



2023-2024

MIDDLE SCHOOL
STUDENT HANDBOOK

GRADES 6-8

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WELCOME TO TASIS!

For over 60 years, TASIS has transformed the lives of thousands of students. A TASIS education begins in the classroom, where dedicated and gifted teachers along with internationally-recognized curricula provide first-rate academic preparation for university and lifelong learning. In addition, a TASIS education includes:

- Deep Learning in Traditional Academic Subjects
- Visual and Performing Arts, Athletics, and Physical Education
- Service Leadership through our Service Learning and Global Service Programs
- Exceptional Academic and Experiential Travel Opportunities
- Community Living in the Boarding Program

Fundamental to a TASIS education is the development of each student's moral and spiritual capacities. School rules of behavior are based on the traditional values and virtues of Western civilization, and the School periodically honors community members who display the "magnificent seven" values of integrity, respect, responsibility, compassion, humility, service, and vision. Furthermore, the faculty, who are committed to the values described in the TASIS Mission Statement and Paideia, strive to model the character and ethos of the School in all their actions.

A TASIS education is a unique experience. There is a strong American dimension due to the American curriculum and the legacy of the School's founder, Mrs. M. Crist Fleming. A broader view reveals Europe as the School's classroom since so much emphasis is given to academic travel within Switzerland and throughout the continent, and to the living importance of the historical past. And finally, there is a distinct global perspective at TASIS, with the student body representing over 50 nationalities. A TASIS education truly opens students' hearts and minds to the world.

Note: The policies and procedures in all Student Handbooks 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.

A NOTE ON MUTUAL RESPECT

TASIS seeks to promote a School culture of mutual respect and civility free from harassment and disruptive, demeaning, intimidating, threatening, or aggressive behavior. Therefore we expect and encourage those in our community to work together with respect and civility so our students can reach their highest potential.

WELCOME TO TASIS MIDDLE SCHOOL!

The TASIS Middle School is a passage from Elementary to High School. The student body consists of 6th, 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.

Our philosophy recognizes the fundamental importance of creating a safe, 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 teachers, dorm parents, advisors, and activity leaders who are able to work closely with the students on their individual development.

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, Physical Education, and, for American Section students, Music. Native English speakers study Italian, and students still learning English as an academic language have an additional period of English instruction. Elective options depend on the student's schedule and grade level, and include German, French, Drama, Choir, Computer Science, or a study period.

The Middle School program has an Italian Section for residents of Ticino who attend Storia e Geografia, Scrittura, Arte and Lingua Italiana. All students regardless of Italian or American section attend an appropriate Italian Language course. Boarding students have supervised study periods each day, and receive academic support from both their teachers and dorm parents. Academically, students learn to develop basic study skills as they become more inquisitive and analytical learners. They hone their research skills, improve their organizational skills, and present their learning in a variety of ways.

Socially, students learn 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 Service Learning Program to Student Council.

Our Founder, Mrs. Fleming, was passionate about international understanding. This begins on campus, with friendships connecting children from around the world, but extends beyond the classroom, when students explore new places and experience other cultures than their own.

Academic Travel excursions take Middle School children on outdoor adventures in the fall and spring.

In our efforts to build community and provide a safe, '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.

MIDDLE SCHOOL CODE OF CONDUCT

We expect our students to embody the “magnificent seven” values of integrity, respect, responsibility, compassion, humility, service, and vision. We also expect everyone to 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 includes:

- listening to others.
- respecting others’ opinions.
- seeking to understand their points of view.

2) We move quietly and purposefully around campus. This includes:

- walking instead of running.
- helping others by opening doors, carrying items, etc.
- letting others leave the classroom before we enter.
- speaking politely to everyone, even if feeling angry or frustrated. This means always using a low voice.

3) We maintain a respectable presence for ourselves and others. This includes:

- clean and tidy uniforms.
- tied shoelaces.
- no hats in class or in the dining hall.
- jewelry, hairstyles, nail polish, and makeup are simple and subtle.

4) In class, we make it as easy as possible for everyone to learn and for the teacher to teach.

