



THE AMERICAN SCHOOL IN SWITZERLAND  
*Founded in 1956*

MIDDLE SCHOOL  
STUDENT HANDBOOK

2010-2011

## TASIS MIDDLE SCHOOL CALENDAR 2010-2011

### Fall Semester 2010

Friday, September 3	Opening Day. Boarding students arrive on campus by 19:00
Saturday-Sunday, September 4-5	Student Orientation
Monday, September 6	Classes begin
Wednesday, September 8	Class Outing
Saturday, September 11	Special Day Excursion
Monday, Tuesday, September 13-14	School Pictures
Wednesday, September 15	Day Parent Wine, Cheese, & Chat
Monday, September 27	No classes: Fall Break Interim Progress Reports
Monday, October 18	Midterm Grades
Tuesday-Friday, October 26-29	Academic Travel
Friday-Sunday, November 12-14	Family Weekend
Thursday-Sunday, November 25-28	Middle School Weekend Ski Trip to Zermatt <i>This trip is mandatory for all Middle School boarding students who are not checked out with their parents. Day students may participate at an extra cost.</i>
Friday, November 26	No Classes. Thanksgiving Break
Saturday, December 4	Christmas Celebration
Sunday, December 5	Christmas Service
Thursday, December 16	Classes end. All boarding students may leave after 16:00
Friday, December 17	Dormitories close at 12:00 noon

### Spring Semester 2011

Thursday, January 6, 2011	Dormitories open at 12:00 noon
Friday, January 7	Students return to campus by 19:00 <i>Ski Week is mandatory for all Middle School students.</i>
Saturday, January 8	Buses leave for Ski Week
Friday, January 14	Students and faculty return to Montagnola
Monday, January 17	Classes resume
Monday, February 7	Interim Progress Reports
Monday-Friday, February 14-18	International Week
Sunday-Friday, February 27-March 4	Academic Travel
Friday, March 11	No Classes: SGIS Conference at TASIS
Friday-Sunday, March 11-13	Weekend Trip <i>Mandatory for all Middle School boarding students who are not checked out with their parents. Day students may participate at an extra cost.</i>
Monday, March 14	Midterm Grades
Monday-Friday, April 4-8	Environmental Awareness Week
Friday, April 15	Spring Break begins after classes end
Sunday, April 17	Dormitories close at 12:00 noon
Saturday, April 30	Dormitories open at 12:00 noon
Sunday, May 1	Spring Break ends. Students return to campus by 19:00
Monday, May 2	Classes resume
Tuesday-Sunday, May 10-15	Spring Arts Festival
Thursday, May 26	Middle School Graduation. Students may leave after Graduation
Friday, May 27	Boarding students are required to be off campus by 18:00

For updated calendar information, please go to <http://www.tasis.ch>.

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## 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.

## 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.
- 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.
- follow norms of hygiene and health.

## The 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.

## Welcome to the TASIS Middle School!

Middle School students can find their best selves in a structured and caring environment. During their middle school years, children need special guidance in working with peers and adults. Growing more independent of their families, these adolescents also need guidance and understanding in the changing family dynamics. A few important developmental characteristics and needs should be kept in mind during these years. Young adolescents:

- are, as a group, widely diverse.
- are engaged in self-exploration and self-definition.
- are ready and eager to participate in their home, school, and community.
- need and want positive relationships with both peers and adults.
- continue to need structure and clear limits.
- need and desire increased levels of autonomy.
- have high energy levels.
- need opportunities to achieve competence and success.

The entire program of the TASIS Middle School is designed to meet these needs. We have high expectations for students, both academically and personally. We work to provide students a challenging yet supportive environment and strive to offer a variety of educational opportunities for their growth. We look forward to working together as a community of learners, striving toward excellence.

This Middle School Handbook is divided into the following sections:

- Introduction
- The Student Handbook & Further Information
- Day Student Information
- Boarding Student Information
- The Health Center

All of these sections give a clear overview of the total educational experience your child can anticipate. The policies in this Handbook are current at the time of writing. Any changes to policies will be updated on the website ([www.tasis.ch](http://www.tasis.ch)) in the Middle School section. For course information, please see the Course Offerings Booklet, found on the TASIS website under 'Publications'.

Marie Josée (M.J.) Breton  
Middle School Head

April 2010

## **THE MIDDLE SCHOOL**

The TASIS Middle School is a passage from Elementary to High School. The student body consists of 7th and 8th Graders from numerous countries and backgrounds. It includes Day and Boarding students and EAL, Italian Section, and mainstream English students. This diverse group brings a special, spirited quality to our school.

The Middle School is led by the Middle School Head, M.J. Breton, and a team of Middle School faculty and staff. Our philosophy recognizes the fundamental importance of creating a caring and nurturing community for our Middle School students. Understanding that the preadolescent years are exceptional ones, with specific physical, social, emotional and cognitive needs, we address these needs within a partnership of dedicated Dorm Parents, Teachers, Advisors, and activity leaders who are able to work closely with the students on an individual basis.

The Middle School academic program is based on the ideas of the Core Knowledge program as outlined by American educator E.D. Hirsch, while still accommodating the wide range of languages and cultures present in the School. All students take classes in English, Mathematics, Science, History, Visual Art, Music, and Physical Education. Native English speakers study Italian, and students still learning English as an academic language have an additional period of English instruction. The Middle School program also has an Italian Section for residents of Ticino required to have 60% of their education in Italian. In addition to regular classroom instruction, Middle School boarding students have supervised study periods each day, access to specialized Help Centers, and frequent classes in study skills and note-taking. Academically, students are expected to master basic skills and content, to become more inquisitive and analytical, to develop research skills, and to organize and present their learning in both verbal and written form.

Socially, students are expected to become more tolerant and understanding of others and of the larger world around them, to gain greater respect for themselves and for others, and to participate actively in the community. Respect, honesty, compassion, empathy, and taking full responsibility for one's actions are values that are integral to our program. TASIS Middle Schoolers have opportunities to serve others, from the internal Service Learning Program to Student Council.

We also feel that travel is one of the best ways to teach students to be tolerant, respectful, and inquisitive. Past trips have included exploring Sardinia, hiking the Bernese-Oberland region of the Swiss Alps, and weekend excursions to Florence, Lucerne, Milan, Como and, Turin. Academic Travel excursions a week in Valencia, Barcelona, the Amalfi Coast, and Sicily, Lausanne, and Nice.

In our efforts to build community and provide a 'home away from home' environment for our Middle Schoolers, we lay the foundation for success. We will strive constantly to be a coherent community with consistent and supportive relationships among the students, faculty, administration, and parents.

## **ADMINISTRATION**

The Headmaster is in charge of the day-to-day operation of the School and is responsible for hiring faculty. The Headmaster is assisted in these duties by the Elementary School Head, Middle School Head, Academic Dean, and Dean of Student Affairs.

## **FACULTY**

The faculty at TASIS is the principal means by which the school achieves its purpose and it is the prime reason for the school's reputation for academic excellence. Faculty members are selected not only for their talents and abilities as educators, but also for their dedication to young people. They are knowledgeable professionals, diverse in their experiences and backgrounds, but similar in their love of children. It is this love of children that permeates every activity and

lesson in the classroom. Through the faculty's friendly example, skilled experience, and enthusiastic involvement, TASIS students are taught to strive for accomplishment, to enjoy learning and to develop the qualities listed in the School's mission statement. The Middle School faculty includes teachers, advisors, and dorm residents. In addition to teaching, all resident faculty share in the responsibilities of evening and weekend supervision of the campus. All full-time faculty are involved in sponsoring after-school activities or coaching and are also expected to chaperone travel and weekend excursions. Their contacts with students are many and varied, providing a close-knit community and enriching the life of the school.

## MIDDLE SCHOOL CONTACTS

### If you have a question about your child:

#### Contact your child's advisor.

If he or she can't resolve your problem, please contact the following people:

##### For an **academic** problem:

The Academic Dean  
John Nelson 091 960 5105

john.nelson@tasis.ch

##### For a **dorm** problem:

The Middle School Dorm Head  
Michael Dibbert 079 366 5817

michael.dibbert@tasis.ch

##### For a **discipline** problem:

Middle School Head  
MJ Breton 091 986 5433

mj.breton@tasis.ch

If your problem still hasn't been resolved, please contact the Middle School Head.

MJ Breton 091 986 5433  
mj.breton@tasis.ch

If your problem still hasn't been resolved, please contact the Headmaster.

Michael Ulku-Steiner 091 960 5105  
headmaster@tasis.ch

## TELEPHONE MESSAGES

If you need to speak with someone at TASIS, feel free to leave a message with Reception.

tel: (+41) 91 960 51 51 (091 960 51 51 inside Switzerland)

fax: (+41) 91 994 23 64 (091 994 23 64 inside Switzerland)

email: reception@tasis.ch

Hours are:

Monday – Friday 08:00 – 18:00

Saturday 10:00 – 18:00

Sunday 11:00 – 17:00

If your child is sick or will be absent, please contact Reception.

