



THE AMERICAN SCHOOL IN SWITZERLAND

Founded in 1956



STUDENT HANDBOOK 2009-2010

TASIS Calendar 2009-2010

The Student Handbook serves as a guide and sets a standard for what is expected of members of the TASIS community. The Handbook includes the standards, procedures, and regulations that are an essential part of any well-organized institution and provides information you will need about the School's rules and policies. It is the responsibility of both students and parents to read and understand the Handbook.

A positive and constructive working relationship between TASIS and the student is essential to the fulfillment of the School's educational purpose. Therefore the School reserves the right, in its sole discretion, to request the withdrawal or suspension of any student, or to deny enrollment or re-enrollment of a student if

- (I) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community
- (II) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the School, or disregards or is unable to abide by the rules and regulations of the School
- (III) the School determines that the continued involvement of a parent or guardian with the School is not in the best interests of a student or the School

You will find yourself referring to the Handbook frequently when you have questions ranging from travel procedures and the discipline system to the hours of the Snack Bar. If you have any questions, please feel free to ask. Your Proctors, Dorm Parents, faculty, staff members, and the Dean Team are all here to help you.

Disclaimer: The policies and procedures in the Student Handbook are neither rights nor a modification of the enrollment contract. Every effort has been made to provide students with complete and accurate information. The School reserves the right to modify, amend or revoke any rules or regulations and to change programs and requirements. The School will make reasonable attempts to communicate any changes to this document, but any such changes may be implemented without prior written notice and without obligation and, unless specified otherwise, are effective when made.

FALL SEMESTER

Friday, September 4
 Saturday-Sunday, September 5-6
 Monday, September 7
 Wednesday, September 9
 Saturday, September 12
 Wednesday, September 16
 Wednesday, September 23
 Monday, September 28
 Saturday, October 10
 Sunday, Monday, Wednesday
 October 11, 12, 14
 Friday, October 16
 Saturday, October 17
 Saturday-Sunday, October 17-18
 Saturday, October 24
 Tuesday-Friday, October 27-30
 Friday-Sunday, November 6-8
 Saturday, November 7
 Thursday, November 26
 Friday, November 27
 Saturday, December 5
 Sunday, December 6
 Friday, December 11
 Saturday, Monday, Tuesday,
 Wednesday, December 12, 14, 15, 16
 Thursday, December 17

MS & HS Opening Day; Students arrive on campus by 19:00
 Student Orientation
 Classes begin
 Class Outings
 HS Boat Dance, MS Special Day Excursion
 MS Day Parent Wine, Cheese, & Chat
 HS Day Parent Wine, Cheese, & Chat
 Interim Progress Reports due
 SAT I & II
 SAT Prep Course
 Midterm Grades
 PSAT
 SAT Prep Course
 ACT
 Academic Travel
 Family Weekend
 SAT I & II
 Students may leave after 13:45 for the Holiday weekend
 No Classes; Thanksgiving Break
 SAT I & II
 Christmas Service
 Classes end for HS students
 First Semester Exams (Grades 7-12); boarding
 students may leave for Winter Holidays after their last examination
 Dormitories close at 12:00 noon

SPRING SEMESTER

Thursday, January 7, 2010
 Friday, January 8
 Saturday, January 9
 Saturday, January 16
 Sunday, January 17
 Monday, January 18
 Saturday-Sunday, January 30-31
 Monday-Friday, February 1-5
 Saturday-Sunday, February 6-7
 Monday, February 8
 Sunday-Friday, February 14-19
 Monday-Friday, March 8-12
 Monday, March 15
 Friday, March 26
 Sunday, March 28
 Saturday, April 10
 Sunday, April 11
 Monday, April 12
 Saturday, May 1
 Monday-Friday, May 3-14
 Monday-Wednesday, May 3-19
 Tuesday-Sunday, May 11-16
 Thursday, May 20
 Thursday, May 20
 Friday, May 21
 Saturday, May 22
 Monday, May 24
 Friday, May 28
 Saturday, May 29
 Monday, Tuesday, Wednesday
 May 31, June 1, 2
 Thursday, June 3
 Friday, June 4

Dormitories open at 12:00 noon
 HS students attending Ski Week and all MS return to campus by 19:00
 Buses leave for Ski Week
 MS & HS students and faculty return to Montagnola
 Students not on Ski Week return to campus by 19:00
 Classes resume
 SAT Prep Course
 International Week
 SAT Prep Course
 Interim Grades due
 Academic Travel
 Environmental Awareness Week
 Midterm Grades
 Spring Holidays begin after classes end
 Dormitories close at 12:00 noon
 Dormitories open at 12:00 noon
 Spring Holidays end; students return to campus by 19:00
 Classes resume
 SAT I & II
 AP Exams
 International Baccalaureate Exams
 Spring Arts Festival
 Senior Trip Day
 Senior Prom
 Senior Banquet
 Commencement, 11:00. Seniors & PGs must leave by 17:00
 Classes for students in grades 7-11 continue
 Last day of classes; Middle School Graduation
 Ceremony 18:30; MS students may leave
 MS students are required to be off campus by 18:00
 Second Semester Exams for HS students; all boarding students
 in grades 9-11 may leave after their last examination.
 Students in grades 9-11 must leave by 17:00
 Dormitories close at 12:00 noon

TABLE OF CONTENTS

TASIS Mission Statement	7	Off-Campus and Town Permission	24
		Private Apartments	24
TASIS Code	8	Residential Life	25
Standard of Behavior	8	Room Inspection	25
Magnificent Seven	8	Audio Equipment and Appliances	25
Note to Parents	9	Decorations	26
		Damages	26
Academic Information	10	Laundry and Linens	26
Graduation Requirements	10	Keycards	26
Advanced Placement Program	10	Lockers	27
International Baccalaureate (IB)	11	Cooking	27
Grade Reports	12	Unoccupied Room Policy	27
Grade and Effort Marks	12	Mail	27
Honor Rolls	12	Coed Visitation and Open Dorm	28
Dean's Lists	12	Off-Limits	28
		Pets	28
Additional Academic Information		Pornography	28
Responsibility for Assignments	13	Sleep-Over Guests	28
Academic Dishonesty	13	Special Off-Campus or Late Check-In Permission	29
Plagiarism	13	Storage	29
Academic Warning	14	Study Hall	29
Academic Probation	14	Check-ins: Weeknights	30
AP Scholars and Awards	15	Check-ins: Weekend	30
Attendance (Loss of Credit)	15	Lights-Out	31
Attendance Probation	15	Late Lights	31
Book Policy	15	Curfew	31
Course Changes	15	Telephones	31
Exams	15	Mobile (Cellular) Phones	31
English Only Expectation	16	Dormitory Searches	31
English as an Additional Language (EAL)	16	Theft Prevention	32
Homework	16	Vacation Departure	32
Independent Study	16	Student Responsibilities	33
Placement Tests	16	Attendance	33
Academic Planners	17	Unexcused Classroom Absences	33
Mandatory Extra Help	17	Other Obligations	33
Study Hall	17	Attendance Probation	33
Supervised Study Hall	17	Attendance (Loss of Credit)	33
Testing Policy	17	National and Religious Holidays	34
Transfer Credits	17	Fire Procedures	34
Academic Support and Tutoring	18	Fire Safety	34
Vacation Dates	18	Other Safety Considerations	34
Student Life	19	Gambling	34
Advisor Program	19	Litter and Gum	34
Dean Team	19	Neighbors	35
Counselor	19	Public Displays of Affection	35
Service Learning (EMBRACE)	19	Skateboarding and Rollerblading	35
Activities and Clubs	20	Transportation	35
House System	22	Dress Code	35
Banking	22	Standards of Dress	36
Dining Hall	23	Optional TASIS Logo-Wear	36
Academic Travel	23	Casual Wear	37
Proctors	23	No Dresss Code Day	37
Religious Services	24	Information Technology: Ethical Use Policy	38
Weekend Activities	24	Computer Use Violations	39
Weekend Trips	24		

Sports at TASIS	40
Sports Requirement	40
Sports Attendance	40
Physical Education	40
Middle School Sports	41
Recreational Sports	41
Varsity Sports High School	41
Ski Week	41
Physical Fitness Room	41
Student Discipline	42
Major School Rules	42
School Jurisdiction	45
Out of Sympathy	45
Other Rules	45
Learning from Our or Other's Mistakes	45
Disciplinary Responses	45
Guidance	45
Warnings	46
Detentions	46
Internal Suspensions	46
Out of School Suspensions	46
Dismissal (Separation)	47
Disciplinary Contracts	48
Final Warning Letter	48
Disciplinary Probation	48
Disciplinary Review	48
Disclosure of Disciplinary Action	49
Self-Destructive Behavior	50
Confidentiality	50
Relation with the Local Authorities	50
Travel	51
Supervised Travel	51
Independent Travel	52
Weekend Travel Request	53
Day Travel Request	53
Host Invitation	53
Travel for Special Circumstances	53
Closed Weekends	54
Day Students	54
Other Day Student Matters	55
Campus Facilities: Expectations & Hours	56
Campus Building Hours	57
Health Center	58
Excused Absences	58
Medical Appointments	58
Medical Forms	58
Medications	59
Index	60



THE AMERICAN SCHOOL IN SWITZERLAND

TASIS MISSION STATEMENT

TASIS is a family of international schools that welcomes young people from all nationalities to an educational community which fosters a passion for excellence along with mutual respect and understanding. Consistent with the vision of its founder, M. Crist Fleming, TASIS is committed to transmitting the heritage of Western civilization and world cultures: the creations, achievements, traditions, and ideals from the past that offer purpose in the present and hope for the future. Seeking to balance the pursuit of knowledge with the love of wisdom, and promoting the skills of lifelong learning, an appreciation for beauty, and the development of character, each school combines a challenging academic program with opportunities for artistic endeavor, physical activity, and service to others. Believing in the worth of each individual and the importance of enduring relationships, TASIS seeks to embody and instill the values of personal responsibility, civility, compassion, justice, and truth.

TASIS CODE

The students and faculty of TASIS live together in a small community which can flourish only through consideration and respect for the rights and property of others. The growth of mutual trust and respect and the gradual acceptance of increasing responsibility and self-discipline are essential educational goals. To safeguard the rights of the community, every student must know and abide by the rules and guidelines listed in this booklet. Just as each student is required to know these regulations, he/she is equally encouraged to understand their rationale and purpose. Honest and open dialogue is not only the best means of ensuring cooperation from the entire community, but it is also the best instrument for thoughtful and constructive change. The TASIS Code presents important guidelines of behavior expected of members of the TASIS community. It is not, however, an exhaustive set of regulations, and the School reserves the right to amend it. In general, students are expected to adhere to accepted standards of morality and good citizenship, to the spirit as well as the letter of the School's rules.

Standard of Behavior

The highest standard of behavior is expected. At TASIS we believe that students should be honest, sincere, and willing to accept responsibility for all their actions, including errors in judgment.

Students are expected to:

- Treat each other, their teachers and the TASIS staff with dignity and respect
- Follow norms of hygiene and health
- Demonstrate commitment to the School by meeting all obligations and taking each of their responsibilities seriously
- Be honest and fair with others
- Respect community and personal property.

Magnificent Seven

TASIS seeks to develop in its students the following virtues, which we commonly refer to as the Magnificent Seven.

- Integrity: dealing honestly with each other and ourselves, and honoring our commitments.
- Respect: demonstrating an appreciation of the dignity of each human being and the beauty of the natural world.
- Responsibility: being accountable for our own actions, not blaming others for our mistakes or taking credit for another's achievements; upholding obligations to others.
- Compassion: treating others in a kind and caring way.
- Humility: acknowledging our weaknesses and learning from others.
- Service: dedicating ourselves to making a positive contribution to our community and world.
- Vision: making sacrifices in the present to build a better future.

TASIS believes that parents and the School share responsibility for education. We suggest parents keep a copy of this Student Handbook on file at home so that the School and the family can work together for the welfare of both the individual and the community. Parents are encouraged to contact the following faculty members directly with concerns or questions:

Michael Ulku-Steiner

John Nelson

Nilda Lucchini

William Eichner

Tom Bendel

Kelly Merritt

Keith Reimer

Courtenay Mastain

James Lemmon

Marie-Josée Breton

Adele McLeod, Nancy Loiselle

Natalie Philpot

Howard Stickle

Elisabetta Hanson

Stacey Einhorn

NOTE TO PARENTS

Headmaster

headmaster@tasis.ch

Academic Dean

academicdean@tasis.ch

Modern Language Department Chair,

Associate Academic Dean

nilda.lucchini@tasis.ch

Director of Admissions

admissions@tasis.ch

Dean of Student Affairs

tom.bendel@tasis.ch

12th Grade Dean

kelly.merritt@tasis.ch

11th Grade Dean

keith.reimer@tasis.ch

10th Grade Dean

courtenay.mastain@tasis.ch

9th Grade Dean

james.lemmon@tasis.ch

Middle School Head

mj.breton@tasis.ch

School Nurses

nurse@tasis.ch

Academic Travel Coordinator

travel@tasis.ch

IB Coordinator

IBcoordinator@tasis.ch

Director of Athletics

athletics@tasis.ch

TASIS College Counselor

collegecounselor@tasis.ch

TASIS Reception

+41 91 960 5151

TASIS Fax (for permissions, faculty and administration)

+41 91 986 5422

TASIS Fax (for students and general inquiries)

+41 91 994 2364

TASIS Athletic Office Fax

+41 91 986 5420

TASIS Business Office Fax (billing, allowances)

+41 91 993 0330

TASIS Health Center Fax

+41 91 993 5428

Duty Administrator Phone

+41 79 337 3857

ACADEMIC INFORMATION

Graduation Requirements

The minimum requirements for graduation are 19 credits, including:

- Four years of English [English as an Additional Language (EAL) students must complete at least EAL 5]
- Third-year proficiency in a modern language other than English. Native English speakers arriving in Grade 11 are required to demonstrate second-year proficiency in a modern language that is taught at TESIS from the introductory level, or to continue on to third-year proficiency if they have a background in Spanish, French, or Italian. Native English speakers arriving in Grades 12 and 13 are expected to continue their study of a modern language, or complete one year of Spanish, French, or Italian
- Three years of mathematics (including Integrated Mathematics 1,2 & 3, or the equivalent)
- Three years of laboratory science, including one physical and one biological science course
- One fine arts credit
- Senior Humanities, fulfilled by Art History, AP Art History, IB Art History, or, for IB students, Theory of Knowledge
- Fulfillment of the sports, activities, and Service Learning requirements each sports season and semester at TESIS

Students are required to enroll in a minimum of five full-credit courses per year or the equivalent.

An alternative program of studies may be designed for students with special talents, interests, or needs. Such a program must follow established guidelines and requires the approval of the Academic Committee.

TESIS offers both International Baccalaureate and Advanced Placement programs.

The Advanced Placement (AP) Program offers qualified TESIS students the opportunity to take college-level courses in a high school setting. Students who participate in the program not only gain college-level skills, but in many cases they also earn college credit while still in high school. More than 90 percent of US colleges and universities give credit and advanced placement to AP students. Some 50 percent of US colleges and universities offer sophomore standing to students who have a sufficient number of qualifying scores.