This includes:

- being 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 anything but water.
- only using electronics at appropriate times.

5) We keep the school clean and tidy so that it is a welcoming place we can all be proud of.

This includes:

- putting litter in bins and using the recycling bins around campus.
- tucking chairs under desks at the end of class and after meals in the dining hall.
- keeping at least three chair legs are on the floor at all times.
- keeping books and papers in lockers and not in public areas.
- using lockers appropriately (doors are closed and lockers are free of graffiti and trash).
- placing bags, jackets, etc. in lockers or on the shelves near the classrooms and the Kay Hamblin Terrace.
- removing all belongings from the changing rooms after PE class.

6) We take responsibility for our own safety and special requirements. This includes:

- making safe choices, from online interactions to discussions with peers to following the safety guidelines of the School.
- day students leaving campus during the school day only with approval from the MS Administration or Health Center. Day students must also leave campus by 18:45 at the latest unless approved by the MS Administration.

CONTACT INFORMATION

If you need to speak with someone at TASIS, feel free to leave a message at Reception. Hours are Monday-Friday, 08:00-18:00; Saturday 10:00-18:00; Sunday 11:00-17:00, Swiss time.

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Middle School Dorm Duty Phone +41 79 366 5817

Note: this number is accessible 24 hours a day during the academic year.

Duty Administrator +41 79 337 3857

Note: this number is accessible 24 hours a day during the academic year. Please note that the Duty Administrator will not answer calls from numbers that are listed as unknown or restricted.

To contact individual teachers, it is best to use email. Faculty and staff email addresses can be found in the Parent Portal in Veracross.

ACADEMICS

The TASIS Middle School includes three academic programs. Please see the [Course Offerings Book](#) for more information about specific classes.

THE AMERICAN SECTION

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

THE ENGLISH-AS-AN-ADDITIONAL-LANGUAGE 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

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.

HONOR ROLL

The Academic Honor Roll is calculated at each end-of-semester grading period. Honor Roll status at the semester is recorded on the student's final transcript.

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

ACADEMIC PROGRESS, HOMEWORK, AND EXPECTATIONS

The TASIS Middle School believes homework should be meaningful and purposeful. Homework is about the quality of work, not the quantity of work assigned. We also believe that students should take advantage of the many opportunities offered by our After-School Program and other extracurricular programs in the area. These programs help stretch our students to be well-rounded individuals.

Purpose of Homework

- To foster positive attitudes, habits, and character traits.
- To practice skills or processes that students can do independently but have not yet mastered.
- To foster a love of reading. We expect daily reading, seven days a week, beyond other assigned homework.

Homework Expectations

- Students are expected to keep up with daily homework assignments.
- It is Middle School policy that students can be assigned up to 20 minutes of homework per block, twice a week (see schedule below). The 20-minute expectation is differentiated for any individual English-as-an-Additional Language or Learning Resource Center needs.
- No homework will be assigned over weekends or school holidays.
- Students can receive help from teachers or a tutor, but the responsibility for the completion of academic work rests with the student.
- Departments will determine the weighting of homework in the overall student grade. It is recommended that homework only counts for 0 - 10% of the overall grade.
- Students are expected to read for 20 minutes in English every day, in addition to the allotted HW time.

Homework Schedule

- Monday: No homework due
- Tuesday: Homework assigned for periods A, B, E, F
- Wednesday: Homework assigned for periods C, D, G, H
- Thursday: Homework assigned for periods A, B, E, F
- Friday: Homework assigned for periods C, D, G, H

Students excused from class due to illness and School-related trips 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, or the Learning Center if applicable.

ACADEMIC INTEGRITY POLICY

TASIS students are expected to be “principled” and to “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them. (“Academic Integrity”). Consequently, in creating authentic pieces of work which honestly acknowledge the contributions of others, and in not trying to gain an unfair advantage in any course, students are living up to this expectation.

Honesty is a core value and an attribute of personal integrity. It applies to all aspects of life at TASIS, including academics. Each student is expected to be responsible for his or her own

work. Incidents of cheating, academic misconduct, or plagiarism are examples of dishonest conduct, and we consider these incidents to be a major violation of School rules. Parents and students should understand our expectations for academic integrity.

