with the best partners to ensure classrooms, learning hubs, labs, and makerspaces support and engage students in their learning activities, from Early Childhood to High School.
- **Integrating New Technologies:** Technology is part of our lives and needs to be an integral part of the learning process. We purposefully design how technology impacts the learning process at United Lisbon: enabling individual learning pathways; enriching learning through global interconnectedness and seamless communication; and instilling new skills and values such as digital literacy and citizenship.

- **Enriching Learning Experiences through Partnerships:** The location in central Lisbon and the close proximity to the Park of Nations allows us to offer enriched learning experiences at leading institutions around the school. It also creates opportunities for project-based learning in collaboration with scientific institutions, global corporations, and entrepreneurs, creators and innovators in Lisbon.

2.4. Definition of Global Citizenship

In an increasingly mobile and diverse world, blind adherence to traditional values and approaches to dealing with issues and challenges tends to limit collaboration to solve the problems facing mankind. Recognizing this, United Lisbon seeks to help the next generations through action and attitudes. Global Citizens are those who:

- Understand that multiple belief systems have value and can contribute to more sustainable solutions to world issues.
- Are willing to listen to others and consider their viewpoints.
- Collaborate with others regardless of race, creed, sexual orientation, gender identity, or national origin to find solutions to issues facing them and the world at large.
- Get involved at a local, national and international level.
- Feel comfortable in voicing their opinions and taking action.
- Demonstrate respect for others despite differences.

2.5. The Graduates of United Lisbon will demonstrate:

Curiosity and Creativity

- Develop a habit of life-long learning, and the skills to explore new ideas.
- Think critically to solve problems and reflect on their own learning and decision making.
- Demonstrate confidence in approaching new and unique situations.

Effective Communication

- Understand and express ideas clearly and confidently in a variety of modalities.
- Communicate in at least two languages, if not more.
- Listen to others in order to collaborate with and cooperate in groups.

Compassion and Caring

- Respect themselves and others regardless of background, ethnicity, gender identity, orientation, or religion.
- Take responsibility for and demonstrate integrity in their interactions with others.
- Actively serve the local and global community.

A Sense of Community and Context

- Understand and appreciate their own cultural background.
- Demonstrate global mindedness and their responsibility to the global community.
- Seek justice and fairness for others worldwide.

2.6. The Culture of the School is further marked by:

- A spirit of innovation.
- Varied and flexible learning places designed to support student-centered instruction.
- A high level of collaboration between peers and across constituent groups, keeping student learning as the primary focus.
- An open, welcoming, and safe environment for all community members.
- Open sharing of ideas, respectful dialog and problem solving.
- A spirit of life-long learning; we are first and foremost a community of learners.

2.7. Respect for All

Regardless of a person's role in the greater United Lisbon International School community, all members agree to base their interaction with others upon **respect** for:

- Self.
- Others.
- Learning.
- Environment.
- Leadership / Authority.

Indicators of **Respect for Self** include, but are not limited to:

- Use of appropriate personal hygiene.
- Dress in a manner conducive to student learning and concentration.
- Eat well, sleep well, exercise for fitness and long-term health.
- Remain free of drugs, alcohol and tobacco when on campus or attending school events.
- Always present their best efforts.

Indicators of **Respect for Others** include, but are not limited to:

- Listen when others are speaking
- Offer positive support and comments to other community members.
- Help others when they perceive help is needed.
- Welcome newcomers and include them in school events and activities.
- Care for people of all nationalities, races, genders and religions.
- Request others to cease disrespectful interactions.

Indicators of **Respect for Learning** include, but are not limited to:

- Avoid disruption of the learning process.
- Participate in the education of the whole child.
- Support a wide range of activities and options for students instructionally and co-curricularly complete assignments, responsibilities, and tasks in a timely manner.

Indicators of **Respect for Environment** include, but are not limited to:

- Use resources wisely.
- Maintain cleanliness of the immediate environment.
- Treat both the local and global communities as if they were one's own.
- Remind others of their role in maintaining global sustainability.

Indicators of **Respect for Leadership and Authority** include, but are not limited to:

- Support for other members of the school community when they are in leadership roles.
- Seek consensus when addressing issues or resolving disagreements.
- Remain respectful interaction with and treatment of others even when in disagreement.
- Keep the well-being and education of students at the center of decision-making.

3. GENERAL INFORMATION

3.1. School Hours

Early childhood (K3-K5) begins at 9:00 and ends 15:30. Parents may drop their child off early if they have siblings that begin school early for supervised play starting at 8:00.

For Grade 1 and above, the school day begins at 8:00 am and ends at 15:30 pm. Students should arrive at the classroom at 8:00am and will be dismissed at 15:30.

Parents must report to the office when picking up children before the regular dismissal time.

After School Hours

Co-curricular and Extracurricular has two sessions, the first begins at 15:40-16:30 and the second is 16:40-17:30. Additionally there is the option of childcare from 17:30-18:30 for a fee.

3.2. Calendar

The school calendar of United Lisbon lasts 36 weeks and is structured into two semesters with equal length of 18 school weeks. The school year commences, in line with the Portuguese system, in the beginning of September and finishes in the second half of June.

The main school holidays are set as follows:

- The school observes the Portuguese bank holidays, including Carnival.
- Approximately two weeks over Christmas and New Years.
- Approximately two weeks over Easter.
- Summer Holidays from mid-June to September (approximately 10 weeks).