Subject to sufficient interest, TESIS offers courses preparing students for AP exams in the following subjects: Art History, Biology, Calculus AB and BC, English Language, English Literature, Microeconomics, European History, French Language, French Literature, Italian Language & Culture, Spanish Language, and US History.

In 2007, 48 students took a total of 74 exams: 54% of scores were 3 or above; 27% of scores were 4 or above; 8% earned top scores of 5. All students who take AP courses are encouraged to take the examinations in that subject.

Enrollment in AP courses requires the approval of the Academic Dean and the appropriate Department Head.

The International Baccalaureate (IB) is an internationally recognized, rigorous, pre-university course of study. It is designed to give students access to universities around the world. Successful IB diploma students receive an IB diploma as well as the TESIS diploma. Students not following the full IB diploma program may take individual courses for IB certificates.

International Baccalaureate (IB)

IB courses require two years of study, followed by externally-graded exams. TESIS students may:

- begin in 11th grade, completing the IB in 2 years as 11th and 12th graders; or
- begin in 12th grade, completing the IB in 2 years as 12th and 13th graders.

Students entering 9th and 10th grade who think they may be interested in the IB diploma program should discuss their course selection with the Academic Dean and IB Coordinator, since in some cases it is possible to anticipate two IB exams at standard level at the end of the first year.

In order to obtain the IB Diploma, a candidate must pass three Higher Level and three Standard Level subjects. The student must choose one subject from each of the six following areas:

1. Language A1 (Literature)
2. Language A2, B or *ab initio*
3. Individuals and Society
4. Experimental Sciences
5. Mathematics
6. A Sixth Subject (Art & Design, Theatre Arts, or a second choice from Group 1, 2, 3 or 4)

IB Diploma candidates must also satisfy the requirements for

- Theory of Knowledge (TOK) – A ½ credit course taken over two years, which examines various ways of knowing and the nature of knowledge.
- Extended Essay – A 4000-word original research project in an area of interest chosen by the student.
- Creativity, Action and Service (CAS) – 150 hours of community service, sports, and other activities completed during the two-year program.

Entry into the IB Diploma program is made in consultation with the School, student, and family, and is recommended for highly motivated students with strong academic, time management, and study skills. Students must complete an application form. Prerequisites for entry into the Diploma program include placement into EAL 5 or a higher level and Integrated Mathematics 3 or a higher level. IB students are expected to maintain good academic standing throughout the two-year period.

Given the differences between IB courses of study, it is not always possible for a student to transfer into the IB program after completing part of the two-year program elsewhere. Those students allowed to transfer must arrange for all internal assessment work completed at their previous school to arrive at TESIS by September 1st.

Advanced Placement Program

Grade Reports

The school year is divided into two semesters. The first semester ends in December, and the second in June. Reports are e-mailed to parents at least five times each year. At the first interim grading period, three weeks into the school year, parents receive a list of their child's teachers and courses, along with the student's current grades. At the midterms in October and March, parents receive grades, effort marks, and comments from teachers and dorm residents. At the close of each semester, parents receive final semester grades, effort marks, and comments from teachers. Advisor comments are mailed with fall midterm reports, at the beginning of the spring semester, and with the final reports in June. Parents who prefer hard copies of reports are requested to contact the Academic Dean.

At the end of the school year, students are given both semester and year-end grades. The year-end grade is a cumulative grade covering the full work in a year's course and reflects a 45%/55% weighting for the first and second semesters respectively.

Grade and Effort Marks

For the purposes of calculating Grade Point Averages (GPA), letter grades correspond to the following number equivalents and percentages:

A = 4.00 (93-100%)	B- = 2.67 (80-82%)	D+ = 1.33 (67-69%)
A- = 3.67 (90-92%)	C+ = 2.33 (77-79%)	D = 1.00 (63-66%)
B+ = 3.33 (87-89%)	C = 2.00 (73-76%)	D- = 0.67 (60-62%)
B = 3.00 (83-86%)	C- = 1.67 (70-72%)	F = 0.00 (Less than 60%)

In addition to letter grades, the following effort assessments are recorded on a student's grade report and are based on expectations for class preparation, participation, attendance and application of effort.

- 4 = Outstanding; exceeds expectations
- 3 = Good; consistently meets expectations
- 2 = Satisfactory; meets most expectations
- 1 = Poor; fails to meet many expectations

Honor Rolls

The Academic Honor Roll is calculated at each midterm and end-of-semester grading period.

Highest Honors: 3.80 or higher grade point average
High Honors: 3.50 or higher grade point average
Honors: 3.20 or higher grade point average

Dean's Lists

To recognize and encourage excellent behavior and positive role models, the School publishes Dean's Lists three times a year, at the end of each grading period. Students will qualify to be on these lists if they have met the specified requirements and, with parental approval, they will be entitled to the indicated privileges.

A student may lose Dean's List status if found in violation of school rules.

Requirements:

- No major school rule violations
- Not on probation (attendance, academic, disciplinary)
- Combined Grade Point and Effort Average of 6.0 or higher
- Approval of the Faculty and Administration

Privileges:

- Middle School/9th Grade students allowed to leave campus after the class day during the week when they have no other obligations
- High School students are allowed to leave campus during the class day when they have no other obligations
- 9th and 10th grade students are exempt from Saturday dinner check-in;
- Juniors may travel independently

TASIS expects students to be responsible for staying on pace with the academic schedule determined by their teachers. Students who are absent are responsible for all work missed, including daily assignments, papers, quizzes and tests. Students may lose credit for work turned in late.

Any incident of academic cheating or plagiarism is taken very seriously. Copying another student's work, cheating on a test, helping another student to cheat, or claiming any material from another source as one's own work are examples of academic dishonesty. In cases of academic dishonesty a student may be penalized with a failing grade for the assignment, the semester, or the year. In addition, a student may receive one or more days of internal suspension and may appear before the Student Faculty Review Board (SFRB). In severe cases, the student may be suspended or dismissed from the school. Incidents of academic dishonesty are dealt with by the teacher in consultation with the Academic Dean or referred to the Administration.

Plagiarism is a term that applies to the failure to acknowledge use of another person's phrasing, ideas, computation, or editing; it also applies to unacknowledged use of one's own paper in more than one course. In short, it is presenting your work as original when, in fact, it is not.

The most frequent failure to give credit to other sources of information occurs when writing research papers. It is, therefore, extremely important that every student at TASIS be familiar with the accepted procedures in acknowledging the work of another writer.

1. Footnote all material reproduced directly (i.e., copied) from any source. Such phrases, sentences or paragraphs should be put in quotations and footnoted. Other kinds of copied information, such as graphs or charts, should also be footnoted.
2. Sources include printed and electronic media, such as books, textbooks, magazines, CD-ROMs and the Internet.
3. If any idea or argument of someone else's work is used, give that individual credit, either in footnotes or in the text in parentheses.
4. Procrastination and sloppy research techniques can lead to plagiarism. When taking notes, be sure to put information copied directly from a source in quotations. It is always better to read the material, think about it and then write the information in your own words. This will make inadvertent copying less likely to occur. Thoughtful research takes time, so plan ahead and don't procrastinate.

ADDITIONAL ACADEMIC INFORMATION *Responsibility for Assignments*

Academic Dishonesty

Plagiarism

5. Be on the safe side. Too many footnotes, while poor scholarship, are not academically dishonest; on the other hand, if someone else's work is not acknowledged, plagiarism has occurred.
6. Intentions are not relevant in judging whether or not something has been plagiarized. If credit is not given where credit is due, plagiarism has occurred. Don't be careless.

Academic Warning

Students whose academic performance is not meeting expectations may be placed on Academic Warning as a preliminary step before Academic Probation. Students with one or more low grades or effort marks, a GPA below 2.0, or any other cause for concern may be placed on Academic Warning at any time during the year by the Academic Dean.

Students on Academic Warning may receive assistance and support, such as academic counseling, supervised study halls, tutoring, and restricted off-campus privileges. Their academic standing is reviewed at the end of each quarter. If there is no improvement, they may be placed on Academic Probation; with satisfactory improvement they are removed from the Academic Warning list.

Academic Probation

Students who consistently perform poorly in their academic courses or who do not put forth adequate effort may be placed on Academic Probation at any time by the Academic Dean. Probation is usually determined at Midterm and Semester grading periods. Students with a combined Grade Point and Effort Average of 4.5 and lower are placed on Academic Probation. In some cases, a student with a Combined Average slightly above 4.5 will be placed on Academic Probation. Placement on Academic Probation is at the discretion of the Academic Dean. A student placed on Academic Probation will remain on Academic Probation until the next appropriate grading period. Students on Academic Probation may not be allowed to continue their education at TASIS, or their re-invitation may be subject to specific conditions.

To help students on Academic Probation improve, they are monitored carefully and given extra assistance and support, which may include academic counseling, supervised study halls, tutoring, and restriction of off-campus privileges. Many students are able to improve with applied effort, and their status is reviewed at the end of each quarter.

AP Scholars and Awards

Notable achievement in the AP Program is acknowledged by several widely-recognized awards. The award of AP Scholar is granted to students who receive grades of 3 or higher on three or more AP Exams on full-year courses or the equivalent. AP Scholar with Honor is granted to students who receive an average grade of at least 3.25 on all AP Exams taken, and grades of 3 or higher on four or more of these exams on full-year courses or the equivalent. AP Scholar with Distinction is granted to students who receive an average grade of at least 3.5 on all AP Exams taken, and grades of 3 or higher on five or more of these exams on full-year courses or the equivalent. AP International Scholar is granted to the one male and one female student attending an American international school outside the US and Canada with the highest average grades on the greatest number of AP Exams.

If a student misses 8 classes in the fall, or 12 classes in the spring semester, excused or unexcused, the student risks losing credit for that course. If a student misses 10 full days of school in the fall or 15 full days of school in the spring semester (including Academic Travel), excused or unexcused, the student risks losing credit for all courses. Individual cases are reviewed by the Academic Committee. See "Student Responsibilities" for further information on attendance.

Attendance (Loss of Credits)

A student who accumulates 3 or more unexcused absences in one semester will be placed on Attendance Probation for a period of at least four weeks. While on Attendance Probation, the student loses weekend check-out privileges and other consequences may apply. Students who accumulate two unexcused absences while on Attendance Probation may be suspended or dismissed from school.

Attendance Probation

Textbooks are issued to students at the beginning of the school year and must be returned when courses end. Charges for lost textbooks and all damage to textbooks are assessed and subsequently charged to the student. All students are expected to keep their textbooks in book bags for protection from the elements and for safekeeping. Taking books from the library without properly checking them out is considered stealing, as is taking other students' textbooks without permission.

Book Policy

Students may drop or add a course without penalty or official transcript notation under the following conditions:

Course Changes

- The student has had appropriate discussions with teachers and his or her advisor
- Permission has been granted by the Association Academic Dean
- The situation is discussed before the end of the second full week of classes

Changes in placement to a more appropriate level or section, such as Mathematics or Foreign Language courses, are considered separately but always require the approval of the Academic Dean and Department Head.

In December and June, students take exams based on material covered during the semester. Students in a designated AP or IB class who take the AP or IB exam for that class are usually excused from the TASIS spring semester exam in that class. Seniors with a B- or higher semester average in a class may, at the discretion of the teacher, be excused from the spring semester exam in that class.

Exams

English Only Expectation

A primary goal of TASIS is to encourage international understanding through shared experiences and communication. The only language common to all TASIS students is English and the use of other languages in the presence of those who do not understand them is exclusionary and counter to this goal. It is also a primary goal of our students who are non-English speakers to attain a high level of fluency in this language. This can only be achieved through continuous practice. English is, therefore, the expected language for all whenever students are in the presence of other students or faculty who do not understand the other language.

English as an Additional Language (EAL)

The goals of the EAL program are fluency in oral and written English and competency in a high school curriculum, leading to TASIS endorsement for study in appropriate colleges and universities. At the lower levels of English proficiency, students take special EAL sections of science and history. As EAL students progress to higher levels of proficiency, they enter history and science classes with native speakers. When sufficient mastery is obtained, students may leave the EAL program and join regular English classes with the approval of the EAL Department, the English Department, and the Academic Dean and/or the Associate Academic Dean.

Homework

Homework should be relevant and meaningful, and a reinforcement and/or extension of the learning process. It may take the form of individual work for a grade, preparation that is tested by daily quizzes, ungraded practice of skills, group work, and progress on long term projects, among other assignments.

Students usually have daily homework assignments in each class; 30-45 minutes of homework per class is generally considered appropriate. This means students may have to organize personal study time outside the structured evening hours, using free periods during the class day, free afternoons, and weekends. Students taking Advanced Placement and International Baccalaureate classes should anticipate a significant increase in their homework time. Many of these classes will require more than one hour of homework for each class period.

Independent Study

Students may earn academic credit through the completion of independent study courses. To qualify for credit, the curriculum of such courses must be approved in advance by the appropriate Department Head and the Academic Dean. Students then receive regular grade reports as in other courses. Costs for independent study courses are charged separately. Independent Study course offerings are contingent upon faculty availability.

Placement Tests

We use placement testing and academic counseling at the beginning of the year to verify placement decisions made based on students' previous records. A student's grade level and schedule therefore remain provisional until test results have been reviewed by the Department Heads and the Associate Academic Dean.

Boarding school life is uniquely busy, and students are expected to attend all their commitments, complete all of their assignments, and to develop the self-discipline necessary to perform to the best of their abilities in all of their endeavors. To help them accomplish these goals, students are given an academic planner to help them organize and prepare for their school activities, both academic and extracurricular, throughout the year.

Students experiencing academic difficulty (e.g. a failing grade, academic probation) will be assigned Mandatory Extra Help. Students on Mandatory Extra Help are required to meet with a teacher for extra help at least twice each week. Extra help includes meeting with a classroom teacher to review notes, a tutoring session, or making good use of the Academic Support Centers. The student must turn in a Mandatory Extra Help form with the signatures of at least two teachers to the Academic Office by 15:00 every Friday. Mandatory Extra Help is assigned at the discretion of the Academic Dean, and usually lasts until the next grading period.

Study hours are strictly observed Sunday through Thursday evenings. Since this time is reserved exclusively for completing homework assignments or engaging in pertinent independent research, absolute quiet should be maintained, and no unnecessary movement on campus should occur. During study hall, students work in a supervised classroom setting, the library, or other approved study areas. Boarding students in good academic standing can earn the privilege to study in their rooms. All students must check in with their dorm resident at the beginning of study hours indicating where they will be working, and are expected to remain in the designated study areas for the entire evening study period.

Some students may be placed in a Supervised Study Hall at the discretion of the Academic Dean. Supervised Study Hall assignments are for one week at a time. Students are usually assigned to Supervised Study Hall based on poor class preparation during the week, misuse of dormitory study hours, or failure to submit a proper Mandatory Extra Help form on time. Supervised Study Hall is held in a classroom during regular evening study hours.

Students should not have to take more than two major tests on one day. A student with two tests scheduled on a particular day should inform the teacher immediately if another test is announced for the same day. Students will be notified of tests at least one week in advance.

A student's academic program is determined by an evaluation of previous transcripts and TASIS graduation requirements. As a rule, transfer credit is granted for courses which are equivalent to or which approximate the content of courses offered at TASIS. In some instances, the Academic Dean may request more detailed course descriptions before transfer credit can be given. No academic credit is accepted in transfer for courses such as Physical Education, Driver Education or Office Aides.