The Goals of the MS TASIS Academic Integrity Policy

The role of the School

At TASIS, we aim to provide guidance to help students:

- understand the meaning of academic integrity, an authentic piece of work, intellectual property, and paraphrasing.
- understand what constitutes academic misconduct (particularly plagiarism, collusion and misconduct during an examination) and how this differs from an academic infringement.
- develop study skills and academic writing skills, conduct research, and acknowledge sources so that they have the knowledge and practical skills to apply the above concepts to their work.
- understand the benefits of properly conducted academic research and show a respect for the integrity of all forms of assessment.
- understand the importance of integrity, and know the consequences of being found guilty of academic misconduct.

The role of the student

Students are ultimately responsible for making sure that their work is authentic and that all sources have been acknowledged.

Students at TASIS are expected to:

- understand TASIS academic expectations
- report incidents of academic misconduct to an adult
- complete all assignments, tasks, tests, and quizzes honestly
- credit all sources
- understand when it is not appropriate to receive help on assignments; this extends to help from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks, AI-powered tools, or file sharing websites
- show responsible use of the internet and associated social media platforms.

The role of the teacher

Teachers must accept the responsibility of introducing aspects of academic integrity and teaching the required skills specific to their discipline. Teachers are expected to take all reasonable measures to ensure the authenticity of student work.

Teachers should be ready to provide all necessary advice to students about academic misconduct and be aware that students come to TASIS from educational systems which place different degrees of emphasis on academic integrity.

Teachers should actively support and act on the aims of the TASIS Academic Integrity policy, and they should be good role models to their students.

What is an authentic piece of work?

An authentic piece of work is one that clearly shows the difference between the student's own ideas and those of others, and be in the student's own language and means of expression. The ideas of 'others' includes any information generated by software (e.g. A.I. content generators). If students use ideas by others, including AI software, this must be acknowledged.

ACADEMIC MISCONDUCT

TASIS follows the International Baccalaureate Regulations definition of academic misconduct which is behavior "that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment". Students must understand that passing off the work of another as their own is not acceptable and constitutes academic misconduct, regardless of whether the act was intentional.

Academic misconduct includes:

- Plagiarism: this is defined as the representation of the ideas or work of another as the student's own work, whether, intentionally or unintentionally, without proper, clear, and explicit acknowledgment. This includes the use of translated materials. Students are expected to give adequate credit to all sources of information. All student work should be the work of that student. No copying or plagiarism is acceptable. When quoting others in academic material, students must cite their sources.
- Collusion: this is defined as supporting academic misconduct by another student, as in allowing one's work or answers to be copied or submitted for assessment by another.
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, etc.).

Academic misconduct most commonly involves plagiarism or collusion; however, there are other ways in which a student may commit academic misconduct and in so doing be in breach of the TASIS Academic Integrity Policy. The following examples of academic misconduct do not constitute an exhaustive list or refer only to written examinations:

- attempting to deceive plagiarism checkers (e.g., through the modification of A.I.-generated content)
- taking unauthorized material into an examination room;
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination;
- misconduct during an examination, including any attempt to disrupt the examination or distract another student;
- exchanging information or in any way supporting the passing on of information to another student about the content of an examination;
- failing to comply with the instructions of the invigilator or other member of the School's faculty/staff responsible for the conduct of the examination;
- impersonating another student;
- stealing examination papers;
- using an unauthorized calculator or device during an examination;
- disclosing or discussing the content of an external examination with a person outside the immediate school community within 24 hours after the examination.

Consequences

Students who cheat or are guilty of academic dishonesty are subject to strict consequences.

First Offense

- Referral to the Lower School Head. Parent notification.
- The student's teachers are notified.
- "F" grade or zero credit for the test or assignment and a potential lowering of the student's effort grade at the next grading period.
- Possible removal from Academic Effort List.