# ADMINISTRATION

## Headmaster

Michael Ulku-Steiner  
+41 91 960 5107

michael.ulku-steiner@tasis.ch

## Middle School Head

M.J. Breton  
+41 91 986 5452 (091 986 5452 inside Switzerland)

mj.breton@tasis.ch

## Middle School Duty Dorm Parent Phone

+41 79 366 5817 (079 366 5817 inside Switzerland)

## Duty Administrator

During evenings, weekends, and holidays, a TESIS administrator is always available.

+41 79 337 3857 (079 337 3857 inside Switzerland)

## Nurses & Health Center

+41 91 986 5426 (091 986 5426 inside Switzerland)

Adele McLeod, Nancy Loiselle, Peggy Capener

nurses@tasis.ch

## Dean of Student Affairs

Tom Bendel

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## Middle School Dorm Head

Michael Dibbert

michael.dibbert@tasis.ch

## Middle School After-School Sports & Activities Coordinator

Masa Yo

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## Learning Support Director

Beverly Kempley

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## School Counselor

Beril Ulku-Steiner

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## Reception

Wendy Kessell

Cristina Wyss

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## Veracross Support

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## TESIS Business Office

(+41) 91 993 0330

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# ACADEMIC DEPARTMENT HEADS

To contact teachers within a department, please refer to the Faculty & Staff Directory on the TESIS website (*About Us*).

## **Academic Dean**

John Nelson

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## **English as an Additional Language (EAL)**

Carolyn Heard

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## **English**

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## **Fine Arts**

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## **History**

Thomas Mauro

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## **Italian Section Coordinator**

Guia Berera

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## **Mathematics**

James Shields

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## **Modern Languages**

Brigitte Cazebonne

brigitte.cazebonne@tasis.ch

## **Physical Education (PE)**

Jennifer Bendel

jennifer.bendel@tasis.ch

## **Science**

Alexander Ogilvie

alexander.ogilvie@tasis.ch

# ACADEMIC INFORMATION

## Academic Programs

The TASIS Middle School includes three programs.

### The American Section

Students are exposed to a range of cross-curricular information, based on the Core Knowledge sequence. They study History, Geography, Science, Music, Art, Italian, and English.

### The English as an Additional Language (EAL) Section

This special program was created to ensure that our EAL students are exposed to core subjects (English, Science, and Social Sciences) while improving their English skills.

### The Italian Section

This program allows students to attend 60% of their classes in Italian and 40% in English. It guarantees a solid foundation of Italian language and culture, combined with knowledge of European and international cultures. The program also allows children to gain the English language skills necessary to succeed in school. The curriculum is based on a combination of the Italian program and Core Knowledge.

*La Sezione Italiana è un percorso di studi che offre agli studenti la possibilità di svolgere il programma in lingua italiana per il sessanta per cento dell'orario scolastico e in lingua inglese per il restante quaranta. Il corso si pone l'obiettivo di fornire una solida conoscenza della lingua e della cultura italiana con uno sguardo aperto all'Europa e al resto del mondo, e al tempo stesso di far acquisire le competenze necessarie per poter affrontare un percorso di studi in lingua inglese. Le materie umanistiche, studiate in lingua italiana, sono il connubio tra i programmi seguiti in Italia e il Core Knowledge.*

For a comprehensive list of all classes available to Middle School students, please see the Course Offerings Booklet on the TASIS website under 'Publications'.

### English Only Expectation

The common language to all TASIS students is English, and we encourage students to speak English whenever possible. This is to help non-native speakers with their fluency, and to ensure understanding between everyone.

### The School Day

The academic day runs from roughly 08:00 until 15:35. The After-School Program ends roughly at 18:00. Below is the Middle School schedule for 2010/2011. Day students are welcome to stay for Advisor Dinner on Wednesday evenings.

1. September 2010		Monday	Tuesday	Wednesday	Thursday	Friday	
7:15 - 8:15	Breakfast	8:00 - 8:50 A	8:00 - 9:05 G	8:00 - 9:05 B	8:00 - 9:05 Meetings for Faculty	8:00 - 8:50 A	
		8:55 - 9:10 Advisor	9:10 - 10:15 H	9:10 - 9:25 Advisor	9:10 - 10:15 D	8:55 - 9:10 Advisor	
		9:15 - 10:05 B		9:30 - 10:35 A		9:15 - 10:05 D	
		10:10 - 11:00 C	10:20 - 11:25 D		10:20 - 11:25 A	10:10 - 11:00 G	
		11:05 - 11:55 D		10:40 - 11:45 C		11:05 - 11:55 B	
11:30 - 13:30	Lunch	11:30 - 12:35 F	12:40 - 13:45 E	11:50 - 12:55 H1	11:30 - 12:35 E	12:00 - 12:50 F	
		12:00 - 12:50 E		12:25 - 13:30 H2	12:40 - 13:45 F	12:55 - 13:45 E	
		12:55 - 13:45 F					
		13:50 - 14:40 G	13:50 - 14:55 C	13:35 - 14:40 G	13:50 - 14:55 B	13:50 - 14:40 C	
		14:45 - 15:35 H	15:00 - 15:40 Assembly	14:45 - 16:20 I	15:00 - 15:40 House Meetings Day Stud. Meeting	14:45 - 15:35 H	
		15:40 - 17:15 I		15:00 - 16:00 Middle School Service Learning			
		16:00 - 17:30 Middle School Sports&Activities	16:00 - 17:30 Middle School Sports&Activities	16:00 - 17:30 Middle School Sports&Activities	16:00 - 17:30 Middle School Sports&Activities		
17:30-18:45	Dinner			Middle School Advisory Dinner 17:45			

## TASIS Daily Middle School Schedule 2010-2011

Study Hall	
Middle School Boarding Students Monday, Tuesday, Thursday, Sunday	18:45
Check-in Study Hall	19:00 - 21:00
Wednesday	
Check-in Study Hall	19:00
	19:15 - 21:00
Lights Out	
Middle School Boarding Students	22:00
Sections (Italian Section)	
Period I	

## Academic Progress and Homework

Students are expected to keep up with daily homework assignments. They should spend approximately 2 hours per night on their homework. Students can receive help from teachers, the Academic Help Center, or a tutor, but the responsibility for completion of academic work rests with the student. Students excused from class due to illness, field trips, sports tournaments, etc. are responsible for all homework, tests, and quizzes missed and must make up the work once they return to class. Students can seek help with time management from teachers, their advisor, Academic Help Centers, or the Learning Center. Most teachers consider 20 minutes of homework per class, per day as appropriate.

## Testing Policy

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.

## Grading

TASIS employs a traditional A through F grading system:

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00

## Grade Reports.

The school year is divided into two semesters, ending in December and June. Reports are emailed to parents at least 5 times each year.

- First interim grade report: 3 weeks into the school year. Parents receive a list of their child's teachers and courses, along with the student's current grades.
- Midterm grades: Reported in October and March. Includes grades, effort marks, and comments from teachers (and dorm residents, for boarding students).
- Advisor comments are reported in October, March, and January.
- At the end of the school year, students receive both 2nd Semester and year-end grades. The year-end grade is cumulative, covering the full year's course work. This reflects a 45%/55% weighting for the first and second semesters respectively.

## Effort Marks.

Effort marks are given in each subject to indicate the teacher's estimate of the attitude, cooperation, class preparation, participation, attendance, and effort of a student, regardless of achievement:

- 5 = Outstanding; is consistently prepared for class, participates frequently, and application of effort is exemplary.
- 4 = Very Good; exceeds all the expectations of the course on a regular basis. This student participates well in class and completes all assignments on time.
- 3 = Satisfactory; prepared for class and participating on a regular basis, attention and engagement in class are steady and strong.
- 2 = Poor; fails to meet many expectations of the course. This student is often inattentive or negligent with assignments.
- 1 = Unsatisfactory; the student frequently is ill-prepared for class, inattentive, and often does not participate.

## **Veracross**

All grades and comments are reported through Veracross, an intranet system used by the TASIS community. Parents receive information at the start of the school year explaining the system, including a special login for each student and parent. For more information, see the TASIS website, under 'Academics'. Parents who need official copies of reports are requested to contact the Academic Office.

## **Honor Roll**

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

## **Deans' List**

To recognize excellent behavior and encourage positive role models, the School publishes the Deans' List three times a year, at the end of each grading period. The requirements are:

- 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.

## **Academic Warning**

Students who achieve at an unsatisfactory level in their core courses may be given an Academic Warning. This is not for one specific class; instead, it is based on both grades and effort marks.

To encourage students to improve, TASIS will recommend that:

- the student attend one of the Academic Help Centers:  
Writing Help for EAL and English  
EAL Language Lab  
Math Help Center  
Science Help Center
- the student work with a private tutor.

Extended periods of academic warning could lead to Academic Probation.

## **Academic Probation**

Students who consistently perform poorly in their academic courses or do not put forth adequate effort may be placed on Academic Probation at any time by the Academic Dean. A student will remain on Academic Probation until the next appropriate marking period (Midterm & Semester). Students with a combined Grade Point and Effort average of 4.5 or 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.

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

Students on Academic Probation may not be allowed to continue their education at TASIS, or their re-invitation may be subject to specific conditions.