Academic Planners

Mandatory Extra Help

Study Hall

Supervised Study Hall

Testing Policy

Transfer Credits

Academic Support and Tutoring

Although teachers offer a reasonable amount of individual help outside of class, sometimes students need more extensive individual support. TASIS employs a Learner Support Coordinator to accommodate students who require extra assistance. Additionally, private tutoring with adult tutors is available, and is charged separately. Peer tutoring is available for some courses. When requested, the Learner Support Coordinator will endeavor to secure (but cannot always guarantee) a tutor. Requests for tutoring must be submitted in writing by the parents. A tutoring request form is available from the Academic Dean.

There are several Academic Support Centers available after school and during Study Hall. Students can find teachers ready to provide academic support and help in Mathematics, EAL, Writing, and Foreign Languages. The schedule of times and locations for these Academic Support Centers is published each September.

Vacation Dates

Vacation dates are scheduled to accommodate academic requirements as well as to afford adequate time for students to travel and spend time with family. It is extremely important that the number of days allotted to classes is not reduced by early departures or late returns at vacations and weekends. The School will be open for early arrivals and late departures two days before and after winter vacation and two days before and after spring vacation to accommodate problems in scheduling student travel without missing class time.

Fall semester final exams take place immediately before winter vacation. The School discourages the rescheduling of exams and tests because it compromises test security and disrupts the class. Due to the time and expense involved in creating, proctoring and scheduling extra exams, the School charges an administrative fee of CHF 100 for each final exam which is rescheduled. Fall final exams which must be rescheduled are given in January.

TASIS offers a warm and caring environment for the many students and faculty from around the world who live and work at the School. Students and faculty work together in a variety of capacities to build close relationships, which are the basis of the TASIS community. Through the many co-curricular activities offered at the School, students have the opportunity to develop and explore their talents and interests.

We believe that all students need a safe and secure place to clarify and communicate their concerns and issues. Advisor groups fill that need by providing a structured, ongoing and positive vehicle to foster an atmosphere of trust and learning among adults and students, and by serving as a mechanism for developing the shared values of our community.

Each student at TASIS has a faculty advisor to provide guidance and support. The Advisor serves as the student's advocate, mentor, role model, and listener, and works with students both individually and in small groups. Advisor groups meet regularly and dine together at Wednesday's family-style dinner. Reports from the Advisor are sent home to parents regularly. The advisor system functions under the guidance of the Dean of Student Affairs with the close cooperation of the other members of the School's Administration and faculty.

The Dean Team is led by the Dean of Student Affairs and is composed of the Middle School Head and the four Grade Level Deans (grades 9, 10, 11 and 12/PG). The Dean Team is responsible for supporting students' learning and personal growth, monitoring student behavior, and ensuring that students are treated fairly while still being held accountable for their actions. Each Dean serves as a central point of contact for each of their students and monitors their overall progress from an academic, social and emotional perspective. Deans coordinate closely with the student, the student's Advisor, the faculty, parents and Administration to determine appropriate means of intervention for students experiencing difficulties. The Deans also oversee the management of student discipline issues in all facets of TASIS life, including the classroom, dormitories, sports, travel, cultural engagements, and any other time when students are entrusted to the school.

The School employs a Counselor for emotional and behavioral support. The Counselor can provide individual counseling and small group sessions, and facilitates workshops for students and faculty. Students can schedule appointments directly or can be referred by their Advisor, Grade Dean or Dorm Parent.

All TASIS students in grades 9-13 are required to participate in the Service Learning program. There are a variety of different clubs to appeal to different student interests, which include local, regional and international organizations, from political to environmental to humanitarian goals. Each student is expected to participate in at least one Service Learning endeavor where they see a project through from beginning to end. Each club will develop its individual goals at the beginning of the academic year through student initiative. High School students will be expected to become

STUDENT LIFE

Advisor Program

Dean Team

Counselor

Service Learning (EMBRACE)

dedicated members to at least one group over the course of the year. Middle School students will complete their annual Service Learning Requirement during a single trimester.

Completion of the Service Learning expectation is a graduation requirement and students who fail to meet this requirement must make up hours during the summer holidays. Seniors will not receive their diploma until the requirement is satisfied.

Activities and Clubs

A number of co-curricular activities and clubs are available at TASIS. A sampling of the wide variety of interests represented includes:

Assisting Children with AIDS (ACA): ACA is a charitable organization founded by TASIS Schools. In 2002 ACA purchased, remodeled, and staffed an apartment (called Casa TASIS-ACA) in Bucharest, Romania, for two abandoned teenage girls who are HIV-positive. ACA members continue to raise money for the home's operating expenses, working closely with its partner in Bucharest, Health Aid Romania. Students also learn about AIDS, its global impact, and about individuals who work with this disease. Only ACA members are eligible to participate in the Spring Academic Travel to Romania.

Big Brothers and Big Sisters: High school students serve as mentors to Middle School students. The BIGS help the younger students adjust to life in Switzerland, at a boarding school and at TASIS specifically. The program focuses on developing mentoring and leadership skills.

CAMEO: The Cancer and Malaria Educational Organization is a student-initiated project. Its dual focus of cancer and malaria reflects the different medical problems faced by both developed and developing countries. Students discuss these medical conditions and their societal impact around the world. Students raise funds for mosquito nets in Kenya and Zambia and help cancer research in the local area of Ticino. Students develop leadership skills and organizational skills through teamwork and planning events.

Casa Elisabetta: Casa Elisabetta is a domestic violence shelter and orphanage in downtown Lugano. TASIS students visit Casa Elisabetta and play with the children once a month. They also organize a Holiday gift-giving campaign where advisory groups, individual teachers and students can give a gift to a child at the home.

Choir: School choirs perform at assemblies and during Family Weekend and share their talents at the Christmas Concert and the Spring Arts Festival.

Collina d'Oro (Yearbook): The yearbook staff meets regularly, and many students are needed to plan, organize and create a yearbook. Roles include working on layout and design, photography, writing, graphics, and fundraising.

Drama: There are auditions two times a year for school drama productions which are normally performed each semester

Environmental Club: This student-run club meets regularly to plan a variety of activities including educational and fundraising events to support environmental projects around the world. The major event of the year is Environmental Awareness Week, which includes consciousness-raising events such as a knowledge bowl, bake sale, Toad Patrol, hike-a-thon, river cleanup, coffee house, guest speakers, student displays, and presentations. Environmental Club also helps organize the School's recycling efforts. Aluminum cans may be recycled in the snack bar. Paper recycling bins are in school offices, classrooms, and dorms. In addition, the local community has glass recycling centers by the community trash collection points.

Instrumental Groups: Formed around student interests and abilities, instrumental groups play at school assemblies and during Family Weekend, the Christmas Concert, and the Spring Arts Festival.

Model United Nations and Model Congress: Students in Model UN and Model Congress gain experience in debate and parliamentary procedure by taking on the role of a country delegate, officer, Congress-man, Supreme Court Justice, or journalist, among others. They learn how the real United Nations, United States Congress, and other international and domestic institutions function. In the fall semester, the Model UN group usually attends a conference, and in the spring the Model Congress group may travel to a conference organized by Harvard University students.

Peer Educators: Students participate in training with the counselor once a week to learn to facilitate discussion about important, personal and sometimes sensitive topics. Peer educators work in pairs to lead small-group discussion for younger students (6-8 students in a group). Topics include transition to life at TASIS, friendship and dating, stress, healthy living at TASIS, bullying and many others.

Peer Tutoring: Top students in different areas of study work with the Academic Help Centers to tutor students that are struggling in certain subjects. Tutors further develop their knowledge of the subject by explaining concepts to other students. They also develop confidence through the formal recognition of their talents.

Prom Committee: The Prom Committee is in charge of planning the senior prom and raising money to offset the cost of tickets. Juniors and seniors are eligible to apply.

Serving Africa: Students learn about different countries in Africa in preparation for a summer trip to Zambia and Botswana. Students learn about educational disparities and are challenged to grapple with the demands of teaching in an impoverished school as they prepare lesson plans for the summer trip. Students develop leadership skills through

organizing fundraising events for projects in Zambia and Botswana. Students are made aware of responsible travel. A group of club members are eligible to participate in the summer trip.

Student Council: The High School Student Council consists of a Student Body President and Vice President and three representatives from each class in the High School who work together to advance the quality of student life. As liaisons between the students and the Administration, members are responsible for representing the student body's interests effectively and accurately. The Student Council promotes unity and co-operation in the School community by planning, conducting, and overseeing activities that foster school spirit. Executive officers and representatives are elected every spring for the following year.

The Student Council in the Middle School has a similar mission, and is composed of four members chosen in the fall semester.

WISER (Women's Institute for Secondary Education and Research): TASIS Students support WISER, the first all girls' boarding school in Muhuru Bay, Kenya, a small, poor fishing village on Lake Victoria. Students discuss the issues surrounding education, female empowerment, poverty and HIV/AIDS, and how these are connected. Students learn about the community of Muhuru Bay while working in a global partnership to provide opportunities for girls. Students raise funds to sponsor one girl's scholarship to WISER. A group of club members also have the opportunity to travel to Muhuru Bay to visit WISER for Spring Academic Travel.

House System

The House System is the center of student life at TASIS, and every boarding student is a member of one of our six Houses: De Nobili, Certenago, Monticello, Hadsall, Belvedere, and Del Sole. The House System provides students with a sense of community as they meet in these groups once a week throughout the year. House meeting time may be used for social events, outside speakers, discussions, films, news updates, and activity planning. Each House is responsible for organizing weekend activities. Successful events have included dances, scavenger hunts, quiz shows, bowling, barbecues, dating games, carnivals, sports competitions, and Halloween, Christmas, and Valentine's events as well as trips to local sites.

Banking

TASIS offers an Automatic Teller Machine (ATM)/Bancomat service through Raiffeisen Bank (www.raiffeisen.ch) on our campus. The School assists families in opening an account with the bank. Once an account is established:

- Parents are able to wire money directly from abroad to the student bank account at Raiffeisen
- Parents are able to set daily and monthly limits on the withdrawals
- TASIS is able to send parents bank statements by e-mail or hard copy
- Students are able to use the card for CHF and EUR withdrawals, and their ATM card gives them access to over 1200 ATM/Bancomat machines across Switzerland
- When the student leaves the school, parents indicate where the balance of money should be wired

The annual cost of this service (ATM card, ATM/Bancomat access, account management, etc.) is approximately CHF 30, and will be charged by the bank on each separate account.

Meals at TASIS are served buffet-style with the exception of the Wednesday evening family-style Advisor dinner. Meals are among the most important times for coming together as a community. Consequently, students are expected to behave with decorum while in the dining hall. The following rules are in effect in the dining hall:

Dining Hall

- Advisor Dinner is conducted in class wear and attendance is compulsory
- Class wear is required in the dining hall for breakfast and lunch on Academic Days
- Casual wear is acceptable for dinners (other than Advisor Dinner) and on weekends
- Students may never attend meals in their pajamas
- Students must wear appropriate footwear (no slippers) at all times
- Students are responsible for clearing their tables when they are finished eating
- No hats or head coverings, other than those worn for religious purposes, are allowed in the dining hall at any time
- Headphones may not be worn during meals
- No dishes, cups, glasses or silverware are to be removed from the dining hall
- Except for single servings of fresh fruit, food or drink is not to be taken from the dining hall

TASIS understands the importance of good, nutritious meals to a student's education, well-being and happiness. While TASIS cannot honor every request, the School will endeavor to help those students with special dietary requirements. Please bring your special dietary needs to the attention of the Nurses and the Dean of Student Affairs. If students have suggestions relating to food service they should speak to the Dean of Student Affairs.

All students participate in Academic Travel trips twice a year, for four days in the fall and six days in the winter. This travel is part of the curriculum, is included within the tuition fees and is required for all students. Students are assigned to trips. In some cases, assignments are specific to grade-level, courses of study or particular student interests.

Academic Travel

Course-related trips may include biology field work, art history in Tuscany, language home-stays, physics and photography. Special focus trips have included helping in an orphanage, working on an archeological dig, cooking, a majolica pottery workshop, and helping scientists study dolphins off the coast of Spain. Activity trips have included Outward Bound and alpine activities as well as sailing, sea-kayaking, and ski-mountaineering. Cultural trips have included many of Europe's major cities as well as Jordan and Morocco.

A TASIS Proctor provides an essential link between students and the faculty. Working within the House System, a Proctor strives to welcome new members of the student body and works to ensure the well-being of student members of the school community. Proctors are members of the upper classes who possess excellent academic standing and who have applied and been accepted to a leadership role within the School. Proctors are primarily drawn from the Senior class – although outstanding Juniors

Proctors

RESIDENTIAL LIFE

are also encouraged to apply - and are selected in May for the following year. Normally several Proctors are assigned to each House, and as House leaders, Proctors set the standard for fairness and objectivity and recognize the need to intervene and seek guidance in times of crisis. Their goal is to make life at TASIS welcoming, comfortable, safe, and enjoyable by setting positive examples for all who live and work in their House.

Religious Services

TASIS encourages students to practice their religions and helps students find an appropriate place of worship. Local English-speaking options include a mosque, a synagogue, and Catholic and Anglican churches. Orthodox Christian services are also held in Lugano.

Weekend Activities

Under the guidance of faculty members, TASIS offers numerous opportunities for social and cultural enjoyment. Students share in the planning of many of these events and are often responsible for their execution. Some of these events have become TASIS traditions, such as the Spring Arts Festival, the Halloween Celebration, Casino Night, Family Weekend, the Boat Dance, International Week, Knowledge Bowl, Environmental Awareness Week, the Winter Dance and the Christmas Service.

Weekend Trips

Some weekend activities take place off-campus and under faculty supervision. These activities include exploring museums, local markets and villages, and outdoor sports in nearby Zermatt, Andermatt, St. Moritz, and Val Verzasca. Some day trips are free and overnight trips usually cost from CHF 250-400. To encourage participation, the School subsidizes many weekend trips.

Off-Campus Permission

The campus boundaries are indicated by the colored area on the campus map (see back cover).

Only High School students on the Dean's List, whether Day Students or Boarding, may go off-campus during the Academic Day. All exceptions must be approved in advance by the Duty Administrator, a Dean, or the School Nurse.

Middle School boarding students are only allowed off-campus on Friday afternoons after classes, Saturday from 12:00 to 19:00 and Sunday from 12:00 to 19:40, and they must be in groups of two or more.

9th grade boarding students are only allowed off-campus on Fridays after classes until 22:30, Saturday until 19:00 and Sunday until 19:40.

Students may not go beyond the limits of Lugano without completing a travel form.

Boarding students excused from any classes, sports, or other commitments for medical reasons are expected to rest and may not leave campus that day unless for a medical appointment. They must remain on campus even if they are feeling well enough to travel.

Private Apartments

Boarding students may not visit or have access to private apartments where a parent is not in residence in the Lugano area unless they have permission from the Administration. If the family keeps a vacant apartment in Lugano and keys are left with the student, these keys must be submitted to the Headmaster for safekeeping.

Every student has the right to expect reasonable privacy, respect for feelings and belongings, and a tranquil living environment in his or her dorm room. As the dormitory is a student's temporary home, as well as the more permanent home of the dorm faculty, consideration for others and community spirit are vital. When cooperation and understanding prevail, dormitory life becomes the source of meaningful and lasting friendships.