Second Offense

- Referral to the Lower School Head. Parent notification.
- The student's teachers are notified.
- "F" grade or zero credit for the test or assignment and a potential lowering of the student's effort grade at the next grading period.
- The student is assigned a Friday afternoon detention.
- The student will be ineligible for the honor roll and Academic Effort List for the semester.

Third Offense

- Referral to the Lower School Head.
- Parent notification.

- The student's teachers are notified.
- "F" grade or zero credit for the test or assignment and a potential lowering of the student's effort grade at the next grading period.
- The student is assigned a Friday afternoon detention.
- In addition to Friday detention, the student will be given an internal suspension and a notice of chronic cheating will be placed in the student's cumulative file and disciplinary record.
- The student will be ineligible for Honor Roll and Academic Effort List for the semester.

Further Offenses

If a student continues to disregard the School's policy on academic dishonesty, the School may have no choice but to ask the student to separate from the School community for a set amount of time, or permanently.

QUESTIONS ABOUT COURSES

Note to parents: If you have any questions about one of your child's courses, please contact the teacher first. All contact information for faculty can be found on the portal.

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. The first semester ends in January, the second in June. At the first interim grading period, three weeks into the year, parents receive a list of teachers and courses with current effort marks. At fall and spring midterms, parents receive grades, effort marks, and comments from teachers. At the close of each semester, parents receive final semester grades, effort marks, and comments from advisors. Parents who prefer hard copies of reports can download them from Veracross.

At the end of the school year, students are given both semester and year-end grades. The year-end grade is a cumulative grade covering the full work in a year's course and reflects a 50%/50% 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. Students must consistently display nearly all of the expectations listed in the explanations below.

5 Outstanding	<ul style="list-style-type: none">• Is almost always on time and prepared with materials for each lesson without reminders• Almost always listens attentively in class and is able to explain concepts back to the teacher and students.• Almost always listens to others ideas and is responsive to and flexible with others' requests.• Is almost always eager to collaborate with others and initiates collaboration• Is almost always open minded, respectful, positive with the teacher, peers, staff and facilities; takes initiative and has a willingness to take on challenges.
4 Very good	<ul style="list-style-type: none">• Is usually on time and prepared with materials for each lesson without reminders• Usually listens attentively in class and is able to explain concepts back to the teacher and students.• Usually listens to others ideas and is responsive to and flexible with others' requests.• Is usually eager to collaborate with others and initiates collaboration• Is usually open minded, respectful, positive with the teacher, peers, staff and facilities; takes initiative and has a willingness to take on challenges.
3 Good	<ul style="list-style-type: none">• Is regularly on time and prepared with materials for each lesson without reminders• Regularly listens attentively in class and is able to explain concepts back to the teacher and students.

	<ul style="list-style-type: none"> • Regularly listens to others ideas and is responsive to and flexible with others' requests. • Is regularly eager to collaborate with others and initiates collaboration • Is regularly open minded, respectful, positive with the teacher, peers, staff and facilities; takes initiative and has a willingness to take on challenges.
2 Needs improvement	<ul style="list-style-type: none"> • Is sometimes on time and prepared with materials for each lesson without reminders • Sometimes listens attentively in class and is sometimes able to explain concepts back to the teacher and students. • Sometimes listens to others ideas and is responsive to and flexible with others' requests. • Is sometimes eager to collaborate with others and initiates collaboration • Is sometimes open minded, respectful, positive with the teacher, peers, staff and facilities; takes initiative and has a willingness to take on challenges.
1 Does not meet expectations	<ul style="list-style-type: none"> • Isn't usually on time or prepared with materials for each lesson without reminders • Doesn't usually listen attentively in class and is not able to explain concepts back to the teacher and students. • Doesn't usually listen to others' ideas and is not responsive to and flexible with others' requests. • Isn't usually eager to collaborate with others and does not initiate collaboration • Isn't usually open minded, respectful, positive with the teacher, peers, staff and facilities; takes initiative and has a willingness to take on challenges.