## **Learning Support Center**

Recognizing variation in student needs, TASIS offers support to students with documented learning needs (students must have a full psycho-educational assessment with a definitive diagnosis). A Learning Support Center is available to students with mild learning needs such as dyslexia and ADHD for an added tuition. Tuition is prorated and based on the number of hours a week that a student receives service.

TASIS seeks to enroll students who:

- have average or above average intellectual ability.
- are well-motivated, possess a positive attitude and manifest a good work ethic.
- are committed to participating fully in the life of the school.
- seek and would benefit from a college-preparatory program.
- are committed to learning or perfecting their English language skills (whether native or non-native speakers).
- are committed to being good citizens, in sympathy with the program.

TASIS understands that learning styles and needs vary widely within any population of students. The School strives to meet the learning needs of the students it admits where reasonable and appropriate. However, the School has limited facilities for students with learning differences.

## RECOMMENDED SUPPLIES FOR ALL MIDDLE SCHOOL STUDENTS

The following supplies are recommended for all Middle School students. Additional items may be required by individual teachers; these can be found in Lugano.

- several pencils
- a pencil case/pouch
- pencil sharpener
- eraser
- several blue, green, red, & black ballpoint pens
- colored pencils or markers
- colored highlighters
- a straight edge ruler, compass, and protractor
- 5 2-ring binders (standard A4 size) for History, Math, Science, English, and Music
- a good supply of A4 lined, white paper (punched with 2 holes)
- A4 graph paper
- three sets of divider tabs or pages to organize the binders
- 1 A4 portfolio folder with elastic closures
- 2 spiral notebooks with lined paper
- 2 non-spiral notebooks with lined paper
- plastic sheet protectors (with holes) & plastic sleeves
- glue stick
- 2-hole punch
- a dictionary/thesaurus (EAL 1 students: English/native language dictionary)
- a calculator for math (Physics students need a scientific calculator)
- a memory stick/flash drive (1GB minimum)
- a backpack for textbooks and binders
- athletic shoes (sneakers/trainers/tennis shoes, not hiking boots) with non-marking soles
- laptop computers are encouraged for boarding students, though laptops are rarely used during class time

All students are given a School Planner on Opening Day. Students are expected to use them to organize their time and notate any homework, test dates, etc.

# STUDENT HANDBOOK

Enrollment at TASIS means a commitment to honor the codes, rules, and regulations governing behavior for those in the School's community. We suggest that parents refer to this *Student Handbook* so that the School and family can work together for the welfare of both the individual and the community. TASIS believes that parents and the School are responsible for education.

## TASIS Campus Code

The students and faculty of TASIS share in a small society that can flourish only through consideration and respect for the rights and property of others.

To safeguard the rights of the community, every student is honor-bound to know and to abide by the guidelines listed in this Handbook.

To safeguard the rights of the individual, an established disciplinary procedure ensures fair and consistent evaluation of any violation of these guidelines.

The TASIS Code presents the important guidelines of behavior expected of members of the TASIS community. It is not an exhaustive set of regulations. In general, students are expected to adhere to the accepted standards of morality and good citizenship.

## Middle School Code of Conduct

The most important rule for the Middle School:

**Everyone will act with courtesy and consideration to others at all times.**

This means that:

- 1) We always try to understand other people's points of view. This means:
  - listening to others.
  - accepting their points of view.
- 2) We move quietly and purposefully around campus. This means:
  - never running.
  - helping others by opening doors, carrying items, etc.
  - letting others leave the classroom before we enter.
- 3) We maintain a respectable presence for yourself and others. This means:
  - school uniforms are clean and tidy.
  - shirts and blouses are tucked in and shoelaces are tied.
  - jewelry, hairstyles, nail polish, and make-up is simple and understated.
- 4) In class, we make it as easy as possible for everyone to learn and for the teacher to teach. This means:
  - being quiet and respectful during class time.
  - arriving on time with everything needed for that class period.
  - beginning and ending the class period in a courteous and orderly way.
  - listening carefully.
  - following instructions.
  - helping others in class when appropriate.
  - refraining from eating or drinking.
  - turning off mobile phones.
  - never listening to iPods, mp3 players, or other music players.
- 5) We keep the school clean and tidy so that it is a welcoming place we can all be proud of. This means:
  - putting litter in bins.
  - tucking chairs under desks at the end of class.
  - keeping at least three chair legs are on the floor at all times.
  - not leaving loose books and papers in public areas.

- using lockers appropriately (doors are closed and lockers are free of graffiti and trash).
  - not leaving clothing in the changing rooms (except when a student is in PE class).
- 6) We always speak politely to everyone, even if you are feeling angry or frustrated. This means:
- using a low voice.
  - not shouting; it is discourteous.
- 7) We take responsibility for your own safety and special requirements.  
This means:
- never leaving the TASIS campus during the day without permission from the Middle School Office or the Duty Administrator.
  - staying after school only if participating in an authorized sport, activity, or music lesson under the guidance of a faculty member.
  - if an exception is required, explaining why the Middle School Head.
  - contacting the Middle School Head in advance if you need to miss class, so your teachers can be informed and plan for you to be away.

## MAJOR RULES OF THE SCHOOL

Please note that students who break the School Rules will be subject to appropriate disciplinary action.

### 1. Personal Dishonesty

TASIS emphasizes the importance of honesty and trustworthiness in all areas of life at school. Lying or other forms of deception will not be tolerated.

### 2. Academic Dishonesty

The School considers academic cheating or plagiarism a serious offense.

**Cheating** is defined as submitting someone else's work for credit either in or out of class. This includes:

- Copying another student's homework or class work
- Cheating on a test
- Helping another student to cheat
- Giving or receiving unauthorized assistance in the preparation of work for credit
- Using unauthorized materials in the preparation of work for credit

**Plagiarism** is defined as submitting work copied directly from any source without giving credit to the source (via a footnote or bibliography). This includes:

- Re-arrangement of phrases and sentences from outside sources
- Turning in another student's work
- Cutting/pasting from any website on the internet (i.e. Wikipedia)

All matters of academic dishonesty will be referred to the Middle School Head and the Academic Dean.

### 3. Profanity, Insolence, Disobedience

Behavior of this type is considered anti-social and destructive to the spirit and morale essential to our community. TASIS will not tolerate any disrespectful language or behavior at School.

### 4. Bullying

Bullying is deliberately hurtful behavior. This can take many forms, but the main types are:

physical: kicking, hitting, taking belongings, fighting, pushing, hitting with an object

verbal: name-calling, insulting, racist remarks, sexual remarks

indirect: spreading rumors about someone, excluding someone from social groups, etc.

Our commitment is to recognize that bullying exists and deal with occurrences quickly. Bullying and harmful habits can stop only when they are confronted, so we ask that students first say

‘stop’ to those bullying. If the behavior does not stop, we ask students to speak with an adult – their Advisor, a familiar Teacher, the Counselor, a Dorm Parent, or the Middle School Head.

## **5. Cyberbullying**

The School’s network, the broader internet, and G3/G4 mobile phone technology may not be used for the purpose of harassment of TESIS students, faculty, or staff. All forms of harassment in cyberspace or using technology are unacceptable in our community.

Cyberbullying includes (but is not limited to) harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate email messages, instant messages, text messages, digital pictures/images, or website postings (including blogs, chatrooms, and Facebook).

Many of these actions may amount to criminal offences. Videoing a fight on a mobile phone may also constitute aiding and abetting an assault. Posting offensive material may also constitute defamation (libel) for which the victim can take legal action for compensation.

Students will be held personally responsible for all material they have placed on a web site and for all material that appears on a web site of which they are the account holder.

Faculty, staff, or students who feel that they have been the victims of Cyberbullying or any other misuse of technology should not erase the offending material. They should print a copy of the material and immediately report the incident to a school administrator. Students may report Cyberbullying to staff on a confidential basis, but should be aware that the information may need to be shared with others and, in the most serious cases, that the matter may need to be referred to police or social services for investigation.

Teachers and administrators will be vigilant and will look out for the signs of Cyberbullying among student groups. The School reserves the right for authorized staff to monitor students’ and faculty and staff’s use of the internet on a routine basis and to examine mobile phones where there is reason to suspect abuse.

## **6. Vandalism**

Individuals have the right to personal property. All TESIS students, faculty, staff, and visitors have the right to enjoy the use of the School’s equipment and property without having to be offended by others’ thoughtlessness or maliciousness. Defacing or destruction of the property of other individuals, of the School, or of other institutions will result in both payment for the damage and disciplinary action.

## **7. Theft**

We expect everyone within our community to respect the property of other people.

Theft of money or property (laptops, iPods, phones, etc.) from others either in or outside the TESIS community, or from the School or other institutions, is strictly prohibited.

## **8. Drugs and Alcohol**

TESIS believes that the use of any drugs/substances which may alter behavior or states of mind, or may in any other way interfere with one’s normal consciousness, is both seriously dangerous to one’s physical and mental health, and counter-productive to a meaningful community life and effective education.

**Drugs:** The use or possession of any illegal or unauthorized drugs is strictly forbidden. “Unauthorized drugs” includes 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 TESIS drug policy, to include testing positive on a drug test even if this is the result of the student’s drug use while not at TESIS, 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.