Learning to live with others is an important part of boarding school life, and the dorm offers a chance to meet people one would otherwise never meet. A roommate may have ideas, language, food, clothes, or traditions that seem strange at first. However, this unique opportunity to learn about different cultures is an integral part of residential life.

To facilitate an appreciation of other cultures, students of the same non-English language group will rarely room together. Room changes are made only under extreme circumstances and must be approved by the Dean of Student Affairs.

Students are responsible for cleaning their own rooms and common areas in the dormitory. Rooms must be kept neat at all times, and inspections take place daily, including weekends, at unannounced times. Students who do not pass room inspection will be required to stay in the room until their room is clean or serve other penalties assigned by the dorm resident. Repeated failures may warrant a stronger response. Expectations for presentable rooms include:

- All beds neatly made
- Floor clear of litter and clothing
- Laundry in a laundry bag
- Desk, shelves, and bureau surfaces in reasonable order
- No open food, empty food containers or dirty dishes
- Lockers locked and drawers and closets closed
- Lights and music off, if the room is unoccupied
- No items from the dining room in the room
- Washrooms tidy and cleared of clothing

Stereos: Stereo equipment is permitted in the dormitories and on campus with the following restrictions:

- Headphones should not be worn or used in public places during the Academic Day, during school events, or during meals
- During Study Hall music is allowed with headphones only and must not be audible to others in the room
- Music may not be heard outside the room

Violators will have the equipment confiscated and may be subject to additional discipline.

Televisions: Televisions are not permitted in the dormitories. Computer monitor size is limited to 24"/60 cm.

Electrical Appliances: Students may not have hot plates, space heaters, rice cookers, refrigerators, toasters, microwaves, or similar appliances. Only sealed hot water heaters for hot drinks may be used in student dorms.

Room Inspection

Audio Equipment and Appliances

Violators will have the equipment confiscated and may be subject to additional discipline.

Decorations

Students may decorate their rooms within the bounds of decency and good taste. In keeping with this rule, posters that advertise or glorify alcohol, tobacco or drugs, and those that are sexually explicit or contain violent, racist or hate messages or images are expressly forbidden. Additionally, beer, wine, or alcohol bottles (including empty bottles) and glasses are not appropriate decorations. A parent, faculty member, roommate or student may object to any decoration by speaking to the appropriate Dormitory Head or to the Dean of Student Affairs.

To avoid damaging the walls, students should observe the following guidelines:

- Tacks may only be used to hang posters or mount smaller pictures on specially provided wallboards
- No stickers are allowed on any walls, doors or furnishings
- No tape is allowed on wallpaper
- No tacks may be used on wood, including doors, door frames and window frames

For reasons of fire safety, nothing may be hung from the ceiling and the room exits cannot be blocked in any way.

Damages

When students arrive, they can expect that their rooms will be in good condition. Students will be billed for any damage done to the room. If anything breaks, goes missing or does not work (from the light switch to the hot water), a Dorm Parent should be notified immediately so that it can be repaired. Students are not to write on or carve into any property in the School or community.

Laundry and Linens

The School offers a weekly laundry service to all boarders. Laundry must be:

- Properly labeled with personal laundry numbers (from the Admissions Office)
- Placed in a laundry bag with a completed laundry list
- Delivered to the laundry before noon on Monday (girls), or before noon on Tuesday (boys)

Laundry is dropped off and picked up in one of two locations (in the basement of Aurora or on the ground floor of Giani Right) depending on which dormitory a student lives in.

Clean laundry will be ready for pick-up on Thursday for girls and Friday for boys. Sheets may be exchanged any weekday by contacting the Dorm Parent on duty.

The School also provides coin-operated laundry machines for students in the laundry room in Aurora.

Keycards

All TASIS dormitories are protected by electro-mechanical locks that are operated with a keycard. All boarding students will be issued a keycard that will give them access to their own dormitory until the evening check-in,

as well access to approved classroom spaces during the Academic Day. Lost keycards need to be reported immediately to the Dean of Student Affairs. Replacement cards cost CHF 30 and will be billed to students' accounts.

Dorm Parents issue combination locks for closets at the beginning of the year. Students must use the School-issued combination lock on their closet whenever they leave the room and must not keep large sums of money or other valuables in the room. Valuables may be checked at Reception or with the Duty Administrator.

The School is not responsible for lost or stolen items.

Locks are returned at the end of the year. If a student forgets the combination or needs a new lock during the year, the Dormitory Head should be notified. New locks cost CHF 10 each.

Kitchens are available for student use under faculty supervision in Monticello and Belvedere. Students who use these facilities are responsible for their thorough cleaning immediately after use. Students may not cook in their rooms.

Because respect for the property and privacy of others is essential for people living in a community, the following rules are enforced in all dormitories:

- No students may enter any dormitory (beyond the 'Dormitory Begins Here' sign) other than their own unless they are accompanied by a resident of that dorm
- No student under any circumstances may enter another student's room if the occupant is not present
- No student may give another student permission to enter or stay in the room if the occupant is not physically present in the room
- If a student needs to retrieve a possession that is in another student's unoccupied room, he or she must ask the permission of and be accompanied by a faculty member or Proctor

Each weekday, advisors deliver mail and internal messages, along with slips for packages held in the reception office or faculty work room. Mail should be addressed to:

Student Name
c/o TASIS
The American School in Switzerland
CH-6926 Montagnola, Collina d'Oro
Switzerland

Students are responsible for all shipping costs and customs duties for any packages they receive. Student accounts will be billed for unpaid customs and/or shipping charges.

Lockers

Cooking

Unoccupied Room Policy

Mail

Coed Visitation and Open Dorm

Boys are not permitted in girls' dormitories and vice versa. The dormitory areas of multiple-use buildings are clearly marked with 'Dormitory Begins Here' signs. Coed visitation may, however, be allowed in designated areas of the dormitory buildings under the following conditions:

- Visitation takes place in a space that is accessible without passing through the restricted areas of the dormitory
- All visitors check-in with the Dorm Parent on duty
- Doors are open and lights are on
- Student conduct reflects respectful and reasonable social interaction

Students who fail to abide by these guidelines or comply with the requests of Dorm Parents will lose the privilege of visitation.

Some weekends a dorm will offer an 'Open Dorm' when students of both sexes may visit throughout the dormitory. At this time, all student-room doors must be completely open and the lights must remain on for the entire time period, whether or not a guest is present. A faculty chaperone will be present and will circulate regularly throughout the dorm.

Off-Limits

If deemed necessary, an area may be put off-limits. When a dormitory is off-limits, only the people who live in that dorm are allowed to enter. Non-resident students may **NOT** enter a dormitory that has been placed off-limits even if accompanied by a resident of that dorm.

Pets

For reasons of health, maintenance, and the number of scheduled extended absences throughout the academic year, students may not keep pets of any kind, including fish, in their dormitory.

Pornography

Possession, public display or sharing of materials that are considered offensive or degrading is not permissible. Students may not keep pornography or gratuitously violent material in their rooms. Although a simple breach of this expectation is normally a matter of values clarification and education, it may lead to disciplinary action. Repeated offenses will result in a disciplinary response.

Sleep-Over Guests

Sleep-over guests of the same sex are welcome, but it is the host's responsibility to ensure that all dormitory and school rules are followed, that the room is cleaned after use, that sheets are changed, and that the following procedures are followed:

For another TASIS student. Another TASIS student of the same sex may stay in a student's room on a Friday or Saturday night only if there is a vacant bed, and only if the student:

- completes the appropriate yellow Sleep-Over Form with the required signatures (Dorm Parents on duty for both dorms as well as the student whose bed will be used)
- submits the form to the Duty Administrator by 21:00 on Friday or Saturday

For an outside visitor. A same sex visiting alumnus/a or sibling of the same age may stay in a student's room if there is a vacant bed and if the student:

- asks permission one day in advance from the Dormitory Head
- introduces the guest to the Duty Administrator and the Dorm Parent upon arrival
- ensures that the guest obeys all school rules and is accompanied to school and dorm check-ins by the student host

Special off-campus or late check-in permission (e.g. for dinner with parents) may be obtained from the Duty Administrator. If granted, the student must notify the Dorm Parent on duty.

Suitcases, skis, trunks, or other bulky items shall be stored in the Monticello bunker or in the locked storage space in the dorm. Limited summer storage is available in the bunker if students pack their belongings in suitcases, trunks, or boxes, properly label them, and bring them to the bunker at the appropriate times.

Disclaimer: *TASIS will provide basic security at the storage premises, but TASIS cannot assume any responsibility for items lost or stolen while in storage. TASIS also cannot assume responsibility for items left in dormitory rooms or other campus areas at the end of a term or after a student's departure.*

Study Hall for the Middle School is from 19:00-21:00, for 9th grade from 20:00-21:45, and for the rest of the High School from 20:00-22:00. Study hall is supervised, and in some cases takes place in the classrooms and common spaces of dormitory buildings. A study hall atmosphere will be maintained in these spaces and throughout the dormitory from the beginning of the study period until lights out. Some students will earn the privilege of working in their rooms during the study period. It is expected that students will not have to go to another student's room for materials or questions during study hall.

Students may not make or receive telephone calls on either the dormitory telephone or on their personal telephones during study hall. Failure to abide by this rule will result in temporary confiscation of a student's telephone.

Music is allowed for grades 10 through PG, but with headphones only, and must not be audible to others in the same room.

Students are not allowed to visit each other, take showers, or sleep during study hall. Students wishing to study in approved areas outside the dormitory (computer room, library, etc.) must get permission from the Dorm Parent at check-in.

Although group work during study hall is discouraged, students may occasionally need to work in groups. Group work may only be done in designated common areas and only with the study hall supervisor's permission.

Special Off-Campus or Late Check-In Permission

Storage

Study Hall

**Check-ins:
Weeknights**

When students check-in to their dormitory in the evening, they are expected to remain in the building for the night. It is important that students check-in on time so Dorm Parents can safely account for all residents.

Middle School students check-in at their Study Hall location between 18:45 and 19:00

High School students check-in at their dormitory between 19:40 and 19:50

- Students will check-in with the Dorm Parent on duty at the set location in the dorm
- On study nights, students wishing to study any place else but their dorm must get permission from the Dorm Parent at check-in
- Any student who goes to another dormitory to study is expected to check-in with the Dorm Parent in the other dorm
- Students who leave the dorm to study in another location will check-in upon their return to the dorm, but will not check-in later than 22:00
- Students who would like to go to bed early must inform the Dorm Parent

**Check-ins:
Weekend**

Students have face-to-face check-ins on weekends to ensure their safety and accountability.

7th and 8th graders

Friday: 18:45-19:00 dorm check-in **and remain on campus for the evening**
 20:30-21:00 dorm check-in

Saturday: 18:45-19:00 dorm check-in **and remain on campus for the evening**
 20:30-21:00 dorm check-in

Sunday: 18:45-19:00 check-in for study hall

9th and 10th graders

Friday: 21:30-22:00 dorm check-in

Saturday: 18:30-19:00 dorm check-in and may leave campus until late check-in
 21:30-22:00 dorm check-in

Sunday: 19:40-19:50 dorm check-in for study hall

11th, 12th and PGs

Friday: 22:30-23:00 dorm check-in

Saturday: 22:30-23:00 dorm check-in

Sunday: 19:40-19:50 dorm check-in for study hall

Students must be in their dorms from evening check-in until 06:00 the following morning.

The campus-wide 'lights out' ensures that all students obtain sufficient sleep to be alert and healthy for classes and other activities the following day. Lights must be turned off at the following times:

	Sunday-Thursday	Friday & Saturday
7th & 8th Graders:	22:15	23:00
9th Graders:	22:30	midnight
10th Graders:	22:45	midnight
11th & 12th & PGs:	23:00	midnight

Occasionally students will not finish all academic work by 'lights out' and may wish to continue studying. At the discretion of the Dorm Parent on duty, High School students may request additional study time ('late lights'), but must:

- demonstrate a responsible and diligent attitude during study hall
- request a specific amount of additional study time from the Dorm Parent by 22:00
- use the dorm's common room(s), wherever possible, so as not to disturb roommates

Proctors and PGs are granted 'late lights' automatically without having to ask the Dorm Parent on duty. Other students in grades 11 and 12 with particularly demanding schedules may apply for automatic 'late lights' with the Academic Dean. In all cases, students who abuse their 'late lights' privilege may lose the privilege immediately for a period of time up to the remainder of the semester.

Students must be in their dorms from evening check-in until 'lights out' and in their own rooms from 'lights out' until 06:00 the following morning. The School takes its responsibility for maintaining an orderly and safe pattern of life within a residential setting seriously. Curfew violations, therefore, will result in a serious disciplinary response, possibly including referral for dismissal.

All dormitories are equipped with telephones. Phone conversations should be limited to a reasonable length (10 minutes) to make the telephone available to other students. Calls may not be made during study hall (except by Proctors) or after 'lights out', and on a school night students cannot receive calls after 20:00. Internal calls should be kept brief so phone lines are kept available for external calls.

Students are permitted to have mobile (cellular) telephones but they must be turned off during classes, assemblies, meetings, meals, and study hall. Students must register their mobile telephone number with the School. Students should not receive calls on their mobile phones after 'lights out' except in emergencies. Mobile phones of students who fail to meet these expectations may be confiscated.

In order to appropriately protect the health and safety of our boarding students, TASIS reserves the right to conduct searches of students' rooms, lockers and other possessions. When searches are conducted, TASIS reserves the right to take appropriate disciplinary action in response to any violation of school rules that might be discovered. Although searches may

Lights Out

Late Lights

Curfew

Telephones

**Mobile
(Cellular) Phones**

**Dormitory
Searches**

STUDENT RESPONSIBILITIES

be conducted without specific cause, they will in particular be conducted when incidents occur that may require action from adults (theft or sufficient information regarding the use of drugs or alcohol).

As searching students' property is a serious undertaking, such searches will be conducted with a view toward minimizing the compromise of either student privacy or dormitory security. To ensure this, the following guidelines are in place:

- Searches will be approved by the Headmaster or the Dean of Student Affairs
- After normal working hours and on weekends, searches may be approved by the Duty Administrator
- Searches will be conducted by two adults if possible, with one of those adults being a Dean or Dorm Head
- In most cases, the student will be present during any search of their room or property
- Students may also request that a Proctor be present

Theft Prevention

Theft unfortunately does occur at times in boarding schools. TASIS does not tolerate theft, and, in accordance with school rules, a student found stealing is subject to dismissal.

Caution is the best deterrent against theft.

- Students must never borrow anything without asking the owner first - even if they mean to return it
- Students must not keep large sums of money or other valuables in their room
- Wallets or purses must be locked in the closet whenever they are not needed
- Valuables can be given to the Receptionist or Duty Administrator for safe keeping
- Closets must be locked immediately after use. If a closet is not able to be locked, students must contact the Dorm Parent immediately
- Serial numbers of valuable items should be recorded and kept in a safe place

If students discover they are missing something, they should speak to the Dorm Parent immediately and complete a Theft Report Form. In cases of a series of thefts, local police may be called.

Disclaimer: The School does not assume responsibility for the loss or theft of personal property.