ACADEMIC EFFORT RECOGNITION

To recognize excellent behavior and encourage positive role models, the Middle School publishes the Academic Effort List three times a year: at the end of the fall midterm, at the end of the fall semester, and at the end of the spring midterm. The requirements are:

- effort average of 4.0 or higher.
- not on probation (attendance, academic, disciplinary).
- no major school rule violations.

Privileges for those on the Academic Effort List include:

- one day per week, students may buy their lunch from The Lounge.
- boarding students will receive other privileges.

ATTENDANCE

Students are expected to attend all of their classes, meetings, assemblies, meals, and other School-related events during the academic day. If a student misses a class or school

commitment at any time of day, including lunch and after-school activities, it must be requested through Veracross and approved by the MS Administration.

Internal appointments with health professionals during school hours must be approved in advance.

Unexcused Classroom Absence Attendance Policy

- First consequence: the student receives a warning.
- Second consequence: the student receives Friday detention.
- Third consequence: the student receives Friday detention. Boarding students receive campus restriction. Day students attend a mandatory meeting with parents.
- Fourth consequence: the student is referred for further disciplinary action.

If a student misses a class during the academic day that student, along with their parent and advisor, will receive an automatic email notifying them of the absence.

Students are expected to email their subject teachers along with their advisor to request any work missed during or before any known absence. Please copy the Lower School Head when sending these emails.

Excused Absence Policy

An absence may only be excused by the School. Absences should be reported in [Veracross](#) as soon as possible. Log in to Veracross and look for the Attendance & Transportation Request, under Portal Links.

The School reserves the right to determine whether an absence is excused or unexcused. Family emergencies or health-related absences will be taken into consideration when making our decisions.

Out Sick

Should an illness (such as a cold or the flu) mean that a student misses more than three consecutive days of classes, he or she must present a medical note or doctor's note upon returning to School. The note must be valid for the class days missed and allows the student to make up any missed work.

If a student is sick for more than three days, they must contact the School with a note from a doctor explaining the circumstances.

Medical Leave of Absence Policy

A Medical Leave of Absence is granted by the School administration in consultation with the Health Services Team, divisional administrators, and other healthcare professionals as deemed necessary. A Medical Leave of Absence is a planned and approved absence from school for the ongoing management of a physical and/or psychological illness that cannot be adequately treated or best served if the student remains in school.

In determining the need for a Medical Leave of Absence, School administrators and the Health Services Team will take into consideration the medical, psychological, academic, extracurricular, social, and personal needs and commitments of the student. In addition, the safety and wellbeing of the student, his or her schoolmates, and the campus community are considered in determining the need for a Medical Leave of Absences.

When a Medical Leave of Absence begins, the School's administration will communicate the timing and conditions of the student's return to school. The conditions, outlined in an Individual Care Plan, will include expectations for specific treatments to be done away from school as well as ongoing care or treatments in the event that the student returns from a Medical Leave of Absence. These conditions are determined by the Health Services Team in close collaboration with the School Administration and designated healthcare professionals as necessary. The School will also communicate expectations concerning coursework and credit when a Medical Leave of Absence begins.

After a Medical Leave of Absence has been granted, it is the School's expectation that the student and family will adhere to the Individual Care Plan. The School retains the sole right to decide if and when a student returns to school. Such a decision will be made in consultation with the Health Services Team and other healthcare professionals as necessary. During a Medical Leave of Absence the School may require written communication from outside healthcare professionals regarding the student's capability to return to school. All written communication is expected in English, by translation if necessary. Failure to comply with the Individual Care Plan or any other stipulations outlined by the School may result in separation from the community.

If a student is not capable of returning from a Medical Leave of Absence, or if it is not in the best interest of the school community for a student to return, he or she will be notified. The School's administration will work with the student to allow for withdrawal from school in a manner that best suits both the student's and the School's best interests.

Should a Medical Leave of Absence extend beyond three consecutive weeks, school administrators and the Health Services Team will review the conditions of the Medical Leave of Absence. This review will place special emphasis on balancing the needs and integrity of both the student and the school experience. In the event that a student needs to take a second Medical Leave of Absence in any given academic year, the School will make a careful decision about the student's eligibility to return to school for the remainder of the academic year.