For the School Year 2023/24, the academic calendar has been set as follows:

August 2023							September 2023							October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																											

April 2024							May 2024							June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

School in Session	Beginning of Semester	Students conferences
School Holidays	End of Semester	Portuguese Holidays

3.3. Attendance

Parents should notify the teacher and school office (school.office@unitedlisbon.school) of absences or tardiness by e-mail or seesaw before 8:30 AM on the day in question. Parents may also send prior written notification. Written excuses for tardiness and absence must include the date, time, reason, and parent’s signature. Please communicate with your child’s teacher before 8:30am.

Parents must notify the school if they will both be out of town. A guardian should be appointed in case of illness or emergency, and the school must be notified of the guardian's name and correct contact information. Teachers are not allowed to give medication to students. If your child requires treatment, make sure to talk to the school nurse. Do not send medicine in your child's school bag, as it might be accidentally taken by other children. Help us keep your child safe.

Excused Absence

Acceptable reasons for absence include illness, dental or medical appointments (although these should be made outside of school hours if at all possible), family emergencies, religious holidays, and, in some cases, educational opportunities, and other reasons agreed upon in advance and in writing by the teachers and parents.

A student should be in attendance 90% of the total number of school days to be eligible for promotion into the next grade. Days missed due to illness, extending vacations, late arrival and early departure are considered absences. For students who enrol after the start of the school year, attendance at the previous school will be counted.

United Lisbon teachers offer learning each day to students, and the activities of each day build for the next. United Lisbon is constantly reminded how quickly our school year passes and the vitality of the learning time provided. Absences for family convenience, vacation travel, home leave, or non-school holidays are strongly discouraged due to their effect on school progress. Any requests for leave that is non-medical related should be approved 2 weeks prior to the absence by the school administration.

Parents are asked to take the responsibility of establishing travel schedules that ensure continuity and maximum educational growth. It is difficult and sometimes impossible to make up for missed lessons, as classroom instruction is instrumental. Therefore, detailed lesson plans will not be prepared for leaves, but alternate assignments might be suggested. If this appears rigid, we hope it is understood that our enthusiasm and concern for the progress of each student is the basis for this request.

3.4. Field Trips

Class excursions are integral to the school's educational program, and all students are expected to participate. Either form, paper permission slips or email acceptance is expected for all off campus trips for students to attend. So that parents are fully informed, specific information about each field trip is sent home in advance.

Even when students may have visited the destination previously, they are expected to go on the trip due to follow-up classroom discussions and projects. In addition, it is important for students and teachers to share together in field trips. Other than a medical reason or family emergency, an absence on an excursion day will be considered unexcused.

When students go on trips to enhance the curriculum and/or experience something outside the usual school environment, parents are often asked to chaperone these trips. If you sign up as a chaperone, please be aware of your responsibilities:

- You are always expected to be with your assigned group.
- Please do not bring younger siblings or other guests (relatives/visitors) without first clearing it with the teacher in charge.
- Be sure you know what the teacher wants to highlight for your group.

Co-curricular (Clubs) and Extra Curricular Activities

In the pursuit of creating balanced lifestyles, United Lisbon provides optional opportunities for students to participate in a range of activities after school. The school believes that sports, cultural and performing arts, community service and leadership opportunities are an integral part of the development of our students.

Our program aims to provide students with opportunities to develop existing skills, cultivate new areas of interest, and to grow physically, socially and cognitively. We seek to offer a broad range of athletics and activities over the course of the school year, to cater to the varied interests of our diverse student population.

The activities run every day from 15:40-16:30 PM (Lesson 8) and 16:40-17:30 PM (Lesson 9) provided by internal or external providers. Most of the activities are free, although activities through The Academy, with external providers, will have a fee.

Below are guidelines for our school after-school activities and pick-up times. Guidelines are designed to ensure the safety and well-being of the students while also providing them with opportunities for enrichment through after-school activities.

1. After-School Activities Requirement

Every child who remains at school after 15:30 must be enrolled in an after-school activity. Until 16:30 there is no outside supervision, and all children need to be signed up for a free or paid program.

2. Late Pick-Up Arrangements

If a parent or guardian is running late and their child is not enrolled in any after-school activity, they must inform the school office to make proper arrangements.

3. Pick-Up Time

From 16:30 to 17:30, students should be picked up from school, unless special arrangements have been made and communicated to the school office.

The requirement for after-school activities can provide students with opportunities to learn new skills, socialize, and explore interests beyond the regular academic curriculum. The provision for late pick-up arrangements helps accommodate situations where parents or guardians might face unexpected delays.

Adhering to these guideline helps ensure that students are engaged in productive and supervised activities during the after-school hours, which is particularly important for their safety and development.

Parents are encouraged to enter the school for pick-up and drop-off, but staying on the school premises is not permitted. The school spaces are exclusively reserved for students' utilization, except during school events.

3.5. Books and Supplies

United Lisbon supplies students with textbooks needed for classroom activities. It is the parents' responsibility to provide school supplies and materials requested by the teacher. All program materials are on a review cycle to ensure they best meet the goals of our program.

Textbooks and other books are provided to students on a loan basis. Students are expected to take care of these books and return them at the end of the year. Textbooks are supplied at the beginning of the school year in good condition. If a textbook is damaged, defaced, or lost, students must pay the replacement charge or replace the book. For other losses, the actual price may vary.