**Alcohol.** Possession or use of alcoholic beverages, including beer and wine, is strictly prohibited. These rules apply at all times to all TASIS students while they are associated with the school. Students possessing and/or being under the influence of alcohol on campus will be subject to immediate suspension from school. TASIS reserves the right to breathalyze a student at any time.

**Tobacco.** The School believes that smoking presents a significant threat to one's health and, therefore, smoking is not permitted at any time for students in any grade.

## **9. Attendance**

A student may not miss a class, study hall, or Sports and Activities obligation unless he or she has been excused by the School Nurse or the appropriate member of the School's administration. An unexcused absence will result in a detention.

Students are required to observe the published date of school vacations. An early departure or late return from a school vacation may result in academic and/or disciplinary penalties. Vacations with family or friends are not considered an excuse for an absence.

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.

## **11. Unauthorized Mixed Company**

TASIS believes that members of each gender have the right to areas of the School reserved for themselves. In addition, the School takes seriously its responsibility to parents for the maintenance of individual privacy and protection. This rule is enforced both in the School dormitories and on all school-sponsored trips.

## **12. Weapons & Dangerous Objects**

The possession of knives or any other weapons (even facsimiles) or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is prohibited.

## **13. Off-Campus during the Academic Day**

Middle School students may not go off-campus without permission from the Middle School Head. Please see the map on the last page for the campus boundaries. Students must not go down the hill beyond Scuderia Dorm and Hadsall.)

## **Fire Hazards & Procedures.**

The danger of fire is ever present in any institution. Smoking is not permitted at TASIS. Burning incense or candles or using firecrackers of any kind are serious fire hazards and are strictly prohibited. Tampering with fire doors, fire extinguishers, fire exit signs and fire alarms is a very serious offense, as it constitutes a danger and threat to the community.

### **Fire Procedures**

- 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.

## DISCIPLINE SYSTEM

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. Any violation of these rules will result in a disciplinary action such as a warning, detention, internal suspension, external suspension, or referral for dismissal.

### **School Jurisdiction**

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.

### **Self-Destructive Behavior**

Self-injurious behaviors are taken very seriously and considered by each individual case. When possible and in the best interest of the student and community, intervention efforts are made to keep students at TASIS under the care of external providers. If however the student is unable to successfully engage in an active school life, he or she may be asked to leave the community to participate in more in-depth 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.
- the problems being discussed are beyond the experience and expertise of the faculty member.

### **Relations 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.

## SCHOOL UNIFORMS

We believe children should be focused on learning rather than the fashions of the day. Within this spirit, the Middle School uniform seeks:

- to produce an atmosphere conducive to work.
- to unify the school and minimize unhealthy competition with student wardrobes.
- to encourage students in developing responsible attitudes towards their personal appearance.
- to represent the ideals and aspirations of the School.

Students should be dressed neatly and cleanly according to the uniform guidelines throughout the entire school day and during Wednesday Advisor Dinners. Formal dress is required for occasional cultural events.

Repeated uniform or dress code violations will result in detention(s).

## **Fall & Spring**

Girls wear:

- TESIS white or red polo shirts with TESIS crest
- TESIS white or light blue oxford short-sleeved shirts with TESIS crest
- navy blue or beige capri or long, tailored trousers
- garments listed in the year-long policy (below)
- top layer must have the TESIS crest

Boys wear:

- TESIS white, navy blue, or red polo shirts with TESIS crest
- TESIS short-sleeved white or light blue oxford shirts with TESIS crest
- navy blue or beige tailored trousers
- garments listed in the year-long policy (below)
- top layer must have the TESIS crest

## **Winter**

October 1 to May 1 (or as announced by the Headmaster)

Girls wear:

- tailored navy blue trousers
- garments listed in the year-long policy (below)
- top layer must have the TESIS crest

Boys wear:

- TESIS navy blue suit jacket with crest
- TESIS ties, tailored navy blue or grey lined trousers
- white turtleneck
- garments listed in the year-long policy (below)
- top layer must have the TESIS crest
- a minimum of one pair of TESIS tailored navy blue trousers is required.

## **Year-Round**

Girls wear:

- TESIS plaid skirts
- TESIS navy blue v-neck vest with crest
- TESIS grey roundneck sweater with crest
- TESIS navy blue zipped cardigan with crest
- white or light blue long-sleeved shirt
- dress shoes or low-heeled sandals with a heel strap
- top layer must have the TESIS crest

Not permitted:

- trousers with large pockets, tabs, or stripes
- athletic shoes or heavy boots
- high heels

Boys wear:

- TESIS navy blue v-neck vest with crest
- TESIS grey v-neck sweater with crest
- TESIS navy blue zipped cardigan with crest
- white or light blue long-sleeved shirt
- dress shoes, oxford (lace-ups) or loafers
- top layer must have the TESIS crest

Not permitted:

- trousers with large pockets and tabs
- athletic shoes, heavy boots, or sandals

## Sports

Boys and girls wear TESIS warm-up suits, TESIS t-shirts, and blue shorts.

## Order Forms

Uniform order forms can be found on the TESIS website (Academics -> Middle School -> Uniforms). The order form is also available from the Admissions and Middle School offices. Items can be ordered by:

- returning the order form to the Admissions Office (fax +41 91 993 2979 or admissions@tasis.ch). The School will then send you an invoice.
- contacting Lavinia Romani (+41 76 343 55 51 or lavina.romani@sunrise.ch).
- visiting Ms. Romani's office in the basement of Aurora (Tuesdays from 09:00 – 11:00).

Lands' End in America is also a convenient supplier of items without the TESIS logo. To shop through Lands' End please visit the vendor's site and select any of the items that are posted as permitted by the School: turtlenecks, fall and spring navy blue or beige capri and long trousers, white or light blue long-sleeved shirts.

## Casual Wear

Casual clothing may be worn after the end of the Academic Day, 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 with visible or offensive messages, logos, slogans, designs, etc.
- 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
- low-slung pants which reveal the mid-section and backside
- baseball caps, indoors or outdoors; hats indoors (exceptions may be made for religious headwear).
- pajamas or slippers outside of the dormitory
- underwear showing
- bare feet; footwear is always required

## “No Dress Code” Days.

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 above section: Casual Wear.)

# TRANSPORTATION

## Student Busing

The School provides a busing service for Day Students. Charges are announced shortly before the beginning of the school year. Only students whose parents have subscribed may use the busing service. Students must follow the rules and regulations for bus use. Violations may lead to suspension of the student's right to use the bus service or suspension from school.

- Students should remember that when they are on the school bus, they are in school. Their behavior should be the same on the bus as in the classroom.
- Students must seat themselves promptly upon entering the bus and are to remain seated for the duration of the journey. Students are not allowed to lean out of the windows or to open the doors of the vans until it has reached a full stop.
- Seatbelts are installed on all vans for the students, and they must use these for the entire trip for purposes of safety. Students must wear seatbelts in all school vehicles where they have been provided.

- Students are not allowed to play music from radios, MP3 players, etc. in the bus that might distract the driver or disturb fellow passengers. Personal stereos are allowed on the bus, but at the student's own risk. Headphones are not allowed during the school day.
- Students are not allowed food, drink or chewing gum of any kind on the bus. No litter or rubbish is to be left on the buses.
- Students are not to wear dirty sports clothes or shoes on the bus.
- Students are not to throw objects on the bus or out of the bus, or make any loud noises that may distract the driver.
- Smoking is never allowed in the buses.
- The use of profanity and foul or abusive language is prohibited.
- Any student not complying with the above rules or not behaving in a mature and friendly manner with others on the bus will be reported to the Busing Coordinator by the driver and will be disciplined accordingly. Any student who violates these rules may be suspended from the busing service.
- Students must notify the Busing Coordinator and the bus driver with a note from parents if they will not require a pick-up or drop-off.

### **Special Busing Requests**

Occasionally, parents subscribing to the busing service may wish their child to ride home on the bus with another child. The Busing Coordinator is willing to arrange this on a space-available basis. Parents may arrange this by contacting the Busing Coordinator at least 48 hours in advance.

The Busing Coordinator for the 2010-2011 school year is Cristina Wyss (cristina.wyss@tasis.ch).

### **Other Transportation**

**Automobiles.** The TASIS campus has limited parking, therefore we ask that parents not park on campus. 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.

**Skateboards, Longboards, Scooters.** 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 board on the outdoor basketball courts. Scooters can be used on campus during weekends.

## **FURTHER INFORMATION**

### **Advisory System**

Every student has a faculty Advisor. The Advisor works with his/her advisees in all areas of school life: to monitor progress, to be a counselor, to listen and to be a supporting advocate in disciplinary situations. The Advisor looks out for students' well-being and ensures that students are safe, supported, informed, and respected.

Advisor groups meet three times a week, attend meetings together on Tuesday and Thursday afternoons, and have a family-style dinner together every Wednesday. Day students are not required to attend Advisor Dinner but they are welcome. We also invite day student families to host Advisor Dinner for groups of students.

### **After-School Program**

All students are required to participate in two days of sports and activities per week, Mondays through Thursdays between 16:00 and 18:00.