Vacation Departure

During school vacations, the maintenance staff makes necessary repairs and thoroughly cleans all rooms. To ensure that rooms are prepared for this work, Dorm Parents inspect rooms before vacation or Academic Travel. At Winter, Spring, and Summer vacations, Dorm Parents issue departure checklists and will only sign the form when everything is complete. The completed vacation departure form allows a student to obtain his or her passport and airline ticket from the Receptionist. Students who fail to clean their room or move belongings to the bunker for proper summer storage will be billed a cleaning or moving fee, ranging from CHF 50-300.

Whether in class, in the dormitory, or participating in extracurricular activities, TASIS encourages and expects students to aspire to the highest standards of behavior. Students are expected to uphold the standards of the School at all times and have a responsibility to encourage their peers to do the same. Ignorance of a rule is not an acceptable excuse. Students have a responsibility to advise faculty or staff when there is a dangerous situation. Students are expected to be honest in all matters.

The primary educational and social goals of the School are best achieved when everyone arrives for all of their commitments on time and prepared. Students are expected to attend all assemblies, classes, sports practices, Service Learning obligations, required meals and meetings, including class periods before the beginning and after the end of vacation. Teachers, advisors, coaches, Dorm Parents, and Service Learning supervisors take and report attendance regularly. Repeated absences create great difficulties for students, and the School's response can escalate up to suspension and, in extreme cases, dismissal.

An absence will be excused only for medical reasons, illness or death in the family, marriage in the immediate family, or school obligation. All reasons will be reviewed by the appropriate Grade Dean.

The normal response pattern for unexcused class absences is:

- | | |
|-----------------------|---|
| 1st Unexcused absence | Warning |
| 2nd Unexcused absence | Saturday Detention |
| 3rd Unexcused absence | Saturday Detention and Attendance Probation |
| 4th Unexcused absence | 5-Day Internal Suspension including Saturday Detention and Attendance Probation |
| 5th Unexcused absence | Student referred for further disciplinary action |

Other obligations include attendance at assemblies, sport commitments, Service Learning requirements, mandatory meals, meetings, and other required events. The combination of three unexcused absences from any obligation will have the same effect as one unexcused classroom absence.

Attendance Probation normally lasts for a period of 4 weeks. While on Attendance Probation, the student loses travel privileges and further consequences may apply.

If a student misses 8 classes in the fall, or 12 classes in the spring semester, excused or unexcused, the student risks losing credit for that course. If a student misses 10 full days of school in the fall or 15 full days of school in the spring semester (including Academic Travel), excused or unexcused, the student risks losing credit for all courses. Individual cases are reviewed by the Academic Committee.

Attendance

Unexcused Classroom Absences

Other Obligations

Attendance Probation

Attendance (Loss of Credit)

National and Religious Holidays

TASIS places the highest priority on the academic program and class attendance. Because of this emphasis, TASIS does not routinely cancel classes solely due to local, American, or other national holidays. It would be impossible for the School to provide equal and adequate recognition of all major holidays from the more than 40 nations, cultures, and religions represented in the student body. For these reasons, classes are not canceled for specific holidays, and students are not excused from classes for specific holidays. TASIS is aware of and sensitive to the wide range of cultures that enrich the community environment. With this in mind, TASIS will make all reasonable efforts to help students recognize and celebrate individual national and religious holidays before and after the class day.

Fire Procedures

The Fire Procedures are established for the safety of everyone in the TASIS Community. Drills of these basic procedures will be conducted periodically. The following guidelines should be observed:

- If a fire is found and cannot be extinguished easily, sound the alarm in that building
- When the alarm is sounded, exit the room immediately, after closing all windows and after feeling if the door is hot before opening it
- Proceed quickly, quietly and in an orderly fashion out of the building to the established meeting point
- Stand quietly until the all-clear signal has been given or other instructions have been given

Fire Safety

Smoking and the use of flames are strictly forbidden in all school buildings and accommodations occupied by the School during travel. Students who are found to be smoking in any such building, or who are found in the room with someone who is, are subject to immediate suspension. Balconies and terraces connected to buildings are included in this prohibition.

Fireworks and other explosives, candles, heating appliances and cookers, irons, incense, matches, lighters, lighter fluid and cigarettes are absolutely prohibited in school buildings.

Fire extinguishers and other fire fighting equipment and fire prevention, escape, or detection devices must not be tampered with. Violation of any fire safety rule is grounds for immediate suspension.

Other Safety Considerations

Students are not permitted on the roof of any TASIS building. Students may not possess a weapon or other dangerous object in any school building or on school property, school provided transportation or at school functions. Dangerous objects include (without implied limitation): firearms, explosive devices, pellet guns and knives (except small pocket knives). Possession of a weapon is a major rule violation and may result in suspension or dismissal.

Gambling

Gambling for personal gain is strictly prohibited on campus or during school sponsored trips or activities. Students engaging in gambling are subject to disciplinary responses up to and including referral for dismissal.

Litter and Gum

Members of the School community are expected to keep the campus and surrounding property free of litter. Gum chewing is not allowed during classes or athletic competitions or practices, or in the library, dining hall, or gymnasium at any time. Chewed gum should be disposed of properly.

TASIS is situated in a small village community, and it is important that our behavior shows consideration for our neighbors by avoiding excess noise and not disturbing the peace. The gymnasium and outdoor sports area may not be used after 20:00 except for organized, supervised school activities. No music is allowed out-of-doors or on the local buses. Music is allowed in the Palestra only with the approval of the Administration. Much of the property adjoining the campus is privately owned. When in doubt, students should presume property is private. The Sant'Abbondio Cemetery and all other private property and private roads are off-limits to students unless they are given specific permission to be in those areas.

Intimate expressions of affection, including kissing, prolonged hugging, lap-sitting, and inappropriate touching, are not acceptable in any public area, and are prohibited on campus. Students are subject to disciplinary action for public displays of affection

Safety of the participating students and others should always be the prime consideration. Students must stay off public roads and be vigilant of the safety of others. On-campus, students may only skateboard or rollerblade on the outside basketball courts. Students should wear protective equipment on their elbows, knees, wrists, and head.

- **Automobiles:** Boarding students are not allowed to have cars on campus. Boarding students may ride only in vehicles driven by their parents or other adults approved by their parents, a member of the faculty or a faculty spouse, or a professional driver (taxi, etc.), never another student. Day students over age 18, in accordance with Swiss Law, may drive cars to and from the School with parental permission, but they may not carry boarding students at any time. Day students must use the public parking lots near campus. Day students may not park on school property unless given specific permission to do so.
- **Hitchhiking** is never permitted.
- **Motorcycles:** No boarding student may drive or ride a motorcycle or moped. Day students must be licensed, and may never ride with a boarding student.
- **Bicycles:** Students must have parental permission to have and ride bicycles. Bicycles must be properly registered and licensed according to local regulation. Students must wear helmets.

The School has two different dress codes, class wear and casual wear, which help to maintain an environment of professionalism and serious endeavor as well as provide a reasonable standard of dress, both on- and off-campus. Because of continual changes in style, it is important that the spirit as well as the letter of the dress code be honored.

Students must be clean, neat, and well-groomed at all times. Students who violate the spirit and/or the letter of the dress code may be asked to change, and day students may be asked to return home to change. The decision of any faculty member regarding the dress code is to be respected. More strict disciplinary consequences may result if further violations occur.

Neighbors

Public Displays of Affection

Skateboarding and Rollerblading

Transportation

Dress Code

Standards of Dress

Class wear in the **Middle School** is the Middle School Uniform.

Class wear in the **High School** consists of clothing which conveys a level of formality. It must be worn throughout the class day when outside the dormitory area, from breakfast until the end of the last class period of the day or the end of Assembly on Tuesdays. Class wear must be worn during advisor dinners and at occasional cultural events. Students with a legitimate medical excuse from being in dress code should carry a note from a nurse or administrator at all times during the school day.

BOYS WEAR:

- A dress shirt with a tie or a non-zippered turtleneck. The shirt must be tucked in at all times
- From October 1 to May 1 (or as announced by the Headmaster) a suit jacket or dress sweater in addition to the shirt/tie or turtleneck, above
- Tailored trousers (suit pants) with a belt
- Dress shoes: Oxfords (lace-ups) or loafers
- Socks

GIRLS WEAR:

- Dresses
- Skirts: hem may not be higher than hand-width from the knee-cap
- Tailored shirts, blouses, and dress tops which are long enough to cover the entire mid-section completely at all times
- Tailored trousers (suit pants)
- From October 1-May 1 (or as announced by the Headmaster) a cardigan, dress sweater, or blazer (suit jacket) in addition to the blouse /dress top required, above.
- Dress shoes or heeled sandals with a back piece

Optional TASIS Logo-Wear

Until October 1 and after May 1 (or as announced by the Headmaster) both boys and girls may wear the official TASIS logo polo shirt instead of their usual class wear tops. See the Community Life section of the TASIS website (www.tasis.com) for ordering information.

NOT ACCEPTABLE:

- Clothing with visible or offensive messages, logos, slogans, designs, etc.
- T-shirts or non-TASIS polo-style shirts
- Tops with low necklines, strapless tops, spaghetti straps, tops which reveal the mid-section, back, or sides
- Hooded sweaters of any kind; sweatshirts
- Athletic, denim, or casual jackets
- Denim or jean-style pants, cargo pants, shorts (any pants above the knee), casual capris or rolled-up pants, low-slung pants which reveal the mid-section and backside
- Athletic shoes, athletically inspired shoes, sneakers or trainers, hiking, combat, or Timberland-style work boots, flip-flops or thong-style shoes, cloth or plastic shoes, slippers
- Baseball caps, indoors or outdoors; hats indoors (exceptions may be made for religious headwear)
- Ostentatious or tasteless accessories, cosmetics, or hairstyles
- Headphones

Casual Wear may be worn after the end of the Academic Day or after sports during the week and on weekends. While allowing for more choice and personal expression, students must still use discretion when choosing casual clothing. The following clothing is never allowed:

- Clothing bearing inappropriate or vulgar messages, advocating violence, or containing profanity or sexual references or clothing that advertises or promotes alcohol, cigarettes, and drug products
- Any items which are torn, ripped, dirty or in poor repair
- Halter tops, spaghetti straps, tube tops, strapless tops or tops which reveal the stomach, back, or sides
- Hats indoors
- Pajamas or slippers outside of the dormitory
- Underwear showing
- Bare feet; footwear is always required.

Occasionally the School will sponsor a "no dress code" day - normally as a fundraising event for a School-sponsored charitable organization. Class wear is not required on "no dress code" days, but clothing must still be appropriate and reflect the values of the School. See the restrictions under casual wear for more guidance.

Casual Wear

No Dress Code Day

INFORMATION TECHNOLOGY: ETHICAL USE POLICY

Computers at TASIS are for academic use as well as appropriate, constructive communication. Use for entertainment is also permitted as long as such use respects the safety, privacy, and dignity of others. Students have access to network servers, printers and the Internet. By signing the admissions agreement, every student and his or her legal guardian agrees to abide by the School's Ethical Use Policy. All restrictions apply to all students, including those who bring their own personal computers and those who transmit information on the School's network or to TASIS e-mail accounts. Access to computers may be restricted if it is found to interfere with a student's academic, community, or social responsibilities. In addition, students must respect all local, national, and international laws and must obtain explicit permission (or legal copyright license) to possess a file. (Possession includes files stored on any electronic or other media owned by the student, the student's file server account, or the student's personal computer).

Acceptable activities include:

- network printing
- downloading files free of copyright violations
- appropriate e-mail communication
- storing files created by the student on the TASIS file server
- surfing websites which are in sympathy with TASIS values

All other activities are deemed inappropriate and out of sympathy with TASIS, including any activity that interferes with normal operations. Below is an incomplete list of activities that are serious violations of TASIS values:

- pornography
- gambling
- illegal actions
- cultural, religious, or racial slander
- scanning networks or computer systems
- accessing unauthorized materials, files, or systems
- possessing files or programs that violate copyright laws
- scanning or otherwise collecting information on computer systems
- collecting (sniffing) network information not intended for the recipient
- possessing files that the student did not create and does not have explicit permission to possess from the creator. Violations of this policy will be treated as theft or plagiarism.

Neither e-mail nor the Internet may be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual or the School, or discloses any personal information without authorization.

Students must abide by the rules for acceptable file permission and acceptable software use as stated in the agreement signed at the beginning of a student's annual enrollment.

The following non-academic activities are tolerated during non-academic hours on personal computers only:

- network games
- computer games
- instant messaging, IRC, IRQ and interactive communication

Out of school computer use that has a detrimental impact on the school community is also prohibited and may be grounds for disciplinary action. Examples of inappropriate out of school computer use (without implied limitation) include:

- making threats against members of the school community
- sending harassing or offensive messages
- adversely affecting the work, privacy and access of other users
- adversely reflecting on the students or the School

If there is suspicion of violation of any of the above policies, the student understands that his or her computer, server accounts, and personal property may be searched. Threatening to attack or compromise computer systems is a serious violation of the acceptable use policy.

If a student is found guilty of any violation of this ethical use policy, the student will be subject to termination of access to the School's computing resources as well as to disciplinary action. The student may be held financially responsible for repairs and investigations of violations.

Computer Use Violations

SPORTS AT TASIS

We believe that athletics plays an integral part in the intellectual, social and even spiritual development of each of our students. We therefore require each of our High School students to participate in athletics, and particularly encourage them to participate in team sports. Our aims are to foster within students a positive attitude and pride in doing their best — regardless of the outcome or the score — and to develop within them a commitment to a team and the dedication and sacrifice that such a commitment entails.

Sports Requirement

The sports requirement encourages High School students to explore a variety of sports after school. Students are required to participate in either a competitive varsity team sport, or afternoon recreational sports, or PE classes (for students in 11th-13th grades). This requirement results in all students being involved in some type of physical activity for 2-4 times a week with the following exceptions:

- **Outside of TASIS Sports:** Students may organize sports outside of school, but they must provide documentation and receive approval from the Athletic Director
- **Musical:** Students involved in the musical may be given permission to attend music or dance rehearsals in lieu of their sports requirement
- **Heavy Academic Load:** With approval from the Academic Dean and Athletic Director, students may qualify to take sports only once a week.

All students are required to participate in the after-school sports program for all three seasons to meet diploma requirements. Students are further encouraged to attend the special winter ski program which includes required ski or snowboard instruction (see below).

Sports Attendance

TASIS expects all students to meet each of their obligations and take all of their responsibilities seriously. This expectation extends to their sports commitment. The combination of three unexcused absences from any obligation (see page 33) including sports, will have the same effect as one unexcused classroom absence.

If a student is not in attendance for at least 60% of his or her sports requirement, whether the absences are excused or unexcused, in any one season, the student risks losing credit for that season. Individual cases are reviewed by the Athletic Director.

Physical Education

Physical education (PE) classes are required for all students in grades 7-10. All 9th graders are required to take a full year of a Healthy Active Living Education (HALE) class which is an integration of PE and health education. All 10th graders are required to take a full year of the High School Physical Education Leadership Class, which meets twice a week and focuses on leadership development and self-awareness through classroom work, sports, and class projects. Both classes (or equivalents) are requirements for graduation.

The Middle School Sports and Activities Program is separate from the High School program. Middle School sports and activities include soccer, basketball, volleyball, badminton, model building, team building, tennis, swimming, and the Middle School Musical. Other activities may be offered depending on student interest and faculty qualifications.