All teachers will provide a list of personal items that each child should bring to school each day including a backpack and water bottle. Early Childhood students should also keep a complete set of clean clothing at school, as well as a supply of sunscreen and insect repellent.

It is wise to have a personal supply of reference materials, paper supplies, pencils, markers, scissors, pens, and art supplies for home use for homework or in the case of online learning.

3.6. Lunch

Early Childhood (K3-K5)

Lunch time is learning time in Early Childhood classrooms. Teachers use this time to promote healthy nutritional habits, good table manners, independence, and social skills. Students eat together in the classroom and are supported and encouraged to independently feed themselves.

Grade 1 – Grade 5

Each grade level has an allocated lunch period. Please check your child's schedule for the exact time. All students eat in the cafeteria. Parents are not permitted to go into the cafeteria during lunch time.

Students are to eat the school lunch unless there is a medical reason which needs to be provided in writing from a doctor.

3.7. Dress Code

Students are asked to dress appropriately and respectfully for a learning environment. The following are some guidelines as to what is considered appropriate. A member of staff will speak with any student whose clothing is deemed inappropriate. The school reserves the right to specify what is appropriate in individual cases:

Neat and clean - Clothing must be neat, clean, mended, suitable for an educational environment.

- No undergarments shall be displayed, no pants or skirts may be worn below the hip, and all shorts and skirts shall be at least mid-thigh. Bare midriffs, torn jeans, bathing suits, and T-shirts with inappropriate messages are not allowed.
- Footwear (comfortable sports shoes only) should be clean, in good repair, and safe for walking around campus.
- Hats and sunglasses may only be worn outside
- Hair should be appropriately cut and well groomed.
- Jewellery must be removed for PE and athletic practices for safety reasons.

On PE days, students will wear the PE t-shirt and a blue activewear bottom that is appropriate for movement and exercise. Appropriate sports shoes and socks should also be worn.

3.8. Dismissal

Primary students from Early Childhood to Grade 5 should be picked up by an adult from the school. To ensure that students are safely handed over to a trusted adult, all authorized escorts allowed to pick up your child(ren) should be registered and wear a parent lanyard.

3.9. Birthday Parties

Birthdays are special and can be celebrated in the school bringing a simple individual treat (cookie, cupcake, etc.) for their class. All food must be nut free and with a tag showing all the ingredients.

Arrangements for these birthday celebrations need to be made in advance with the classroom teacher. Please check with the teacher for any possible allergies or dietary restrictions. Presents, toys, decorations and “treat bags” may not be brought to the classroom.

In the event of parties held outside of school, please do not distribute invitations at school unless the entire class is invited; it can cause hurt feelings for those left out

3.10. Lost and Found

Please clearly write your child's name on all belongings and do not send expensive articles to school. A "Lost and Found Box" is kept in the reception for misplaced personal items. If a student loses an article, check the "Lost and Found Box." Anything not claimed by the end of each semester will be donated to a local charity.

3.11. Cell Phones/Smart Watches

Primary students should not bring mobile phones to school. Students have access to an office phone and are able to use this with permission from their teachers. Students should not use wearable technology during school hours. Devices will be confiscated, and parents must come to school to pick the device up.

Electronic equipment, including mobile phones, is brought to school at the student's own risk. ULIS will not be held responsible for loss, theft, or breakage of such items under any circumstances.

3.12. Use of School Name and Logo

The use of the school's name and logo are reserved for official, school sponsored communications. Students and others are not authorized to use the school's name, logo, or other official publications and information without written authorization from the school administration.

3.13. Withdrawals

When a student plans to withdraw, parents must inform the school in writing of the child's last day of attendance one month in advance of the tuition fee due date. This will ensure that school documents and report cards can be provided to the family upon their departure. Student records may be mailed if a forwarding address is provided. Tuition refund information is available on the school "Enrolment and Tuition Policy".

3.14. Student Recommendation Request for Withdrawals

Student recommendation requests usually come from the school you are applying to and are considered confidential. If you are applying to another school, please provide the new school with the email address of our relevant school counselor and homeroom teacher who will then complete the request. Please allow two weeks for this recommendation to be completed. It is not common for us to provide open letters of reference. If an open letter of reference is needed, then this request will need to be communicated to the Head of School.

Student Privacy Protection and Social Media

United Lisbon teachers are encouraged to share student work to a worldwide community as an authentic audience. In the interest of child safety and abiding by the GDPR, teachers are limited to using children's first names (or in some cases initials) when posting pictures or referencing students in their posts. Teachers or students must never provide student's physical locations in any postings. All photos and videos must be taken with geotagging (location services) removed. Digital student portfolios are only shared with family members.

4. SCHOOL SERVICES

4.1. Library

Along with classroom opportunities, library usage is always strongly encouraged. The library has a wide selection of books for all reading levels, interests, points of view, and the needs of the learning community.

Library Hours

The library is a school and community resource and is open to students, staff, and parents during and after regular school hours. Most days, we are open from 9:30 am until 5:30 pm and Fridays until 4:00 pm. It is open to all students during recess, breaks, and after school. Our library is intended to be a place to read, research, work on classroom assignments, attend after school activity sessions, and study.