These include:

- Recreational Sports (basketball, soccer, badminton, etc.)
- Team-building activities
- Tennis
- Swimming
- Dance
- Cooking
- Arts and Crafts
- Ceramics
- Ice Skating
- Model Building
- Choir
- Middle School Musical
- AC Milan (intensive soccer program)
- JV Basketball
- Swim Team

## **Book Policy**

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 charged to the student. All students are expected to keep their textbooks in book bags or in their lockers 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.

## **Counselor**

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, a Dorm Parent, the Nurses, or the Middle School Head.

## **Dining**

Meals at TASIS are served buffet-style, with the exception of Wednesday night Advisor Dinners. Great efforts are taken to provide nutritious and delicious food for a variety of tastes. If a student has special dietary requests, parents should bring them to the attention of the Nurses and the Middle School Head. Day students are welcome to stay for dinner, and are encouraged to stay for Advisor Dinner on Wednesday evenings.

### **Students should remember the following:**

- Uniforms are 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.
- Boarding 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.

## **Facilities**

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.

## **Campus Building Hours**

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

### **The Computer Lab**

The Computer Lab opens for Middle School students from 08:00 until Study Hall. Students must follow all school rules: no food or drinks are allowed, and students must maintain a quiet study environment.

### **The 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*

\* Middle School boarding students can use the library during the class day or after school, but not during Study Hall. Day students are allowed to study in the Library in the evenings.

### **The 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 available, unless scheduled.

### **The Snack Bar & Student Lounge**

Middle School students are welcome in the Student Lounge before classes each morning, during free periods, and after school. Students are able to purchase snacks and drinks, play pool, and relax with their friends.

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

**All other facilities:** Students must be supervised when using other facilities on campus.

## **Information Technology**

TASIS computers and the school-wide wireless internet connection are for academic use as well as appropriate, constructive communication. Use for entertainment is permitted within the parameters of the Code of Conduct.

### **TASIS Email Addresses**

Once enrolled, each student will have a TASIS email address. This will be used by teachers, administrators, and advisors to communicate with the students, and they will need to check it a few times each day.

### **Ethical Use Policy**

Students have access to network servers, printers, and wireless internet connection. By signing the Admissions Agreement, each student and his/her parents or guardians agree to abide by the School's Ethical Use Policy. This means:

- all information downloaded to personal laptops must be in sympathy with TASIS values.
- all local, national, and international laws regarding copyright permission must be followed.

**Violations of the Ethical Use Policy include:**

- 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. 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.

**Mobile/cell phones**

Phones should be turned off during classes, assemblies, meetings, meals, and study hall. Students should register their mobile telephone number with the School. Boarding 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 will be confiscated and brought to the Middle School Head for a minimum of 24 hours. Repeat offences may result in longer confiscation.

**Orientation Period**

During the orientation period at the beginning of the fall term, students and faculty focus upon the needs and requirements of working together as a school community. Course registrations are finalized, and aspects of school life at TASIS are discussed. The orientation program helps students become acquainted with the faculty, fellow students, and the school environment.

**Peer Mediators**

This program consists of students nominated by their peers who are trained in a wide variety of interpersonal skills, including listening skills, encouraging problem solving, dealing with bullying, how to deal with dating, etc.

**Peer Educators**

Peer Educators are 10-12th Grade students who have participated in training with a faculty sponsor and the School's counselor to learn to facilitate discussion about important, personal, and sometimes sensitive topics. Peer educators work in pairs to lead small-group discussions for Middle School boarding students. Topics include the transition to life at TASIS, making and keeping friends, managing stress, healthy living at TASIS, bullying, and many others.

**Proctors**

A Proctor is a TASIS Senior or Junior in very good standing who has been selected for a major leadership role within the School. Four Proctors have been chosen to support the day and boarding Middle School students. They help ensure life at TASIS is welcoming, comfortable, safe, and enjoyable by setting examples for all students in the community.

**Special Events**

Throughout the year, TASIS hosts many cultural and social events that are open to Middle Schoolers. These include the Christmas Celebration, the Valentine's Ball, and Middle School Graduation.

## **Assembly**

Every Tuesday all students, including day students, are required to attend school meetings from 15:00-15:40. All-school assemblies are held in the Palestra, and Middle School meetings are held in the Palmer Center.

## **House Meetings & Day Student Meetings**

These meetings take place every Thursday from 15:00-15:40. The goal is to share information and discuss issues of interest to the community. This includes school life, grades, school policies, etc. The Dorm Head is responsible for House Meetings for boarding students, and the Middle School Head meets with all day students, though sometimes these groups are combined.

## **Service Learning**

All students in Grades 7 and 8 participate in focused community service activities. TASIS aims to encourage leadership skills and to serve the School and the surrounding community. Middle School students complete one term of Service Learning out of three, and are expected to participate once a week for one hour.

## **Student Council**

Student Council representatives work with the Middle School Head to discuss issues that affect student life. The Council makes formal proposals to the administration regarding School policies and fields concerns from students about academic, dorm, discipline, and social issues. The Council is composed of day and boarding students.

## **Study Hall**

During evening study hall, boarding students must be in their designated Study Hall space. Day students are welcome to study in the Library. Study Hall takes place Sundays through Thursdays, 19:00-21:00.

## **Travel**

### **Weekend Program**

Our Weekend Program includes many activities in the Lugano area and further away. For boarding students, some are mandatory and others are optional. For day students, all trips are optional.

Past activities have included:

- Paddle boating
- Attending a Lugano hockey game or Inter Milan football match
- Dinner at a local Chinese, Turkish, or sushi restaurant
- The Botanical Gardens in Mendrisio
- The ropes course on Monte Tamaro
- Bowling and pizza night
- Miniature golf
- Flag football
- Brunch, Lunch, or Dinner at a teacher's home
- The Gardaland amusement park in Italy
- The Como market and a boat ride around Lago di Como
- The circus
- A weekend ski trip to Zermatt
- A special Christmas dinner and related activities
- The Nutcracker ballet
- A trip up Monte Generoso
- A glacier hike
- Valle Verzasca for hiking and swimming

### **Academic Travel: October 26-29, 2010 and February 27-March 4, 2011**

All students participate in Academic Travel. This travel is part of the curriculum, is included within the tuition fees and is required for all students. Students are assigned to special Middle School trips. Students have an Academic Journal to complete along with projects and class work related to the Academic Travel trip. Locations include Italy, Spain, and other parts of Switzerland.

### **Ski Week: January 8-14, 2011**

Middle School students are required to attend Ski Week in Verbier, Switzerland. This week is considered an integral part of our program and is required for all Middle School students. It is an opportunity for building class-cohesiveness, 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. During the ski term every student takes lessons in downhill skiing or snowboarding. All lessons are taught by certified Swiss instructors.

*See page 30 for a suggested packing list.*

### **Academic Travel & Ski Week Rules and Recommendations**

1. All school rules apply! If we can't do it at school, then we can't do it on Academic Travel.
2. Dress Code. We are representing TASIS away from campus, and therefore the dress code must be respected. Although we must be in appropriate dress, we may be more casual than usual. Clean, intact, tasteful athletic shoes should be worn as days often involve a lot of walking. We expect everyone to look sharp and wear appropriate clothing. Blue/colored jeans and t-shirts are not allowed.
3. Punctuality. We are expected to be at all check-ins on time. We also respect the lights-out time. Failure to report at check-ins or to respect the lights-out rule will result in loss of privileges.
4. Respecting Others. In keeping with the virtues of the Magnificent Seven, remember that we must always demonstrate an appreciation for the dignity of each human being and the beauty of our natural world. With this in mind, use common sense when waiting in line, walking on narrow sidewalks, or lining up in a store. Recognize that we are all members of a big group and may have to let someone pass or go ahead of us in line. Respect others by keeping voices at a reasonable level; shouting, singing, and being loud in public places is not acceptable. Be aware of the surroundings and act accordingly. We are guests and need to be aware that our presence may be disruptive for local residents.
5. Bed Checks. We expect everyone to be where they are supposed to be when they're supposed to be there. We'll have very busy days...sleep!
6. Rules for the Bus. Behavior on the bus is essential to our safety. Disturbing, loud, and inappropriate actions distract the driver and upset other students. We expect students to remain seated at all times (fully on the seat, one person per seat, facing forward) and keep your voice quiet (refrain from singing, loud talking, or shouting). Headphones are welcome, as is talking quietly with seat partners.
7. Have a positive attitude. Enjoy this opportunity to make Europe our classroom. Nothing ruins a trip more than constant complaining. Every new experience is new and exciting, and gives us a possibility to learn. Remember to thank the bus driver, the hotel clerk, waiters at restaurants, tour guides, and other people who are working hard on your behalf. Be gracious and humble towards others.

Ultimately, we are all responsible for our own actions and should not blame others for our mistakes. Violating a rule will result in a consequence, determined by the chaperones, trip leader, the Middle School Head, and Headmaster. Consequences may range from early lights out to being sent home or back to campus. Possible consequences for Academic Travel misbehavior include expulsion. A student caught smoking, drinking alcohol, stealing, mixing company (boys and girls in same room), or endangering the life of others will be dismissed from the trip.