Middle School Sports

Afternoon recreational sports include, but are not limited to, aerobics, rock climbing, indoor soccer, martial arts, beach volleyball, outdoor basketball, badminton, jogging, swimming, fitness, yoga, and Middle School Activities, and at an extra charge, dance, horseback riding, recreational tennis, squash, and golf. Other activities are offered sometimes depending on student interests and faculty qualifications.

Recreational Sports

Varsity team sports offer High School students the opportunity to compete against many schools within Switzerland and in neighboring countries. Competitions generally take place on weekends. Varsity team sports normally include:

Varsity Sports High School

- **Fall Season:** Boys Rugby, Girls & Boys Soccer, Girls & Boys Volleyball
- **Winter Season:** Girls & Boys Basketball, Girls & Boys Swimming
- **Spring Season:** Girls & Boys Tennis, Girls & Boys Track and Field, Boys Golf, Boys & Girls Lacrosse

In January, TASIS relocates to an alpine campus for a week of winter sports and enrichment activities. This week is considered an integral part of our program and is required for all Middle School students. All other students are encouraged and expected to participate. It is an opportunity for building class-cohesiveness (many activities are scheduled by grade), as well as presenting an occasion for exposure to and embracement of the Swiss culture — one of the educational principles on which TASIS is founded. Additionally, TASIS is committed to the development of character, one aspect of which is physical activity. During the ski term every student takes lessons in downhill skiing or snowboarding. All lessons are taught by certified Swiss instructors.

Ski Week

The physical fitness room is located on the lower floor of the Palestra. It contains free weights, weight machines and a variety of cardiovascular trainers (stair-steppers, stationary bicycles, treadmills). At certain times it will be reserved for the use of classes or teams, but most times it is open for general use. Students may only use the fitness room in groups of two or more. A complete statement of the procedures to be followed while using the space is posted in the fitness room.

Physical Fitness Room

STUDENT DISCIPLINE

Students at TASIS are emerging adults in an intense period of personal growth and physical and emotional development. They are seeking an identity, searching for a clear sense of purpose, learning new competencies and assuming a new role of autonomy. TASIS, therefore, attempts to instill a strong sense of communal values as the core of its behavioral education. These values will help shape and complement the students' own emerging values systems.

TASIS students learn to take responsibility for their actions and the consequences of their decisions. Discipline at TASIS is carried out with individual development and personal growth in mind. The goal of discipline at TASIS is to reinforce and enhance self-respect and understanding and to help students live up to the best standards of behavior at all times. We expect and need both students and parents to cooperate with TASIS in following the School's policies and rules.

The School reserves the right to impose a disciplinary response on any student, whether resident or day, whose conduct, wherever and whenever it may occur, is out of sympathy with the goals and ideals of the School as determined by the Administration and/or Conduct Review Board. In most cases of dismissal or withdrawal, academic work and credit terminate immediately, regardless of proximity to the end of term.

Major school rules cover conduct that makes a student subject to serious disciplinary response, including possible referral for dismissal. They include but are not limited to the following:

1. **Honesty:** Students are expected to be honest in all matters. Dishonesty, which can occur in the form of plagiarism, cheating on tests or quizzes, withholding information, supplying false information, or lying, is considered a very serious breach of the trust essential to community life and is contrary to the goals and ideals of TASIS. Students who are dishonest are subject to a disciplinary response up to and including referral for dismissal.
2. **Theft:** Theft of school or personal property, including shoplifting, and credit, bank or phone card fraud, is not in keeping with the ideals of the School. The willful destruction of school or personal property is also considered theft. Students found in possession of another person's property without permission, or who have engaged in the willful destruction thereof, are in violation of major school rules and are subject to dismissal.
3. **Drugs:** The use or possession of any illegal or unauthorized drugs is strictly forbidden. "Unauthorized drugs" include the use or possession of a prescription drug not registered with the Health Center in the student's own name and/or the abuse of a prescription drug even if registered in the student's own name. Possessing drug-related paraphernalia, materials to tamper with drug testing, or attempting to tamper with drug testing, is also strictly forbidden.

Any violation of the TASIS drug policy, including testing positive on a drug test (even if this is the result of the student's drug use while not at TASIS),

and refusal to submit to a drug test, will result in immediate dismissal.

TASIS reserves the right to test for drugs at any time during the school year. Parents will be notified of any drug test results. If a student tests positive for drug use, the cost of the drug test will be billed to the student's account.

4. **Fighting/Threatening:** Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated. Fighting includes (without implied limitation) the throwing of punches or serious physical struggle. Likewise, threatening another student will not be tolerated. Threatening includes any behavior, including writing or speaking, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. Any student found to have engaged in fighting or threatening is subject to a disciplinary response up to and including referral for dismissal
5. **Harassment:** Each individual has the right to live in an atmosphere free of intimidation and hostility. Harassment is unwelcome verbal or physical conduct which is intimidating, threatening, or demeaning. Students who harass other members of the community are subject to dismissal. Listed are some examples of inappropriate behavior:
 - Uninvited pressure for sexual activity whether explicit or implicit
 - Obscene or suggestive remarks or jokes, verbal abuse, or insults
 - Display of explicit, offensive or demeaning materials
 - Hazing or threats
 - Words or actions which are demeaning with respect to race, religion, ethnic origin, gender, or sexual orientation
 - Undue pressure to use alcohol or drugs
 - Nonconsensual sexual intimacy of any kind (silence is not consent)
6. **Bullying:** Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions, usually in the form of intentional, repeated hurtful acts, words or other behavior such as:
 - Intimidation such as name-calling or threatening
 - Social alienation such as shunning or spreading rumors
 - Physical aggression such as spitting or pushing

Students who believe that they have been a victim of bullying should report the incident to the Headmaster, the Dean of Student Affairs, their Grade Dean, the School Nurse, a Dorm Parent or their Advisor. Any student found to have engaged in bullying is subject to a disciplinary response up to and including referral for dismissal.

7. **Drinking:** In accordance with the laws of the Canton of Ticino, students under 18 years of age are not permitted to drink alcoholic beverages under any circumstances, and the School strongly discourages the consumption of alcoholic beverages by our students. In an effort to blend the School's expectations, parental wishes, and the realities of our international setting, Seniors and Postgraduates 18 years of age or older may, however, consume such beverages in accordance with the guidelines and policies, below.

Major School Rules

- Alcohol may only be consumed by Seniors and Postgraduates
- Alcohol may only be consumed with written parental permission
- Possession, purchase, sale, distribution or being under the influence of alcohol at school or at any school activity is strictly prohibited
- No alcoholic beverage may be bought in stores for later consumption
- No alcoholic beverages or empty alcohol containers may be brought onto the school campus
- Drinking is done with moderation: moderation is defined as a breath alcohol level of no more than 18mg/100ml (0.18), or as measured by a breathalyzer blood alcohol level of no more than 40mg/100ml (0.40)
- Drinking is only allowed on Friday and Saturday evenings
- All consumption must accompany a meal
- No student may drink hard alcoholic beverages (anything other than beer or wine) at any time
- If a student with alcohol permission fails to adhere to the guidelines as written above, that permission will be immediately revoked
- Unchaperoned drinking may only take place in licensed establishments
- Alcohol permission may be withheld at certain times during the school year, (arrival weekends in September and January, the weekend before final exams, etc.) The School reserves the right to revoke a student's alcohol permission at any time

These rules are in effect during all school-sponsored activities including In-Program travel and Ski Week.

TASIS reserves the right to breathalyze students at any time and the right to dismiss any student violating these rules.

- 8 **Possession of Weapons or Other Dangerous Objects:** Students may not possess a weapon or other dangerous object in any school building or on school property, school provided transportation or at school functions. Dangerous objects include (without implied limitation) fire arms, explosive devices, pellet guns and knives (except small pocket knives). Any student found to be in possession of a weapon, or facsimile of a weapon, is subject to a disciplinary response up to and including referral for dismissal.
- 9 **Visitation Violations/Mixed Company:** No student may enter another student's room unless the resident of that room is present. In addition, students are not to enter any dormitory other than their own unless they are accompanied by a resident of that dorm. Boys are not permitted in areas reserved for girls and vice versa. Any student found to be in violation of the mixed company rule is subject to a disciplinary response up to and including referral for dismissal.
- 10 **Tobacco/Smoking:** In keeping with the commitment of the School to the promotion of a healthy lifestyle, smoking and other use or possession of tobacco is not allowed on or off campus. Given the acute dangers of fire, smoking in a school building (or in a school accommodation during a TASIS trip), or being in the presence of those who are, will result in immediate external suspension.

- 11 **Curfew Violations:** Students must remain in their dormitories from evening check-in until 'lights out', and in their own rooms from 'lights out' until 06:00 the following morning. The School takes its responsibility for maintaining an orderly and safe pattern of life for young people within a residential setting seriously. Curfew violations, therefore, will result in a serious disciplinary response possibly including wreferral for dismissal.

TASIS school rules apply to all students while they are under the jurisdiction of the School. Students are considered under School Jurisdiction while in residence at the School, during all school trips and functions, ski week, athletic events, weekend travel, and while traveling to and from school unless off-campus in the company of their parents.

The School reserves the right to dismiss a student who, in the School's judgment, is out of sympathy with the ideals and objectives of the School, even though there may have been no infraction of any specific major school rule.

Other conduct that will result in disciplinary action includes, but is not limited to, violation of any of the other school rules outlined in other places in this Handbook. These rules include but are not limited to: vandalism, off-campus without permission, fire safety or other safety violations, gambling, carriage of boarding students in day student vehicles, inappropriate behavior in class and repeated Dress Code violations.

The School reserves the right to raise any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the School community overall. Disciplinary issues, and the School's responses to them, may be raised in writing, or at any school meeting to include Assembly or Advisor group meetings.

TASIS seeks to maintain a safe and orderly academic community as well as to help individual students and their families confront behavior that may be symptomatic of other difficulties. With these concerns in mind, the School employs a variety of counseling, disciplinary, and administrative responses. Responses to violations of school rules are determined on a case-by-case basis and take into account the seriousness of the offense, the number of previous offenses, any mitigating circumstances, and the student's record as a member of the TASIS community. Possible responses include:

Guidance

The term 'guidance' refers to a variety of conversations with students, from informal discussions, such as that between a student and his or her Advisor, Grade Dean, and/or parents, to professional counseling, such as that between a student and the School Counselor, or an off-campus specialist. Although most guidance situations are private matters between the student and the relevant adults, occasionally, adults and students may, without breaking confidentiality, consult with one another for the benefit of the student. Confidentiality must yield to safety, however, whenever danger to the individual or the community arises (see note, below, and the statement on Confidentiality on pg. 50).

School Jurisdiction

Out of Sympathy

Other Rules

Learning from Our or Other's Mistakes

Disciplinary Responses

Note: When a student is approached out of concerns that have come to the School's attention from student or faculty information of a general nature, we face a counseling situation. When any direct information reveals that a rule or code violation has harmed someone else (e.g., stealing, harassment, providing drugs or alcohol), it may necessitate intervention of a disciplinary nature

Warnings

A student may be given a warning as a disciplinary response. A warning is normally accompanied by assigned meetings with the student's Advisor and/or appropriate Grade Dean to discuss and evaluate the student's behavior. In some cases, a warning may be accompanied by a period of disciplinary probation.

Detentions

Students may be assigned a detention by members of the Dean Team. Detentions are normally held on Saturday mornings and Saturday evenings. Students on detention are normally assigned to a work crew for a morning detention, and to a supervised study hall for an evening detention. Additionally, students may be assigned either a week-night or weekend dormitory detention for infractions of dormitory expectations.

Internal Suspensions

Internal suspensions are serious disciplinary responses that are designed to provide an appropriate corrective environment without interrupting the student's educational development. Students assigned to internal suspension should expect to receive a disciplinary contract that will allow them to share in the decision-making and planning for implementation of changes in their behavior.

Students placed on internal suspension should expect to:

- be restricted to campus for the duration of their suspension—normally between 3 and 7 days and including a weekend.
- be assigned to work crews, study halls or detentions during the weekday afternoons on which they are suspended.
- attend Saturday morning and evening detentions/work-crews.
- attend all of their classes/commitments.
- report for supervised study halls during all of their free periods.
- be restricted to their dormitory rooms from evening check-in until the following morning.

Internal suspensions are normally followed by a period of disciplinary probation (see below). Repeat infractions of a serious nature may result in additional internal suspensions, but may also subject a student to either external suspension or dismissal.

Out of School Suspensions

Under certain conditions, students may need to be temporarily removed from the TASIS community. An out of school suspension is a serious disciplinary response and may be for either a specified or unspecified period of time, and the School reserves the right to place conditions on a student's return to campus.

An external suspension has a normal duration of one week. In all cases of external suspension, students are expected to return to their own homes and be under the supervision of their parents. During their time away from the community, they are expected to focus on the issues which have led to their separation and produce a written request to return to the community. This request should demonstrate several things: an understanding of the seriousness of their infraction, a statement of how they used their time away from the School constructively, and a renewed commitment to the TASIS Community.

In some serious cases, such as when a student's presence poses a danger to a person or property or poses an ongoing threat of disrupting the academic process, a student may be externally suspended pending a further disciplinary review process that may result in that student being dismissed.

When/if a student is allowed to return to school, he or she will be expected to make up all academic work missed during the suspension time, including any missed examinations, as quickly as possible, but in no case will they be given more than one week. The principle burden for completing the work will be borne by the student, and teachers will not be expected to re-teach the material missed.

If a student is suspended, his or her parents will be responsible for arranging and financing transportation to and from TASIS. Students who are placed on external suspensions are required to leave campus at the earliest possible time.

When students return to campus after a suspension they will be expected to meet with the appropriate Grade Dean or the Dean of Student Affairs to discuss what they learned from reflecting upon the situation.

Dismissal (Separation)

In all cases of violations of major school rules, separation from TASIS may be the penalty. Final decisions regarding dismissal are made by the Headmaster. The Conduct Review Board (see below) may be convened by the Headmaster to hear cases where dismissal is under consideration. Students who are dismissed from TASIS are required to leave campus at the earliest possible time.

Students who have been dismissed are not allowed on the TASIS campus until after the scheduled graduation of their class unless they are given special permission from either the Headmaster or the Dean of Student Affairs. Seniors who are dismissed are not allowed on the TASIS campus until one year after the date of the graduation of their class, unless they are given special permission from either the Headmaster or the Dean of Student Affairs.

Any claims or settlements arising from absence, withdrawal, or dismissal are subject to the terms of the Enrollment Agreement between the School and the parents or guardians.

Disciplinary Contracts

In many cases students will be issued a disciplinary contract in conjunction with their other consequences. At TASIS we believe in working with our students, and that they can demonstrate their commitment to remaining a member of the TASIS community through meeting the terms of a contractual relationship between the student and the School.

Receiving any disciplinary contract is a serious warning. It means that a student's conduct has been contrary to the best interest of the student or of the School. Students will normally have to write a statement examining the degree to which their actions have disrupted the community and showing cause why they should be allowed to remain a member of the community. The contract will clarify what commitment(s) the student will make in order to remain a member of our community.