Loan Period

The library offers a great selection of books and reference materials. United Lisbon students, their parents, and staff may check books out of the library. The virtual library platform, Destiny Discover, can be accessed for online learning resources and to browse book availability books are due back two weeks after check-out and can be renewed if they are needed longer.

Overdue/Lost and Damaged Materials

The responsibility for a book rests with the last recorded name on the book's checkout list. All patrons are expected to return library materials in a timely manner. The ULIS Librarian will advise patrons of any outstanding items. Parent(s) or guardians may also be contacted regarding books and materials that are damaged or past due date. At the discretion of the ULIS Librarian, patrons may be asked to pay for or replace the lost or damaged books. This applies to novel sets as well as textbooks.

Please refer to the United Lisbon International School Library Policy for further information.

4.2. Transportation

A transportation service is available to all students from K3 to Grade 10 who live within the greater Lisbon area. For costs involved with these services please contact Reception. Students subscribed to either service must adhere to the established rules for riders.

Bus Rules and Responsibilities

- Be on time for the bus.
- Fasten seatbelt throughout the ride.
- Talk in a low tone of voice, so it does not disturb the driver.
- Be Respectful
- No eating or drinking on the bus.
- Keep the windows closed.
- Sit in assigned seats (if they are assigned).
- Follow any directions given by the bus driver or monitor.

For students who violate the rules above, ridership privileges may be suspended temporarily or permanently. There is no refund of fees under such circumstances. Bus related communication comes through Reception.

4.3. School Cafeteria

Trivalor, an outside lunch service provider, operates the school cafeteria. The daily menu options of service are meat, fish, vegan or salad for lunch. If your child has a dietary requirement, please email school.office@unitedlisbon.school to communicate special requirements, otherwise the expectation is that all children will eat the school provided lunch.

ULIS is a nut free school and nuts are not allowed in the school, not even for your child's own consumption.

5. ACADEMIC PROGRAM

Curriculum Standards

ULIS has curriculum standards to support the IEYC and IPC curricular frameworks. ULIS uses the following standards to further clarify the critical and age-appropriate knowledge, skills, and concepts that students will learn in each subject area.

English Language Arts (ELA)

- Common Core State Standards (CCSS)
- Reading
- Writing
- Speaking & Listening
- Language

World Languages

- American Council on the Teaching of Foreign Languages Standards (ACTFL)

Mathematics

- Common Core State Standards (CCSS)
- Standards of Mathematical Practices
- K-5 Standards

Science

- Next Generation Science Standards (NGSS)

Social Studies

- Career, College and Civic Life Standards (C3)

Physical Education (PE)

- Portuguese National Standards

Visual and Performing Arts (Music and Art)

- National Core Arts

Technology

- International Society for Technology in Education (ISTE)

Community Service – School-based program (Embrace)

International Early Years Curriculum (IEYC) and the International Primary Curriculum (IPC)

This year, ULIS will collaborate with Fieldwork Education to launch the IEYC and IPC in early years and primary. Fieldwork Education provides international curriculum and professional learning to schools and teachers around the world. This organization works with more than 15,000 teachers, in over 1000 schools, in over 90 countries globally.

The IEYC uses international best practices, holistic enquiry and play-based approaches that cover all curriculum areas including personal, social and emotional development. The IEYC is centered around four learning strands that underpin all learning and development. These strands are: independence and interdependence, communicating, enquiring, and healthy-living and physical well-being.

The IPC is committed to the holistic development of learners through enjoyable academic, personal and international learning that prepares them for opportunities and challenges now and in the future. The Learning Goals define what learners are expected to know, what they should be able to do and the understanding that they will develop through learning. The Learning Goals are organised into the following 3 unique but connected sections: subject-based, international and personal.

At United Lisbon we provide many club activities, such as sports, arts, music and technology-related, and we always seek to strengthen and add to these. These activities start at 15:45 and are voluntary, but we expect and hope that all United Lisbon students will participate in the experiences offered by the school beyond the classroom. Clubs are announced at the beginning of the semester and varied throughout the year. There are no assessments/grades attached to these activities but after signing up for any of them, commitment and regular attendance are expected from the students.

6. LANGUAGE LEARNING

At United Lisbon we believe that language plays a central role in all learning across the curriculum and that it develops through meaningful and purposeful use. We realize that language is neither learned sequentially nor follows a strict pattern. It is learned by using and exploring language in its many forms, and it is best acquired in context in a positive and supportive, yet challenging and motivating, environment. We feel strongly that it enhances students' flexibility of mind, supports conceptual development, and develops analytical and creative thinking skills. Language fosters an awareness and understanding of the perspective of people from other cultures and one's own culture. It also helps to develop internationally minded learners.

Language learning should be relevant, engaging, challenging, and significant. It is a social act dependent on its environment and context. One of our goals at ULIS is for every student to

backgrounded in two or more languages.

Students vary in their ability to learn a language, and they acquire language at different rates. United Lisbon will support students throughout the learning process regardless of their language proficiency level. We believe that differentiation is one of the fundamental processes in the teaching and learning of language, as it will help deepen student understanding and increase proficiency. Finally, we believe that language acquisition occurs along a continuum and that everyone must be allowed to progress at their own rate.