## **Re-Enrollment**

Re-enrollment for the following year is not automatic. In February, families will receive a re-invitation letter indicating the likely status of their child's enrolment for the following year. By April 1st, all students are required, subject to enrollment status, to submit a re-enrollment form and deposit to re-enroll at TASIS for the following academic year.

TASIS reserves the right to rescind an offer of re-enrollment for academic and/or disciplinary reasons. The School also reserves the right to dismiss, at any time, a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgment, a student's conduct on or away from the campus indicates that he or she is consistently out of sympathy with the ideals, objective and program of the School, parents will be required to withdraw the student at once, even though there may have been no infraction of a specific rule.

If TASIS feels that it can no longer meet the needs of the child or the family, it will give advance notice of the possibility of non-renewal of enrollment.

## **Withdrawal Policy**

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:

- a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community.
- 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.
- 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.

## **INFORMATION FOR DAY STUDENTS**

Whenever day students are on campus, they will be expected to follow all TASIS rules and regulations. Once students leave campus, they become the responsibility of their parents or guardians.

Because all student behavior reflects on the School, day Students become TASIS responsibility when they are with a TASIS boarding student, in the Collina d'Oro area, on all School trips, and during Ski Week, athletic events, or weekend travel. In such situations, day students 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 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 Student Schedule**

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. 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 18:30

On Friday and Saturday, day students must leave campus by 21:00

### **Absences**

Day student parents who need to inform the School of an absence should call Reception (091 960 5151), or send an email to [reception@tasis.ch](mailto:reception@tasis.ch) or to the Middle School Head.

Day student parents are asked to call Reception or the Middle School no later than 10:00 a.m. if their son or daughter is ill and will not be attending school that day. If requested, assignments can be collected from the appropriate teachers and held at the Middle School office for collection at the end of the school day.

If the School has not been previously notified, a note from the parent or School Nurse or appropriate administrator must accompany the student when he or she returns for classes.

### **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 100 CHF per day or 600 CHF 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.

### **Damages**

Students are not to write on or carve into any property in the School or community. If anything breaks, goes missing or does not work, a teacher should be notified immediately so that it can be repaired. Students will be billed for any damage done to TESIS property.

### **Detention**

Day students who receive a detention will be expected to attend on Saturday mornings from 08:30-10:00.

### **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 store their clothing, books, or other belongings in a boarding student's room.

### **Dress Code**

Day students must wear their uniforms. When a day student is out of uniform, parents or guardians will be asked to bring the child's missing article(s) to the School. After three warnings, students will serve Saturday detention. Please see the above section on Uniforms for further information.

### **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. TESIS health and accident insurance does not cover day students. Day students living in Switzerland must provide a copy of their Swiss health insurance certificate. Day students living in Italy must provide the form showing their entitlement to medical assistance abroad, which can be obtained from the Italian Office of Public Health (ASL). Should the occasion arise of a day student being resident in any other country, each case will be looked at separately. Any of the above certificates of insurance should be sent to the Business Office, Attn. Gerbi Sancini.

### **Holidays**

TESIS places the highest priority on the academic program and class attendance. Because of this emphasis, TESIS does not cancel classes due to local, American, or other national 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.

### **Lockers**

The School provides all day students with lockers in the Palestra. Each student receives a lock at the beginning of the school year. If this lock is broken or lost, students may purchase a replacement at Reception for 15 CHF, or can provide their own. Day students are asked to keep their books and 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.

### **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 are not permitted.

### **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.

### **Public Displays of Affection**

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.

## **INFORMATION FOR BOARDING STUDENTS**

### **MIDDLE SCHOOL SUGGESTED PACKING LIST**

Girls:

- 1 formal dress for Middle School Graduation
- 2 semi-formal dresses
- 2 skirts
- 2 pairs of casual trousers (summer and winter)
- 3 or more pairs of jeans
- 2 blouses or appropriate tops
- 2 sweaters
- 3 t-shirts
- 1 warm, all-purpose overcoat
- 1 raincoat and umbrella
- 2 pairs of pajamas or nightgowns
- bathrobe, slippers, and 2 weeks' worth of socks and underwear
- 3 pairs of shoes (loafers/dress)
- 1 pair of winter boots

Boys:

- 1 formal jacket for Middle School Graduation
- 1 sport jacket
- 2 pairs of casual trousers (summer and winter)
- 3 or more pairs of jeans
- 2 dress shirts
- 2 sweaters
- 3 t-shirts
- 1 warm, all-purpose overcoat
- 1 raincoat and umbrella
- 2 pairs of pajamas
- bathrobe, slippers, and 2 weeks' worth of socks and underwear
- 3 pairs of shoes (loafers/dress)
- 1 pair of winter boots

### **SKI & SNOWBOARDING TRIPS PACKING LIST**

**Thanksgiving in Zermatt (November 2010), Ski Week in Verbier (January 2011)**

- Passport
- Skiing or Snowboarding equipment
- Small backpack
- Ski accessories (scarf, goggles, gloves, etc.)
- Warm clothing!
- Winter jacket
- Ski pants
- Ski boots
- Winter boots
- Thermal long underwear
- Hiking boots
- Sneakers for sports
- Slippers
- 2 pair of pants/jeans
- 4 warm sweaters
- 6 t-shirts
- 1 Polo golf shirt
- 3 sportswear pants
- Sleepwear
- Undergarments for 7 days
- Socks for 7 days
- Skiing socks
- Bathing suit & towel
- Ice skates
- Toiletries – toothbrush, toothpaste, shampoo, soap, etc.
- Sunglasses/goggles (important for skiing)
- Camera
- iPod/books
- Cell phone
- Pocket money (around 100 CHF), including 15 CHF for helmet rental (compulsory) and, if necessary, ski/snowboarding equipment rental (60 CHF/week)

Please note: Laptops are not allowed at Ski Week or on Academic Travel trips.

## **TRAVEL PROCEDURES FOR WINTER BREAK, SPRING BREAK, and END OF THE YEAR**

When traveling to and from TASIS, we ask for the following information:

### **Arrivals:**

- Dates of return (note that Ski Week in January is mandatory): August, January and May after Spring Break
- Time of flight, flight number, which airport
- Car/Taxi/other transportation information
- Any other people traveling with your child (siblings, friends)
- If your child is traveling as an Unaccompanied Minor
- Estimated time of arrival to campus
- If you would like assistance with travel arrangements to the School

### **Departures:** December, April, and May

- Date, time, and destination for flights
- Final destination (home or elsewhere?)
- Airline, airport, flight number(s)
- Car/Taxi/other transportation information
- Any other people traveling with your child (siblings, friends)
- If your child is traveling as an Unaccompanied Minor
- If you would like assistance with travel arrangements to the School

We will also ask for a copy of your child's itinerary.

### **Unaccompanied Minors**

Our Boarding students often travel to and from the airport on their own. Therefore, we have strict travel procedures to ensure that students are transported to nearby airports safely and on time. Many of our Middle School students are considered Unaccompanied Minors, or UM, which usually includes students under 14 years old (but varies, depending on the airline).

The School's policy for Unaccompanied Minor students is as follows:

**UM to Lugano/Agno airport:** The cost is 100 CHF for a taxi, as the driver must stay at the airport until the plane takes off.

**UM to Milan Malpensa airport:** A taxi driver takes students to Milan, and the cost is 400 CHF. This includes:

- 1-hour taxi ride to Malpensa.
- UM students must be at the airport 2.5 hours before their flight.
- Taxi drivers must stay at the airport until the plane takes off.
- Total time for driver is 3.5 hours.

If a flight is delayed, this cost rises by 60 CHF/hour.

The School's policy for students not traveling as an Unaccompanied Minor is as follows:

#### **To Lugano/Agno airport:**

- To leave the child at the door of the airport: 30 CHF
- To help the child with the check-in process and accompany to Passport Control: 60 CHF

**To Milan Malpensa airport:** Students may reserve a taxi from TASIS to the airport. The costs are as follows:

- To leave the child at the door of the airport: 230 CHF
- To help the child with the check-in process and accompany to Passport Control: 310 CHF.

Students who are not traveling as Unaccompanied Minors may also take the Starbus or Giosy service from downtown Lugano (40 CHF).

**Taxis for Middle School students.** The TASIS Middle School works with a private taxi company for **all** transfers to and from the airport. Alternative arrangements can be made with the MS Head at least three weeks before departure or arrival.

## **LIFE AT TASIS**

### **Residential Life**

Every student has the right to privacy, respect for feelings and belongings, and a calm living environment in his or her dorm. 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.

To facilitate an appreciation of other cultures, students of the same non-English language group will not be placed in the same room. This is dependent upon enrollment.

### **Room Inspection**

Dorms are inspected every day. Students are expected to keep their room tidy. This means:

- all beds are neatly made.
- the floor is clear of litter and clothing.
- all laundry is in a laundry bag.
- the desk, shelves, and bureau surfaces are in reasonable order.
- no open food, empty food containers or dirty dishes are in the room.
- lockers are locked and drawers and closets are closed.
- no lights, electronics, or music is on if the room is unoccupied.
- no items from the dining room are in the room.
- the washrooms are tidy and cleared of clothing and bags.

Failure to keep his or her area tidy will result in a warning. If the student's area is still untidy, he or she will receive an infraction; two infractions in one week will result in a detention.