Final Warning Letter

In some instances, especially in the case of repeated violations, a disciplinary contract will be issued in the form of a final warning letter. Because students on discipline contracts have already demonstrated behaviors that are not in the best interest of the community, violation of a discipline contract is considered a major rule violation and will result in a disciplinary response. **Violation of a final warning letter normally results in a referral for dismissal.**

Disciplinary Probation

As the result of serious or repeated disciplinary infractions or because of a more general concern that a student is out of sympathy with the goals and ideals of the School, a student may be placed on Disciplinary Probation (in addition to other warnings or probation).

A student on disciplinary probation:

- Loses all travel and drinking privileges,
- Loses Proctor privileges,
- Loses Dean's List status,
- Loses the privilege to appear before the SFRB, and
- Will have any further violation of major school rules or repeated misconduct dealt with by the Administration, which may refer the matter to the Conduct Review Board.

While on disciplinary probation, a student's behavior is expected to be exemplary in all areas. All disciplinary probation cases will be reassessed every six weeks by the Dean of Student Affairs. Parents will be informed immediately when their child is placed on disciplinary probation. Students who do not earn their way off disciplinary probation may be subject to further disciplinary responses, including referral for dismissal.

Disciplinary Review

To ensure that all students are given a fair hearing in disciplinary cases, the following review bodies have been established:

The Student's Advisor serves as the gateway for conversation and/or intervention whenever any teacher or faculty member has a concern about a student's performance, attitude, or well-being. The Advisor may meet with the student to explore the circumstances of an infraction and to guide the student in any subsequent steps of the discipline process. In disciplinary matters, the Advisor will work closely with the appropriate Grade Dean.

Dorm Faculty and Dorm Heads handle most minor issues in the dormitory.

The Dean of Student Affairs and Grade Deans handle major rule violations and repeated minor violations.

The Conduct Review Board is the School's highest disciplinary body. The Conduct Review Board may be convened by the Headmaster to hear cases where dismissal is under consideration, and is normally composed of six or more members of the School's Administration. These normally include, but are not limited to: the Business Manager, or his delegate, the Director of Admissions, the Academic Dean, the Dean of Student Affairs, the appropriate Grade Dean. The Headmaster usually serves as the presiding chair of the Board, but may appoint any other Administrator as chair in his or her stead.

The Headmaster reviews all recommendations from the Conduct Review Board and may, at his discretion, call a meeting of the Administration to review serious violations directly. The Headmaster may also, in some circumstances, take responsibility for handling a matter directly, altering the normal review process, if he or she deems it necessary. For example, in some cases the only appropriate response is immediate withdrawal, or privacy issues may warrant limiting the number of persons involved in the review process.

In all cases before a disciplinary board, students may be accompanied by their Advisor. Students may also bring a fellow student to speak on their behalf.

In deciding on responses, the School considers the student's entire record, including positive contributions and major infractions from the current and previous years. Additionally, the student's handling of the situation is given great importance. Parents may address their concerns regarding the procedure and outcome to the Headmaster.

It is the policy of TASIS to report disciplinary infractions to colleges, educational programs, or other educational institutions to which the student has applied when, in the judgment of the School, it would be irresponsible or unprofessional not to do so. Those situations include, but are not limited to, the following:

- When forwarding information as part of the normal admissions process of the institution
- In response to a request from the institution
- When necessary to update or clarify information previously requested
- When a student leaves the school, withdraws, or is dismissed for disciplinary reasons before his/her senior year
- When a student leaves the school, withdraws, is dismissed, or is suspended for disciplinary reasons during his/her senior year

Disclaimer: *The disciplinary procedures outlined in the Student Handbook are designed to guide the Administration in reaching just decisions. They do not confer any contractual rights to those students accused of violating the School's standards of behavior. Circumstances can vary greatly between cases, and the School reserves the right to modify the disciplinary procedures in any particular case in order to reach a just and timely decision.*

Disclosure of Disciplinary Action

Self-Destructive Behavior

Students who engage in any sort of physically or emotionally self-destructive behavior - including but not limited to suicidal gestures or other serious, self-harming behaviors - are normally asked to leave the community. It is the experience of TASIS that these students need in-depth treatment and cannot successfully engage in an active school life while receiving that treatment.

Confidentiality

Students are encouraged to seek the counsel and assistance of faculty members at any time. In order for this counseling to be effective, the principles of confidentiality will be observed. Faculty members are obliged to refer confidentially held information to the Headmaster or, in his absence, the Dean of Student Affairs, when:

- an individual's health or well-being is in danger
- the security or welfare of the School is at stake, or
- the problems being discussed are beyond the experience and expertise of the faculty member.

Relation with the Local Authorities

Students may find themselves in situations in which the local authorities are involved, or where the School is obligated under Swiss Law to notify those authorities. The School takes its responsibilities to protect its students very seriously. The School will notify parents as soon as possible whenever the local authorities are involved, and will take all necessary steps to ensure that our students are protected in legal situations.

TASIS encourages its students to take advantage of the opportunity for travel that is presented by our location in the heart of Europe. Travel is, however, a privilege, and the School reserves the right to determine suitable destinations and conditions under which travel occurs. The general conditions for travel include, but are not limited to:

- Students wanting to travel, whether for the day or overnight, are responsible completing the appropriate travel form with all required information and returning it to the appropriate Dean by the requested time. Failure to submit all the required information on time may result in disapproval of a request to travel
- If, after submission or approval of a travel request form, any change of itinerary or accommodation occurs, the student must call the School immediately and report those changes by speaking directly with the Duty Administrator. The same proscription applies to any delay in return. Failure to inform the School of changes is considered a serious offense and will result in loss of travel privileges and external suspension
- Students will only be issued their travel documents if they have met the School's conditions for travel. All passports must be returned to the custody of the School immediately upon return from travel
- In cases where students checking out to the local area (for example, Lugano or Milan) and in cases of last minute travel, the School may require that supervising adults present themselves to the Duty Administrator prior to allowing students to travel
- During the week, students may check-out only with their own parent
- Students excused from class for illness on Friday will lose permission to travel that weekend
- Students excused from class on Monday following weekend travel will lose permission to travel the next weekend

Parents must recognize that by permitting their son or daughter to travel, they are responsible for their child's safety. All students are required to follow school rules when traveling, but the school cannot be responsible for the conduct or actions of any student who is away for the weekend. Therefore, parents should recognize that by letting their child travel, they hold ultimate responsibility for their son or daughter's well-being. TASIS will help to enforce students' travel plans and there may be a disciplinary response if students are found to be in violation of their approved itinerary.

Other travel requirements are listed below.

All students may travel if under appropriate adult supervision. TASIS students may always travel under the supervision of their own parents, but adult supervision may also be provided by other persons designated by the parents as long as they are over the age of 25. Supervised travel with an adult other than a parent is contingent upon good academic and disciplinary standing.

TRAVEL

Supervised Travel

A student may also invite **one** other student to travel and stay in a hotel or be their guest at home with an adult present. Both the ability to invite other students to travel with you, and traveling as a guest are always contingent upon good academic and disciplinary standing. Specifically:

- Students on Disciplinary or Attendance Probation may not travel except to see their parents
- Students on Attendance or Disciplinary Probation may not invite others to travel with them
- Students on Disciplinary Probation may not travel as a guest
- Students on Academic Probation invited as guests need the permission of the appropriate Grade Dean or the Academic Dean to travel

Juniors and Seniors who meet certain conditions, may be granted permission to travel without a supervising adult. Independent travel provides students with a great deal of freedom and, therefore, a high degree of responsibility. The School reserves the right to determine suitable destinations for independent travel, and the conditions under which such travel may take place. Overnight independent travel is only permitted to destinations beyond 100 km, except for camping trips.

Independent travel is possible:

For Juniors

- Who are members of the current Dean's List
- Who have parental and Advisor approval
- Who will not thereby miss any class or school obligations
- Who have no major rule violations
- Who are traveling in groups of 3 or more if the group is co-educational

For Seniors and Post Graduates

- Who will not thereby miss any class or school obligations
- Who have permission of the Academic or Grade Dean if on Academic Probation
- Who are not currently on Disciplinary or Attendance Probation
- Who are traveling in groups of 3 or more if the group is co-educational

Independent travel is always contingent upon good academic and disciplinary standing. Students on Academic Probation need the permission of the Academic Dean or the appropriate Grade Dean to travel. Students on Disciplinary or Attendance Probation may not travel independently.

In no case is a student permitted to be in the Lugano area when signed out to be elsewhere.

Independent Travel

All students who desire to travel overnight, whether independently or under adult supervision, need to submit a Weekend Travel Request. These requests must be submitted by any student planning to spend a weekend away from school, including those students traveling on a school-sponsored trip.

Parental permission is needed for all travel. Additionally, the information needed to complete a Weekend Travel request includes, but is not limited to:

- Name, age and relationship of person visiting
- Full address and phone number of the destination
- Grade Dean or Academic Dean's approval if the student is on Academic Probation or Warning
- Airline or train ticket reservations/confirmations
- Hotel reservations/confirmations

Deadline: Weekend travel requests are due to the appropriate Grade Dean on the Thursday, one week prior to the weekend of travel, before 19:00. All travel concerns must be cleared (including all faxes and permissions received) by Monday of the week of travel at 19:00.

High School students may take day trips outside the Lugano area by completing a Day Trip Request form. These requests must be submitted to the appropriate Grade Dean for approval by Wednesday at 19:00. All required permissions are due by Thursday at 19:00.

Invitations must be signed by the hosting adult(s) agreeing to support and enforce the School's boarding regulations, and be submitted by Monday of the week of travel at 19:00.

To help ensure that the weekend runs smoothly, we expect all students to abide by the School's boarding regulations including curfew, smoking, drinking, driving, and general standards of behavior. Students in violation of boarding regulations will lose the opportunity to travel and will be subject to the appropriate consequence.

Circumstances might require a student to miss classes. These travel requests are considered on a case-by-case basis and require approval by the Academic Dean and the appropriate Grade Dean. Approval to miss class will be given rarely and reluctantly.

A student may leave the School during the class week or prior to vacation for serious reasons only. When students leave school and miss class for reasons for which the School will not agree to issue an excuse, the absences will be recorded as unexcused and the students may be subjected to a consequence (see attendance policies on pg. 15, 33).

The following information is required. The School reserves the right to determine whether such a leave should be granted with or without academic penalty:

- Notification from the parents
- Signature of the Academic Dean
- Signature of the Grade Dean

Weekend Travel Request

Day Travel Request

Host Invitation

Travel for Special Circumstances

- Signature of the Advisor
- Signatures of teachers whose classes will be missed
- Signature of Service Learning supervisor if these obligations will be missed
- Signature of the Dorm Head

Closed Weekends The School has traditionally set aside a number of closed weekends for our boarding students to stay together as a community. These weekends give students the opportunity to bond with their peers, support their teams, attend dances and participate in other activities as a school. All boarding students are required to remain on campus during these particular weekends. Weekends are closed for the Boat Dance, Class Outings, Family Weekend, Arts Festival, the weekends preceding semester Exams, and the weekends before and after Academic Travel. Boarding students may not go off campus overnight during these weekends and may be required to stay on campus for special events during the day. The weekends listed below will be closed during the 2009-2010 school year. Other weekends may be closed at the discretion of the Headmaster.

11-13 Sept: Boat Dance	12-14 Feb: Spring Academic Travel
23-25 Oct: Fall Academic Travel	19-21 Feb: Spring Academic Travel
30 Oct-01 Nov: Fall Academic Travel	14-16 May: Arts Festival
06-08 Nov: Family Weekend	21-23 May: Commencement & Graduation
04-06 Dec: Christmas Service	28-30 May: Spring Semester Exams
11-13 Dec: Fall Semester Exams	

DAY STUDENTS

Day students occupy a special position in the TASIS community. They spend the school day at TASIS, but when they leave campus, they revert to the care of their parents. Because the School is entrusted with the care of its boarding students at all times, it is necessary that whenever TASIS day students are in the presence of boarding students, TASIS rules apply to both the day and boarding students, including when the boarding student is entrusted to a day student's family.

Because all student behavior reflects on the School, day students are under School Jurisdiction when they are with a TASIS boarding student, in the Collina d'Oro area, on all School trips and functions, during Ski Week, athletic events, and weekend travel. In such situations, they are expected to follow the rules for boarding school students in the same class.

The School reserves the right to impose a disciplinary response on any student, whether resident or day, whose conduct, wherever and whenever it may occur, is out of sympathy with the goals and ideals of the School as determined by the Administration.

Day students are encouraged to host our boarding students in their homes. Day parents are responsible for boarding students when they are checked

out to their homes or care, and boarding students are expected to abide by all TASIS rules even when away from campus. We depend on the cooperation of all day parents in helping to maintain TASIS behavior and disciplinary standards.

Day students are expected to be on campus during class days from breakfast through the end of the sports program, and are subject to the same 'off-campus' rules as boarding students during those times. Any exceptions in this expectation must be made clear as follows:

- Parents of day students must inform the School by telephone each morning if their child will not attend class that day
- Day students on campus after normal day school hours must abide by school rules, including required study hours
- Sunday through Thursday, day students must leave campus by 20:00
- On Friday and Saturday, day students must leave campus by 22:00

Cars, Mopeds and Motorcycles: With parental permission, day students are allowed to drive cars, mopeds and motorcycles if they are properly licensed and insured according to Swiss laws. In all cases, carrying a boarding student is prohibited, and the vehicle may be operated only by the owner. Mopeds are not permitted on any road in the vicinity of Certenago Square or on the grounds of the campus, except in appropriate parking spaces at the main gate. Day students may not park cars on school property unless given specific permission to do so, and must use the public parking lots near campus.

Boarding: On a space available basis, the School will temporarily board day students. The charge for use of the room, all meals and supervision is CHF 100 per day or CHF 600 per week. Parents should inquire in writing about availability with the Admissions Office well in advance.

Changing Rooms: The changing rooms in the Palestra are to be kept clean and tidy. Students are not to leave clothing, backpacks, book-bags, or any other personal objects in the changing rooms. The school is not responsible for lost or stolen items left in these rooms.

Dorms: Day students may only visit the dormitories when invited by a resident of the dormitory. The following conditions apply:

- Day students must observe all school rules and dormitory regulations when they are in the dorm
- Day students may not be in the dormitories at any time unless accompanied by a boarding student
- Day students may not store their clothing, books, or other belongings in a boarding student's room

Dress Code: Day students must abide by TASIS dress code rules (see pg. 35). When a day student is out of dress code, he or she may be sent home to change.

Health Center: Day students may use the School's Health services only in case of emergency. They may not be excused from their first classes of the day by the school nurse. TASIS health and accident insurance does not cover day students.

Other Day Student Matters

Lockers: The school provides lockers for each day student to keep private belongings safe. Students may purchase a lock from Reception for CHF 15, or they may provide their own lock. Day students are asked to keep their books/binders in their lockers and not in the student lounge or in the changing rooms. Students are responsible for any damage done to their lockers and will be charged.

Disclaimer: *The School is not responsible for items lost or stolen from the Day Student Lockers or the changing rooms.*

Proctors: A Proctor is a Junior, Senior, or PG who has been chosen as a role model for others and to help improve campus life. Day student proctors will have specific responsibilities, and in return, they receive certain privileges. They keep in close contact with their Grade Dean and are expected to show a positive and friendly attitude, encourage day students to make good decisions, and develop positive relationships and open communications between the bay and boarding populations.