We believe:

- All teachers at ULIS are teachers of language.
- Language is central to all learning; intellectual, social-emotional development, sense of self, and cultural identity.
- In a balanced approach to literacy.
- Home language development promotes successful academic, social-emotional, and cognitive development.
- Learning additional languages is a valuable tool for learning and for building connections.
- Home-school partnerships support both home language and additional language development.
- In providing access to literature and media in multiple languages.
- In the importance of developing knowledge of the culture and language of our host country.

Additional Languages

At ULIS we believe that learning an additional language is a valuable skill that enriches personal development and helps facilitate international mindedness. All students will have the opportunity to learn a language in addition to English, including the host country language of Portuguese. We believe that learning an additional language is best achieved through additive bilingualism, where the development of an additional language supports the development of the first language. We also realize that not all students will achieve academic proficiency in all languages, but we will continually strive toward this goal.

All students from Grade 1 take Portuguese classes during the week to acquire and learn Portuguese as either a home language or an additional language. The Portuguese classes are differentiated into three streams: Portuguese A (native) and Portuguese as an additional language, 1 and 2. Based on students' language levels, students receive targeted instruction at their current levels of functioning.

Since all teachers at United Lisbon are considered language teachers, we work to promote consistency of language instruction by developing all teachers' ability to provide an enriching language environment that continually scaffolds and supports all language learners. Students in Early Childhood will be exposed to Portuguese through music, dance, movement, and literature.

Support for Language Learning

At United Lisbon, our student population represents a rich variety of nations, languages, and cultural backgrounds. We believe that students identified as needing English language support need to be in the mainstream classroom as much as possible to facilitate both English acquisition and equitable access to the curriculum. Therefore, we use an approach known as the Sheltered-Immersion Model, where students attend the same classes as native or near-native speakers of English.

Non-native English language students in need of more intensive language support may also be placed into the Intensive English Program to further facilitate academic achievement.

We offer support for English Language Learners.

Home Language

At United Lisbon, we believe that a learner's home language is the linguistic foundation upon which other language acquisition is built. Home language is crucial for cognitive and cultural identity development. It is also a strong predictor of long-term academic achievement, including the acquisition of additional languages. Finally, everyone's home language adds to the cultural and linguistic diversity of our school.

Home language development is supported and encouraged throughout the school. We believe in "Additive Bilingualism" at ULIS. We are not striving to replace the students' home language with English. Instead, we are striving to use the home language as the foundation for future language learning throughout our curriculum.

In our school, the primary language of instruction is English, but students are encouraged to integrate their home language into their learning when it is the best means for effectively conveying their thinking and/or understanding. The use of home language as a scaffold not only deepens students' conceptual understandings but also increases their language proficiencies.

Proficiency in the home language is an important factor in acquiring proficiency in an additional language. For this reason, all students' home language ability should be promoted and continually improved.

To continue to support the variety of home languages in our school we will:

- Maintain literature and media from multiple languages in our library collections, enabling students and staff to read and value other cultures and languages.
- Develop and maintain student language profiles to monitor and assess language learning.

7. HOMEWORK IN PRIMARY

Home assignments are your child's responsibility—not yours. Be available to help and answer questions when they need you, but please don't do their work for them. If you feel your child is not handling his or her responsibilities well, please contact your child's teacher. Parents are a critical factor in a child's academic achievement. Following are some simple suggestions as to how you can be the most effective support when it's homework time.

Area: Provide a quiet, well-lit area for your child to do his/her assignment. This area should feel comfortable and always be available at homework time.

Routine: Establish a daily time for homework. If there are no homework assignments, all students should use the time for reading. This routine helps establish a commitment to the entire academic process.

Tools: Provide tools for doing home assignments: pencils, pens, paper, a dictionary. A desk or tabletop makes the best place to do homework—not the knees, lap, or floor.

Homework Philosophy

The Purpose of Homework is to:

- Practice, reinforce, and apply skills and concepts taught in class.
- Serve as valuable information or communication between the school and the family.
- Foster positive attitudes, self-discipline, and responsibility towards learning.

The Nature of Homework is to:

- Be achievable by all students.
- Be developmentally appropriate.
- Reinforce concepts taught in class and not be new material.
- Be meaningful, personal, and challenging.
- Provide another form of informal assessment to enable the teacher to tailor instruction to individual or class needs.

Teacher's responsibility is to:

- Provide feedback.
- Inform students and parents of homework procedures for each grade level.
- Promote homework as a valuable tool for student self-responsibility and organization.
- Kindergarten students are expected to read with their parents.
- Assigned homework is approximately 10 minutes per grade level (i.e., Grade 1x10 min=10 min).
- Organize age appropriate reading expectations.

At home student's Responsibility for Homework is to:

- Complete homework to the best of their ability, aiming for accurate, tidy, well organized, and legible work.
- Communicate with teachers about homework concerns.
- Share a book with a family member every night (Early Childhood).
- Read for at least 20 to 30 minutes every night.

The Parents'/Guardians' Responsibility for Homework is to:

- Provide a suitable study atmosphere that is quiet and well-lit.
- Provide help, encouragement, and praise.
- Give positive and constructive feedback.
- Assist children to make connections between classroom lessons and their home life.

8. ASSESSMENT AND REPORTING

At United Lisbon, our purpose for assessment is to communicate feedback about student learning in order to inspire innovative teaching and learning. We believe authentic, personalized, and continuous assessment encourages students to apply their learning and fulfil their potential in a transforming world.