### **Dormitory Searches**

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. Although searches may 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.
- In most cases, the student will be present during any search of their room or property.

### **Audio Equipment, Computers, & Appliances**

If students do not abide by the rules, their belongings will be confiscated.

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.
- Music may not be heard outside the room.

Laptop computers are allowed; desktop computers are not allowed.

Electrical Appliances: Students are allowed electric kettles for drinks and soup. Please don't bring or buy other appliances, such as hot plates, space heaters, rice cookers, refrigerators, toasters, and microwaves.

## Banking

TASIS offers an Automatic Teller Machine (ATM)/Bancomat service through Raiffeisen Bank ([www.raiffeisen.ch](http://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 email 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.

Once 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.

## Check-In

**Weeknights.** When students check in at their designated Study Hall classroom, they are expected to remain in the building for the night. It is important that students check-in on time so their Dorm Parents can safely account for all residents.

Monday, Tuesday, Thursday: 18:45-19:00

Wednesday: 19:15 (due to Advisor Dinner)

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

- Friday: First check-in: 18:45-19:00. Students must remain on campus  
Second check-in: 20:45-21:00. Students must remain in their dorms.
- Saturday: First check-in: 18:45-19:00. Students must remain on campus  
Second check-in: 20:45-21:00. Students must remain in their dorms.
- Sunday: 18:45-19:00. Check-in at Study Hall.

## Lights Out & Curfew

Sunday-Thursday 22:00 Friday & Saturday 23:00

Students must remain in their dorms until 06:00 the following day.

Special off-campus or late check-in permission may be obtained from the Duty Administrator or the Middle School Head. If granted, the student must notify the Dorm Parent on duty.

**Coed Visitation** is not allowed in the dormitories, except in the common rooms.

## Communication

**Telephones.** 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 or after 'lights out'. Internal calls should be kept brief so phone lines are kept available for external calls.

**Mail.** Each weekday, Advisors deliver mail and internal messages, along with slips for packages held in the reception office or faculty workroom.

All items should be addressed to:

Student Name

c/o TASIS

The American School in Switzerland

CH-6926 Montagnola-Lugano

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.

### **Decorations**

Students may decorate their rooms within the bounds of decency and good taste.

- Decorations out of sympathy with the TASIS philosophy are not allowed.
- Alcohol bottles and glasses are not appropriate decorations.
- Tacks may only be used to hang posters or mount smaller pictures on specially provided wall-boards
- 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, 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.

### **Detention**

Friday Detention: Students must check in at 16:00, 17:00, and 18:00. All electronics will be confiscated from 16:00 until Saturday at 19:00. Students are expected to remain on campus from after school until bedtime, and in their rooms from 19:00. Repeated Friday detentions will result in a Saturday detention, from 08:30-10:00.

### **Holidays & Vacations**

TASIS places the highest priority on the academic program and class attendance. Because of this emphasis, TASIS does not cancel classes due to local, American, or other national 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.

### **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 on the ground floor of Giani Right, near the dormitories. 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 30 CHF and will be billed to the student's account.

## **Lockers**

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.

DISCLAIMER: 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 Dorm Head should be notified. New locks cost CHF 15 each.

## **Neighbors**

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. No music is allowed outdoors or on the local buses. 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.

## **Unoccupied Room Policy**

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.

## **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 are not permitted.

## **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.

## **Public Displays of Affection**

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.

## **Sleepovers**

Sleepovers are not permitted for Middle School students.

## **Storage**

Suitcases, skis, trunks, or other bulky items shall be stored in a locked storage space. Limited summer storage is available if students pack their belongings in suitcases or boxes, and properly label them. These must be brought to a specific location before students are allowed to leave for the summer.

DISCLAIMER: TESIS will provide basic security at the storage premises, but TESIS cannot assume any responsibility for items lost or stolen while in storage. TESIS 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**

Study Hall for Middle School boarding students is from 19:00-21:00.

18:45-19:00 - Check-in.

19:00 - Be ready to work.

19:50-20:05 - Break.

21:00 - end of Study Hall.

Study hall rules:

- Follow the assigned seating chart.
- Be respectful and quiet during the entire time.
- Do not use cell phones at any time.
- Raise your hand to ask a question.
- Computers are allowed from 20:05-21:00 for school purposes only. (Dorm parents will need to see a written note from your teacher.)
- If you have a project to print at the computer lab, please do it before Study Hall or during your free time.
- No group work is permitted unless you have special permission from your teacher (the dorm parent will need to see a written note).
- No food or drinks are allowed in Monticello 11. Water is allowed.
- During the break, you may go to the bathroom, may go on the terrace, or may remain in the classroom.
- You must ask permission to go anywhere else.
- If you finish your homework before the end of Study Hall, choose a book from the red box and read.
- At the end of Study Hall, push your chair in and walk quietly to your dorms.
- No headphones are allowed.

Before Study Hall starts, two students will be asked to bring the red boxes from Scuderia (the box contains school supplies and books). At the end of Study Hall, the same students will make sure the classroom (Monticello 11) is tidy, the lights are off, and the doors and windows are closed. The same students will help cleaning the Middle School Lounge after snack time.

Students are expected to work quietly during Study Hall. If a student does not follow these rules, he or she will receive a warning. If his or her behavior continues, he or she will receive an infraction. If the student continues to misbehave, he or she will receive Friday detention.

### **Theft Prevention**

Unfortunately, theft does occur at times in boarding schools. TESIS 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.
- Closets must be locked immediately after use. If a closet is not lockable, 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.

## **Travel**

**Trips to Lugano.** Middle School boarding students may walk or take the bus or a taxi to Lugano. They must travel in groups of two or more. Visiting Lugano during the day is permitted:

- on Friday afternoons after class until first check-in.
- on Saturdays from 12:00 noon to first check-in.
- on Sundays, permission must be received from the Dorm Parent.

Day trips to anywhere outside Lugano are not permitted. Parents or legal guardians must follow the procedure outlined below.

### **Weekend Travel Options.**

If a student travels with his/her own family, he/she must:

- fill in the online Weekend Travel Form.
- ensure the Middle School Head receives a written or emailed request from the parent or legal guardian one week in advance.

If a student is traveling by train or plane, the School needs confirmation of the student's itinerary and a copy of the ticket/e-ticket.

If a student travels with a Day Student family, he/she must:

- fill in the online Weekend Travel Form.
- ensure the Middle School Head receives a written or emailed request from the parent or legal guardian one week in advance

The Day Student family must see the Middle School Head in person to fill in the Invitation and Agreement for Weekend Travel form.

Parents must recognize that by permitting their son or daughter to go with another family, they are responsible for their child's safety. All students are required to follow school rules when traveling, but the School will not 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.

If parents authorize another adult or family member to take a child from campus, permission must be granted directly from the Middle School Head.

### **Weekday Travel Options.**

Students may only check out with their own parents or families. Students must fill in a Weekend Travel Form (even though it is during the week), as this must be filled out if a student will be absent from the dorm overnight.

### **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. Boarding students are required to remain on campus and will not be allowed overnight travel.

#### **2010-2011 Closed Weekends:**

MS Special Excursion - September 11-12

Fall Academic Travel - October 23-24

Fall Academic Travel - October 30-31

Family Weekend - November 13-14  
Christmas Celebration & Service - December 4-5  
Spring Academic Travel - February 26-27  
Spring Academic Travel - March 5-6  
Arts Festival - May 14-15

### **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.

### **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.

**For additional information, please see *Getting Ready for Life at TASIS*, available on the TASIS website.**

# THE TASIS HEALTH CENTER

**Nurses:** Adele McLeod, Nancy Loiselle, Peggy Capener

## **Opening hours:**

Monday-Thursday 07:30-16:30

Friday 07:30-16:00

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 cell/mobile telephone (\*5201). During the night a resident Dorm Parent should be contacted before a nurse.

Students who are unwell in the morning are to visit the Health Center before school. If too unwell to visit the Health Center, students are to inform the nurses by telephoning 5426, or to inform their Dorm Parent or Middle School Head. 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. 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 dinnertime. Students failing to follow these guidelines may face additional campus restrictions.

The Nurses arrange all appointments and transportation for all medical appointments, including physiotherapy, not included dentist, orthodontist, ophthalmologists, etc.

## **TASIS Health Insurance**

All boarding students at TASIS receive mandatory Swiss accident and health insurance coverage. The premiums for this insurance are included in the school fees. This policy starts on the first day of the academic year and terminates on the last day of the academic year. The policy guarantees basic medical care for accident and health in Switzerland, and emergency care outside of Switzerland up to double the cost of the equivalent care in Switzerland.

This policy does NOT cover:

- first-class hospital rooms (standard room care is excellent in Switzerland)
- continuing medical treatment outside of Switzerland
- treatment after the student has left TASIS or during the summer months
- repatriation to the student's home residence
- costs for dentists, eye doctors, and psychiatrists
- medicines from School Nurse

TASIS is not liable or responsible for any medical costs which are not covered by the Swiss insurance. Therefore, TASIS strongly recommends that parents also provide their children with international, comprehensive accident and medical insurance coverage, including repatriation, for the duration of the academic year.