Required Meetings:

Advisor: Each student at TASIS has a faculty Advisor to provide guidance and support. Advisor groups meet regularly and students are required to attend those meetings. For more information, refer to pg 19.

Assembly: Every Tuesday all students, including day students, are required to attend an all-school meeting in the Palestra from 15:00- 15:40.

House Meeting: Every Tuesday all students, including day students, are required to attend an all-school meeting in the Palestra from 15:00-15:40.

Sports: Day students are required to participate in two days of sports per week.

Study Hall: Day students may remain on campus during study hall (from 19:30-22:00) only if they are in the library or in a dormitory when accompanied by a dormitory resident.

Villa De Nobili, the central building on campus, has been host to ambassadors, diplomats and statesmen, as its previous owner, the Marchese de Nobili, was the Italian ambassador to Belgium. The building dates from the 17th century and is considered a Swiss historic monument. Likewise, Hadsall House and the Coach House, although only dating from the 1850s, are also historic buildings, once home of the British Consulate in Lugano. While it is a privilege to live and work in such a historic setting, it is also a responsibility.

- All campus buildings and furniture must be treated with respect - no feet on the furniture, no marking or scarring the furniture, no graffiti, etc.
- Please note that many indoor areas are off-limits to food and drinks; look for posted signs
- No plates, cups, glasses, or cutlery may be removed from the dining room except with the permission of the Nursing Staff and Dorm Parents

Most campus buildings are open from the start of classes until 22:00, including weekends. Exceptions are as follows:

Palestra:

- The Student Lounge is open at all times unless scheduled for a meeting
- The gymnasium is open only when supervised
- The fitness center is open when supervised. The fitness center may also be used by groups of two or more students with the approval of the Duty Administrator
- One music practice room is normally available, unless scheduled

Computer Facilities: General rules for the use of computing facilities at TASIS:

- Students must abide by the Acceptable Use Agreement at all times
- No food or drinks are allowed in any TASIS computing facility
- Students must obtain permission to use a computing facility during study hall hours
- Students must maintain a quiet study environment in all computing facilities

Students may connect laptop computers to the School's network (including the Internet) in the following locations:

- Student Lounge
- De Nobili Dining Room
- Monticello 9
- Belvedere Classrooms

Students may also use school computers in the Monticello Computer Lab (open 08:00-22:00) or the Monticello Language Lab (available to classes and to individual students with teacher permission).

Faculty Lounge: Students are not permitted inside the faculty lounge or faculty workroom.

Library (subject to change):

Monday - Thursday:	08:30-18:00, 19:30-22:00
Friday:	08:30-15:00
Sunday:	14:00-17:00, 19:30-22:00

Snack bar:

Sunday - Thursday:	07:30-19:30
Friday - Saturday:	08:30-22:00

Monticello and Belvedere Kitchens: Students wanting to use these kitchens must be supervised by a faculty member.

Science Laboratories and Prep Rooms: Labs and prep rooms may be used only under the supervision of a faculty member.

CAMPUS FACILITIES: EXPECTATION & HOURS

HEALTH CENTER

Two nurses are in residence at the School. The Health Center is open Monday to Thursday from 07:30 to 16:30 and Friday from 07:30 to 16:00. Students are asked to report to the nurse during Health Center hours. If a nurse is not in, a sign on the Health Center door will state how to contact the nurse on duty. The nurse on duty is available 24 hours a day, by cellular telephone (*5201). During the night a resident Dorm Parent should be contacted first.

Students who are unwell in the morning are to visit the Health Center before school. The Health Center is open at 07:30. If too unwell to visit the Health Center, students are to inform the nurses by telephoning 5426, or to inform their Dorm Parent or Proctor. If all these fail, students call their duty Dorm Parent, the Duty Administrator or Reception. Note: If the nurses are not informed, students will receive an unexcused absence as medical excuses are not given retroactively.

Excused Absences

Only the nurses can excuse students from class, Physical Education, sports activities or study hall on medical grounds. Boarding students who are excused from classes, sports, or other commitments for medical reasons may not leave campus during the rest of the day. After school, students who have been excused from a class or classes for medical reasons are to rest in their dormitory room until dinner time. Students failing to follow these guidelines may face additional campus restrictions.

Medical Appointments

Doctor Appointments: The school has its own Medical Officer who conducts a clinic each Thursday afternoon at the TASIS Health Center. When at all possible, the nurses will arrange that students see the doctor on campus. If the student needs to see a doctor more urgently, the nurses will arrange an appointment at the doctor's own offices.

Physiotherapy appointments appointments are arranged by the nurses. It is usual for the School's insurance company, and most other insurance companies, to require a medical referral; therefore, please check before making independent arrangements. Note: The student will travel to these appointments by taxi.

Dentist and Orthodontist appointments appointments are made by the nurses. Note: The student will travel to these appointments by taxi.

All TASIS students are expected to treat doctors, dentists, orthodontists, and their assistants and receptionists with courtesy and respect. The Health Center has been specifically asked to remind students to attend their appointments on time and not to bring food or drink into their office waiting rooms.

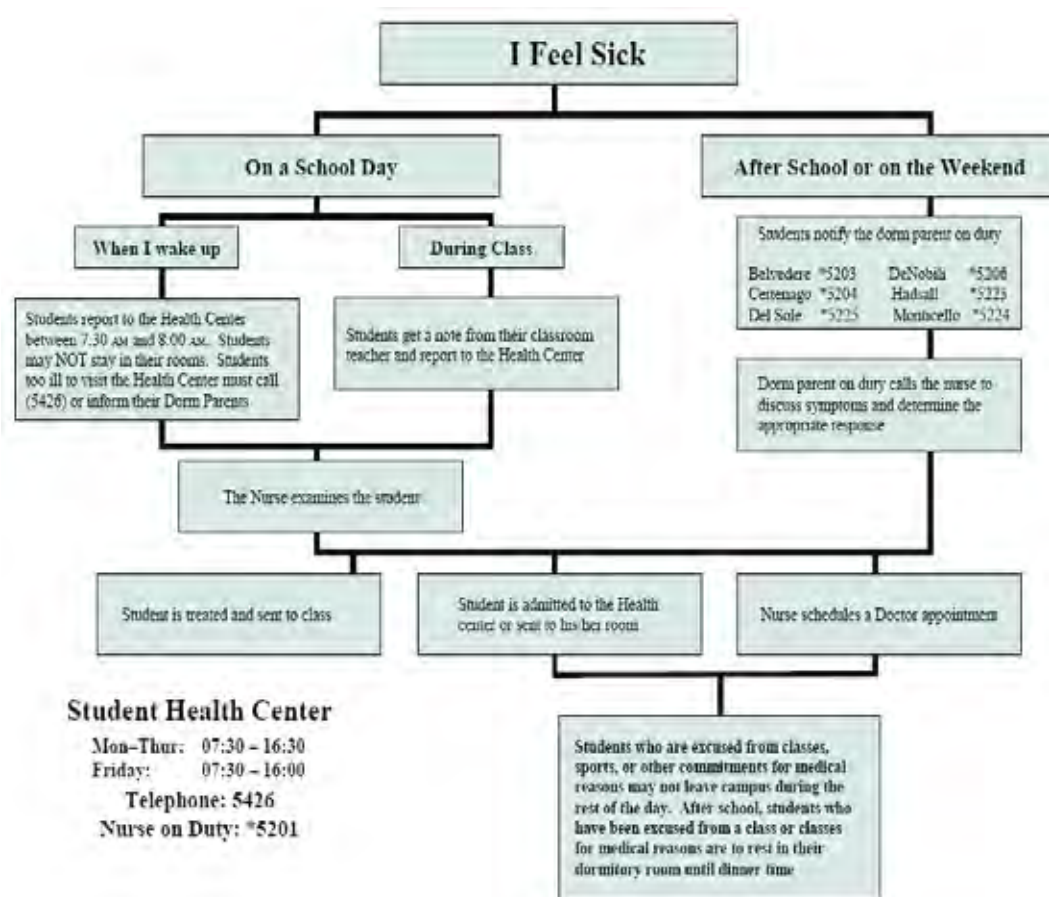
Medical Forms

All new students must send or bring the medical and physical examination form (which includes immunization dates) to School at the beginning of the school year. Returning students are expected to complete a physical examination every year. If the School does not have the completed health form and immunization record or a note from a physician regarding immunizations, parental authorization will be sought to begin the World

Health Organization recommended immunization program. This cost will be added to the student's Health Center bill.

All medications must be seen and registered by the nurses at the Health Center. Students will be allowed to keep some over-the-counter medicines, provided they have written consent from their parents or guardians to do so. The nurse will attach colored stickers to these medications for identification purposes. These medications must be kept securely in the student's locked cupboard; any medications found around the dormitory will be confiscated. Under no circumstances may students give their medication to other students.

Medications



INDEX

Academic Dishonesty	13	Curfew	31, 44	Health Center	58	Off-Campus and Town Permission	24
Academic Information	10	Damages	26	Hitchhiking	35	Off-Limits	28
Academic Planners	17	Day Students	54	Holidays	34	Optional TASIS Logo-Wear	36
Academic Probation	14	Day Travel Request	53	Homework	16	Orthodontist	58
Academic Support	18	Dean’s Lists	12	Honesty	42	Other Day Student Matters	55
Academic Travel	23	Dean Team	19	Honor Rolls	12	Other Obligations	33
Academic Warning	14	Decorations	26	Host Invitation	53	Other Rules	45
Activity and Clubs	20	Dentist	58	House System	22	Other Safety Considerations	34
Additional Academic Information	13	Detentions	46	Independent Study	16	Out of School Suspensions	46
Advanced Placement Program	10	Dining Hall	23	Independent Travel	52	Out of Sympathy	45
Advisor Program	19	Disciplinary Contracts	48	Information Technology	38	Parking	35, 55
Alcohol	<i>See Drinking</i>	Disciplinary Probation	48	Instrumental Groups	21	Peer Educators	21
AP Scholars and Awards	14	Disciplinary Responses	45	Internal Suspensions	46	Peer Tutoring	21
Assisting Children with AIDS (ACA)	20	Disciplinary Review	48	International Baccalaureate (IB)	11	Pets	28
Attendance	15, 33	Disclosure of Disciplinary Action	49	KeyCards	26	Physical Education	40
Loss of Credit	15, 33	Dismissal (Separation)	47	Late Check-In Permission	29	Physical Fitness Room	41
Probation	15, 33	Doctor appointments	58	Late Lights	31	Physiotherapy	58
Audio Equipment and Appliances	25	Dormitory Searches	31	Laundry and Linens	26	Placement Tests	16
Automobiles	35	Drama	21	Learning from Our or Other’s Mistakes	45	Plagiarism	<i>See Academic Dishonesty</i>
Banking	22	Dress Code	35	Lights-Out	31	Pornography	28
Bicycles	35	Drinking	43	Litter and Gum	34	Private Apartments	24
Big Brothers and Big Sisters	20	Drugs	42	Lockers	27	Proctors	23, 56
Book Policy	15	Effort Marks	12	Magnificent Seven	8	Prom Committee	21
Bullying	43	English as an Additional Language (EAL)	16	Mail	27	Public Displays of Affection	35
CAMEO	20	English Only Expectation	16	Major School Rules	42	Recreational Sports	41
Campus Building Hours	57	Environmental Club	21	Mandatory Extra Help	17	Relation with the Local Authorities	50
Campus Facilities	56	Exams	15	Medical Appointments	58	Religious Services	24
Casa Elisabetta	20	Excused Absences	58	Medical Forms	58	Residential Life	25
Casual Wear	37	Fighting	43	Medications	59	Responsibility for Assignment	13
Check-ins	30	Final Warning Letter	48	Middle School Sports	41	Rollerblading	35
Choir	20	Fire Procedures	34	Mixed Company	44	Room Inspection	25
Closed Weekends	54	Fire Safety	34	Mobile (Cellular) Phones	31	School Jurisdiction	45
Coed Visitation and Open Dorm	28	Gambling	34	Model Congress	21	Self-Desctructive Behavior	50
Collina d’Oro (Yearbook)	20	Grade and Effort Marks	12	Model United Nations	21	Service Learning (EMBRACE)	19
Computer Use Violations	39	Grade Reports	12	Motorcycles	35	Serving Africa	21
Confidentiality	50	Graduation Requirements	10	National and Religious Holidays	34	Skateboarding	53
Cooking	27	Guidance	45	Neighbors	35	Ski Week	41
Counselor	19	Harassment	43	No Dress Code Day	37	Sleep-Over Guests	28
Course Changes	15	Hats	36	Note to Parents	9	Smoking	44



Special Off-Campus Permission	29
Sports at TASIS	40
Sports Attendance	40
Sports Requirements	40
Standard of Behavior	8
Standards of Dress	36
Storage	29
Student Council	22
Student Discipline	42
Student Life	19
Students Responsibilities	33
Study Hall	17, 29
Supervised Study Hall	17
Supervised Travel	51
TASIS Code	8
TASIS Mission Statement	7
Telephones	31
Testing Policy	17
Theft	32, 42
Threatening	43
Tobacco	44
Transfer Credits	17
Transportation	35
Travel	51
Travel for Special Circumstances	53
Tutoring	18
Unexcused Classroom Absences	33
Unoccupied Room Policy	27
Vacation Dates	18
Vacation Departure	32
Varsity Sports High School	41
Visitation Violations	44
Warnings	46
Weapons	44
Weekend Activities	24
Weekend Travel Request	53
Weekend Trips	24
WISER	22
Yearbook	See <i>Collina d'Oro</i>

In 1956, Mrs. M. Crist Fleming established TASIS, The American School in Switzerland as an experiment in international education designed to prepare students for American colleges and universities and to expose them to European cultures and languages.

Today, the School is owned and managed by The TASIS Foundation, a Swiss non-profit foundation. TASIS offers elementary, middle, high school and post graduate programs for students aged 4-19. From September 2006, the TASIS Elementary school also includes a Pre-Kindergarten. It gives English as an Additional Language (EAL) and Advanced Placement (AP) courses as part of an American high school diploma, as well as courses leading to the International Baccalaureate (IB) diploma, preparing students for colleges and universities throughout the world.

Twice yearly, course-related travel takes students to major cities throughout Europe, and during the winter the School participates in a one-week ski term. Sports offered during the school year include soccer, rugby, volleyball, basketball, lacrosse, tennis, riding, golf, aerobics, dance and track and field. The nine-acre campus has modern and fully equipped physics, chemistry, ecology, and biology laboratories, photography labs, art studio, 22,000 volume library, gymnasium, dance studio, fitness center, and music practice rooms in addition to classrooms and dormitories.

Summer School in June, July and August offers English or French language instruction for students aged 6-13; EAL (English as an Additional Language), French, Italian, Engineering, Painting Ticino, Art History, Photography Workshop, or TOEFL Review for students aged 14-18; as well as an intensive French program in Chateau d'Oex for students aged 13-17.

TASIS is accredited by the New England Association of Schools and Colleges and the Council of International Schools.



THE AMERICAN SCHOOL IN SWITZERLAND

CAMPUS MAP



CH-6926 Montagnola
Collina d'Oro
Switzerland
Tel: +41 91 9605151 -
Fax: +41 91 9942364
E-mail: administration@tasis.ch
www.tasis.com