During the school year, home-school connection will be strengthened by providing you and your child feedback about his/her growth and development in school.

Reporting and Conferencing

Reporting and conferencing practices at United Lisbon support the following philosophystatements:

- Communication with parents regarding student progress occurs regularly.
- Written student reports summarize the most recent performance and reference

evidence gathered to support the proficiency levels.

Reporting on student progress focuses on what they know, understand, can do and feel about their learning. The formal ways by which this is reported to the families are:

A. Written reports - These reports reflect the summative records of the student's progress. There will be two semester reports that will be issued during the school year which will be shared on Seesaw. Once available, parents can download a digital copy of the reports at any time.

B. Conferences - Throughout the year and depending on the age group, various conferences will take place. Please take note of the dates which will be shared in school news and emails. Although these special days are important, they should in no way limit conferences between teachers and parents whenever there is a need to communicate. Types of conference include:

- Back to school presentations at the start of the year to learn more about expectations within the class.
- In-take conferences for primary students at the beginning of the year
- Communication at the start of the year for you to learn how your child is settling into the new year and some observations from the teacher.
- Three-way conferences that allow you and your child to reflect and set some goals.
- Student-led conferences which allow your child to showcase academic involvement and successes.
- Telephone/email conferences as a quick check on a child status or to clarify communication.
- Problem-solving conferences to address specific problems or serious concerns. This conference should be scheduled so that the teacher, parents and student have sufficient time to address the issue completely.

C. Portfolio - Primary students use Seesaw as their platform for highlighting their learning. Parents can view and comment on their child's portfolio posts. We ask that parents provide positive and encouraging feedback to support their child's documentation of learning. Feedback to your child can be in your home language.

9. TECHNOLOGY RIGHTS AND RESPONSIBILITIES

School devices are provided to support student learning that extends beyond the classroom. All students are expected to use these devices in a respectful and appropriate manner. Students must follow the instructions of the teacher concerning technology in the classroom. Positive choices and academic honesty expectations are always expected. For more information regarding the student's policy on Technology Rights and Responsibilities, please consult the agreement in Appendix A.

United Lisbon aims to empower and inspire the young generation to use information ethically and value the work of others. Academic Integrity means being trustworthy and responsible in all academic work, creating and expressing one's own ideas and acknowledging the intellectual contributions of others. Academic Integrity is a fundamental aspect of integrity, which is part of our core values. The teacher has the responsibility and the authority to determine when, in his/her professional judgment, malpractice has occurred.

10. WELLNESS

The counseling program focuses on guiding students through self-discovery so that they can make informed choices in the selection of the courses and career decisions. The school provides opportunities for the students to realize how their interests, ideals, and skills relate to different careers. The counselor focuses on helping to identify those colleges and universities, in Portugal and abroad, that most closely match the individual student's interests, abilities, and potential. The counselor is available to help students and parents with every step of the application process.

It is well known that schools play an important role in shaping lifelong healthy eating habits by offering nutritious meals. The cafeteria at United Lisbon provides daily balanced and nutritious meals cooked on site. Students are strongly encouraged to make healthy choices from our cafeteria and to eat healthy snacks. Nutrition education is part of a comprehensive health education curriculum and is included in different classes.

Health Services

We will assess and treat injuries or illnesses at school whenever possible. When the situation warrants, students are taken to a nearby hospital. Parents are notified immediately and are able to specify where they would like their child taken.

Teachers can only dispense medication to students in an emergency situation. In the case of students needing to take any medication please email the School Office at school.office@unitedlisbon.school to fill out the appropriate forms. Apart from an Epi-Pen, medication is not allowed to be left in children's bags under any circumstances.

The school must be notified by the parents of any contagious health problems such as flu, conjunctivitis, skin conditions, COVID-19* or diseases such as chicken pox or hand-foot-mouth. Students will not be permitted in the school if such a condition exists without written clearance from a doctor.

All students having had a fever must be clear of the fever and/or diarrhea (without taking a fever reducing medicine) for 24 hours before re-entering school. Additionally, parents will be asked to take a student home if they have a condition that places other students at risk of infection (heavy colds, coughs, etc.).

11. DISCIPLINE IN PRIMARY

At the Primary level, we aim to provide a safe and comfortable environment conducive to learning for all students. Based on a whole-child approach and the principles of child development, we provide our students with opportunities to learn appropriate responses to the dilemmas and conflicts that arise in life. Resources in place to facilitate student growth in the personal and social domain include a school-wide focus on respect and kindness supported by the human commonalities, a guidance curriculum focused on being proactive and preventative toward behaviors typical of Primary school students, and a knowledgeable and compassionate staff of classroom teachers, assistants, school counselors, and coordinators.

In the event of conduct disruptive to the learning of the student or to their fellow students, the classroom teacher will guide the student toward more appropriate behaviors and will involve the parents in this process as needed. Continued disruption to the learning environment will result in the teacher consulting with the counselor and/or administrator depending upon the type of behaviors. Students may be required to attend counseling sessions or may be directed by the administrator in an activity promoting restitution. Further infractions may involve a student support team meeting to further support the student, to consider next steps, and ensure a safe and supportive learning environment for all students.