In order to avoid delays, TASIS pays all medical bills directly to the doctors and hospitals. We then bill parents for these medical costs, attaching a copy of the individual bill. Parents must pay TASIS for these costs. TASIS submits the bills to the Swiss insurance company, and any reimbursements will be credited on final statements in June.

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.

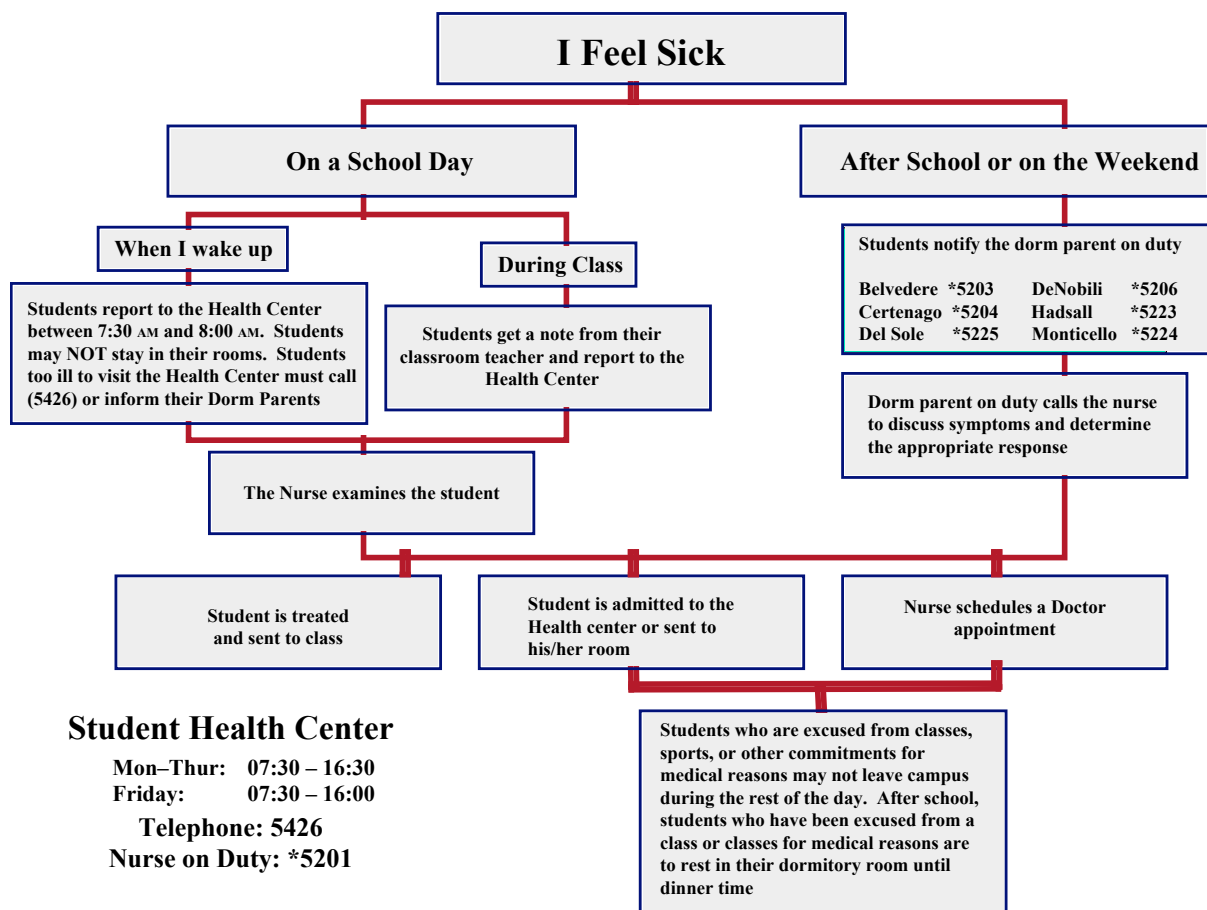
### Medical Forms

All new students must send or bring the medical and physical examination form (which includes immunization dates) to the 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.

### Medications

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.

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.



# TASIS ALL-SCHOOL CALENDAR

## Elementary (ES), Middle (MS), and High (HS) Schools, 2010 – 2011

### Fall Semester 2010

Friday, September 3	MS & HS Opening Day; Students arrive on campus by 19:00
Saturday-Sunday, September 4-5	Student Orientation
Monday, September 6	Classes begin ES Open House and First Day of Class
Wednesday, September 8	Class Outings (MS/HS)
Saturday, September 11	11th Grade New Step One Testing 12th Grade Essay Workshop HS Boat Dance MS Special Day Excursion
Monday, Tuesday, September 13-14	School Pictures
Tuesday, September 14	ES Singapore Math Night
Wednesday, September 15	MS Day Parent Wine, Cheese & Chat
Tuesday, September 21	ES Curriculum Night
Wednesday, September 22	HS Day Parent Wine, Cheese & Chat
Monday, September 27	No classes; ES/MS/HS Fall Break Interim Progress Reports
Saturday, October 9	SAT I & II
Saturday, October 16	PSAT
Saturday-Sunday, October 16-17	SAT Prep Course
Monday, October 18	Midterm Grades (MS/HS)
Wednesday, October 20	ES Fall Parent Conferences / Staff Development (no classes)
Saturday, October 23	ACT
Saturday-Sunday, October 23-24	SAT Prep Course
Tuesday-Friday, October 26-29	Academic Travel (MS/HS)
Thursday-Friday, October 28-29	ES Fall Break
Saturday, November 6	SAT I & II
Friday-Sunday, November 12-14	Family Weekend
Thursday, November 25	Students may leave after 13:45 for the Holiday weekend
Thursday-Friday, November 25-26	ES Thanksgiving Break
Thursday-Sunday, November 25-28	MS Weekend Trip
<i>Mandatory for all MS boarding students who are not checked out with their parents. Day students may participate.</i>	
Friday, November 26	No Classes; Thanksgiving Break
Saturday, December 4	SAT I & II MS Christmas Celebration HS Christmas Dance
Sunday, December 5	Christmas Service
Wednesday, December 8	ES Christmas Concert
Thursday, December 16	Classes end; All MS/HS boarding students may leave after 16:00
Friday, December 17	Dormitories close at 12:00 noon ES Noon Dismissal
Saturday-Sunday, December 18-January 9	ES Christmas Holiday

## Spring Semester 2011

Thursday, January 6, 2011	Dormitories open at 12:00 noon
Friday, January 7	MS students return to campus by 19:00 <i>Ski Week is mandatory for <u>all</u> MS students.</i> HS students attending Ski Week return to campus by 19:00
Saturday, January 8	Buses leave for Ski Week
Monday, January 10	ES Classes resume
Friday, January 14	MS (students and faculty) return to Montagnola
Saturday, January 15	HS (students and faculty) return to Montagnola
Sunday, January 16	Students not on Ski Week return to campus by 19:00
Monday, January 17	MS/HS Classes resume
Saturday, January 22	SAT I & II
Monday-Friday, January 31-February 4	ES International Week
Monday, February 7	Interim Progress Reports
Monday-Friday, February 14-18	International Week
Sunday-Friday, February 27-March 4	Academic Travel (MS/HS)
Monday-Tuesday, February 28-March 1	ES Mid-winter Break
Thursday, March 10	Students may leave after 13:45 for the three-day weekend
Friday, March 11	No Classes; SGIS Conference at TASIS
Friday-Sunday, March 11-13	MS Weekend Trip <i>Mandatory for all MS boarding students who are not checked out with their parents. Day students may participate.</i>
Monday, March 14	Midterm Grades (MS/HS)
Friday, March 18	ES Spring Parent Conferences / Staff Development (no classes)
Saturday-Sunday, April 2-3	SAT Prep Course
Monday-Friday, April 4-8	Environmental Awareness Week
Saturday, April 9	Senior Prom
Saturday-Sunday, April 9-10	SAT Prep Course
Friday, April 15	Spring Holidays begin after classes end
Saturday-Sunday, April 16-May 1	ES Spring Holiday
Sunday, April 17	Dormitories close at 12:00 noon
Saturday, April 30	Dormitories open at 12:00 noon
Sunday, May 1	Spring Holidays end; students return to campus by 19:00
Monday, May 2	Classes resume
Monday-Friday, May 2-13	AP Exams
Tuesday-Tuesday, May 3-24	International Baccalaureate Exams
Saturday, May 7	SAT I & II
Tuesday-Sunday, May 10-15	Spring Arts Festival
Thursday, May 26	Middle School Graduation; MS students may leave after Graduation
Friday, May 27	MS boarding students are required to be off campus by 18:00 Senior Banquet
Saturday, May 28	Senior Commencement, 11:00
Seniors & PGs must leave by 17:00	
Monday, May 30	Classes for students in grades 9-11 continue
Wednesday-Friday, June 1-3	Second Semester Exams for HS students; all boarding students in Grades 9-11 may leave after their last examination
Friday, June 3	Last Day of Elementary School Celebration Events
Saturday, June 4	Dormitories close at 12:00 noon

**Disclaimer:**

The policies and procedures in the Middle School 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.