We will consider the age and grade level of the student, as well as the gravity of the offense. Disciplinary interventions may begin with restorative chats, warnings, loss of privileges and proceed to in-school or out of school suspensions, counseling when needed, and potentially, expulsion. It should be stressed that it is expected that most discipline problems can and will be handled within the classroom. This policy is focused on dealing with discipline problems that are not able to be handled within the usual approaches. The school is committed to the building of a strong home/school relationship in the belief that parents are integral partners in the process of their child's personal and social growth.

United Lisbon affirms its position that an orderly and safe place for learning will be provided for all enrolled students and has developed policies to address student discipline. The purpose of all such policies is the progression of an education program that fosters a fair, secure, and stable environment for learning.

Student Responsibilities

As a United Lisbon student, you are expected to demonstrate responsible behaviour, which will:

- Develop and exhibit growth in the areas of personal responsibility for your learning, social relationships, character development, work habits, health, and safety.
- Channel your energies toward positive life-enhancing activities and relationships.
- Contribute to the positive learning environment of our international community.
- Master academic skills.
- Develop critical thinking skills, moral values, interpretive abilities, and creativity to the best of your ability.
- Recognize that student rights and responsibility go together.

Student Rights

As a United Lisbon student, you have the right to:

- A safe, clean, and orderly environment.
- Respect as an individual.
- Caring and qualified teachers.
- Be a participant in making decisions that affect you.
- Know what is expected of you as a student.

Along with student's rights come responsibilities. As a United Lisbon student, you are expected to accept certain responsibilities. Teachers and students at United Lisbon are responsible for modeling our Core Values in their interactions with one another. We use the Core Values to guide and reflect on our behavior and the way we approach learning. To further support responsibility and good citizenship, United Lisbon students are expected to adhere to specific rules.

Bullying Prevention

At United Lisbon, we define bullying as negative, repeated, and persistent actions, which tend to intimidate, oppress, injure, distress or cause discomfort to another individual. As a part of creating a positive learning environment, bullying is not tolerated, and will be dealt with according to the discipline procedures for primary school students. Bullying prevention and response to bullying is part of our guidance program at every grade level, and we work with students in age-appropriate ways to help them act and respond in positive and appropriate ways. For further information please read through the ULIS Anti-Bullying Policy.

Anti-Racism

All the learning community at United Lisbon is expected to exhibit responsible personal and social behavior that shows respect for self and others. Our community is comprised of many different cultural backgrounds, and this affords many opportunities to learn about other perspectives. Racism consists of negative behaviors, attitudes and prejudices directed at others based on race, nationality, or religion. This failure to accept and value others will not be tolerated at United Lisbon and racist behavior is deemed a major disciplinary violation.

12. COMMUNICATION

Communication Guidelines

The goal at United Lisbon is to maintain open, forthright and direct communication. As in any human enterprise, questions, concerns and conflicts may arise from time to time. In order to best resolve issues which, arise, the school requests that parents follow these steps:

1. Contact the classroom teacher - If you have a concern about your child's progress, their schedule, overall achievement level, medical or at-home complications, friends, homework, social or adjustment problems that might affect performance.
2. Contact the Principal if your concern deals with school policies and procedures, program offerings, instruction methods.
3. For financial matters or transportation contact reception school.office@unitedlisbon.school.
4. If an issue cannot be resolved with the teachers and Principal, the Headmaster should be contacted.

When a staff member is aware of a concern, he/she will involve the appropriate people. If, however, a solution is not achieved at the point of inquiry, you are encouraged to request a meeting with the appropriate administrator. At the request of confidentiality, your concerns will not be shared with anyone else without your permission.

14. PARENTS ARE PARTNERS

It is our belief at United Lisbon that students benefit most from our program when parents are involved in the educational process in meaningful ways.

United Lisbon aims to establish a strong home/school relationship with every parent in the school community. We all want what is in the best interests of the individual child. To do this, we hope that you will:

Support your children by...

- Setting realistic goals for their performance in every area of school life.
- Monitoring their progress closely and contacting the school if problems arise.
- Encouraging interest and involvement in a wide variety of activities.

Support the school by...

- Reading all communications sent home in order to learn as much as possible about the school.
- Taking advantage of opportunities made available to parent groups, school events, and programs.

- Asking questions and offering suggestions for ways to improve the school.

It is our pledge to...

- Keep you informed about your student's progress, and about events and activities at the school.
- Continue to work to make the home-school partnership as strong as possible.
- Make use of your talents and ideas whenever possible.

As part of our efforts to build a partnership in the education of our students, expect frequent communications through written and oral progress reports. In addition, you will receive online updates regarding successes or concerns in your child's school life. It is also important that you keep us informed of your questions and concerns.

We welcome your presence at United Lisbon. Any time you would like to observe a class or activity, please phone the office in advance. We are proud of our program! The school schedules multiple opportunities for parents to volunteer, experience the program, as well as see their child in action over the course of the year.

15. HEALTH AND SAFETY

The United Lisbon food provider implements a "nut free" policy in the school's food service products. Students with allergies to nuts or other substances that might be present on campus should notify the school nurse and classroom teachers specifically of these concerns and we will work closely with you to preserve a healthy, safe environment for each student.

Child Protection

In keeping with our core values and vision statements, United Lisbon has adopted a Child Protection Policy to guide our staff and families in matters related to the health, safety, and care of children in attendance at our school. The United Lisbon Child Protection Policy is based on both international law and on the United Nations Convention on the Rights of the Child of which Portugal is a signatory, and Portuguese statutes.

- To ensure that our children are safe and well cared for, all employees of United Lisbon who work directly with students go through a police clearance and if applicable an international background check before they are employed by United Lisbon.
- Faculty and staff receive annual training on how to appropriately interact and communicate with students as well as how to recognize and report issues of abuse and neglect.
- Students at United Lisbon are provided with age-appropriate lessons to help them understand personal safety, their rights and whom to seek help when they feel such rights have been violated.

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- United Lisbon also provides parents materials and information sessions to help better understand our policy.

At United Lisbon, we strive to work together with parents to ensure our children are safe and are knowledgeable about their rights and responsibilities to themselves and to each other, so they can grow and learn free of fear in a safe, supportive and caring environment.

16. SAFETY AND EMERGENCY PROCEDURES

United Lisbon maintains an Emergency Procedures Plan that provides detailed instructions on actions to be taken in the event of any emergency that may result in risk to the safety of our students or staff members. These emergency plans are designed specifically for United Lisbon and include recommendations provided by leading safety agencies.

Emergency plan details are flexible and can be modified depending on the circumstances surrounding the emergency. In each case, the school has a response team designated to assess the situation and make decisions about what steps are to be taken, how to communicate actions to students, staff and parents, and what outside agencies are to be contacted for assistance (i.e. local police, fire, or emergency officials). The actions taken during any type of emergency depend on the situation, and flexibility is a key component.

Some important features of the plan include:

- Prepared plans and procedures to address a wide variety of possible emergencies.
- Checklists of actions for each type of emergency are kept in each classroom and office and are reviewed regularly. Staff also practice certain responses with students regularly.
- Most United Lisbon staff are trained in CPR and emergency first aid.
- AED devices for heart attack are kept on campus.

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Safety Drills

In case of fire or other emergency, students and staff must be prepared to evacuate the School or lock into classrooms quietly and calmly and in the least possible time. To that end, periodic safety drills train everyone in procedures to be followed. United Lisbon considers the safety of children in the school, getting them home if possible, and protecting students and staff in an emergency as one of its most serious responsibilities.

United Lisbon buildings meet standard codes of safety. Practice drills are scheduled periodically throughout the school year. Parents are asked to review the following points with their children.

Building Evacuation Drill Procedure

- All students and staff must leave the building through exits designated for each room and proceed to the designated area. Be aware of the possible need for alternative routes. Evacuation routes are posted throughout the building.
- Pay serious attention during the regularly held fire and disaster drills.
- Stay away from the buildings until permitted to re-enter.
- Above all, remain calm, don't talk, listen for instructions and help others do the same.

Fire drills and evacuation exercises are carried out regularly throughout the year. Each floor has a responsible adult to ensure safety evacuations. Students will follow the directions posted in each room and exit in an orderly manner. There must be no talking or pushing to ensure that further instructions and directions can be heard, and that the evacuation of buildings is as quick as possible.

School Visitors

Unannounced visitors (adults and children) are discouraged as they disrupt the learning process. Requests for student visitors should be directed to the Coordinators at least two days in advance of the intended visit. All visitors must wear a visitor pass, which will be collected from reception upon arrival at school and must remain with the host student throughout the day.

Appendix

ULIS International School Responsible Use Agreement for Internet and Other Electronic Resources

ULIS recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the school encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of ULIS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, ULIS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on ULIS owned equipment and networks or through ULIS's-affiliated third-party platforms.

ULIS Rights and Responsibilities

It is the policy of the ULIS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, ULIS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the school retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to ULIS's-owned equipment and, specifically, to exclude those who do not abide by the school's responsible use policy or other policies governing the use of school facilities, equipment, and materials. ULIS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in

responsible use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of equipment online, shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the ULIS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by ULIS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all the provisions of this policy.

Responsible Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of ULIS.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Exhibit exemplary behaviour on the network as a representative of your school and community. Be polite!
8. From time to time, ULIS will make determinations on whether specific uses of the network are consistent with the responsible use practice.

Irresponsible Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviours are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on ULIS computers is prohibited.
10. Use of the network to access or process inappropriate material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The ULIS network may not be used for downloading entertainment software or other files not related to the mission and objectives of the school for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of ULIS.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the guidelines established by [Creative Commons](#).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

ULIS Electronic Mail

Policy User Responsibilities

These guidelines are intended to help users make the best use of the electronic mail facilities at their disposal. Users should understand the following:

1. The school provides electronic mail to staff members and students to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. When using the agency's electronic mail facilities, users should comply with the following guidelines.
3. If in any doubt about an issue affecting the use of electronic mail, users should consult the IT Helpdesk.
4. Any breach of the school's Electronic Mail Policy may lead to disciplinary action.

Please note the following:

1. All electronic mail activity is monitored and logged.
2. All electronic mail coming into or leaving the organization is scanned for viruses.
3. All the content of electronic mail is scanned for offensive material.

Disclaimer:

ULIS cannot be held accountable for the information that is retrieved via the network.

1. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. ULIS will not be responsible for any data damages the user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by personal negligence, errors or omissions. Use of any information obtained is at the user's own risk.
3. ULIS makes no warranties (expressed or implied) with respect to:
 - a) the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
4. ULIS reserves the right to change its policies and rules at any time.