Physical Education Classes

Boarding students must have a note from the TASIS nurses or a doctor to be excused from PE class. Parents may not excuse their child from PE class.

Day parents may certify their children for up to 3 consecutive days, but if the child requires longer rest from physical activity he or she must have a doctor's note.

Loss of Credit

If a student misses 10 classes in the fall or 10 classes in the spring, the student risks losing credit for that course. If the student misses 10 full days of school in the fall and 10 in the spring, he or she risks losing credit for that grade level. The family will receive an official letter from the School if the student misses 10 days of a semester.

Tardiness

We expect students to arrive on time to their classes. The following policy applies to all unexcused tardies:

- First tardy: warning
- Second tardy: warning
- Third tardy: Friday Detention; parents will be emailed about the situation
- Fourth tardy: Friday Detention, and may include further disciplinary action.

VERACROSS

All grades and comments are reported through [Veracross](#), an intranet system used by the TASIS community. At the end of each term, TASIS generates report cards which are posted on the parent portal and can be printed from the site. If families require an official copy, please contact the Academic Office.

New families: At the beginning of the academic year, new parents and students receive a welcome email from Veracross which contains a temporary password, username, and instructions on how to access their Veracross portal.

Existing families: If you've forgotten your password, click on 'forgot username or password' on the Veracross login page.

We ask that parents do not share their Veracross login information with their children. Students have their own username and password to access Veracross.

TEACHER OFFICE HOURS

Every teacher is available once a week during recess for students who need support or may want to further enhance their knowledge of a specific subject. Students are encouraged to

take advantage of this time. This should be done before a student engages in individual tutoring.

The days and classrooms will be published in the MS Weekly Bulletin and announced to students and families once finalized.

AFTER-SCHOOL HOMEWORK AND TEST MAKE-UP SESSIONS

Teachers may assign students to the Homework and Test Make-up Sessions to complete missing assignments. Homework and Test Make-up Sessions take precedence over all after-school activities. If a student has failed to submit a major or minor assignment, the teacher has the right to notify the student and his/her parents that if the missing assignment is not submitted by the next class the student must attend an after-school homework session.

1. Students who have failed to complete or submit a minor or major assignment may be assigned to a Homework session.
2. The teacher will notify the student in person and the child's parents in writing at least 24 hours in advance if the student has to stay after school the following day.
3. If the student submits the homework within the 24 hours, the student may go home after school the following day.

Homework and Test Make-up Sessions take place on Tuesdays, Wednesdays, or Thursdays from 16:00-17:00.

ACADEMIC RESTRICTION

Those who perform poorly in their academic courses or do not put forth adequate effort may be placed on Academic Restriction at any time by the Lower School Head. Students with a combined Grade Point and Effort average of 4.5 or lower are placed on Academic Restriction. Students with a combined average higher than 4.5 but have a combination of two or more grades of D or lower will also be placed on Academic Restriction. A student will remain on Academic Restriction until the next appropriate marking period (Midterm & Semester). In some cases, a student with a Combined Average slightly above 4.5 will be placed on Academic Restriction.

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

Students on Academic Restriction may not be re-invited to TASIS for the following academic year, or their re-invitation may be subject to specific conditions.

FRIDAY DETENTION

Detentions will be given for incomplete work, attendance policy violations (including tardies), uniform violations, and other misbehavior in class or outside the classroom. Students who receive a detention must attend our detention period on Fridays from 16:05-17:00.

TEXTBOOK 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 other students' textbooks without permission is considered stealing.

PLACEMENT TESTS

We use Mathematics and English placement testing and academic counseling at the beginning of the year to verify placement decisions made based on students' previous records. A student's grade level and schedule remain provisional until test results have been reviewed by the appropriate Divisional Administrator and Department Chairs.

MAP Testing

Twice a year, TASIS Elementary students in grades 3-5 and all Middle School students take part in [MAP testing](#). These tests allow us to determine each child's instructional level and to measure academic growth throughout the school year and from year to year in the areas of Reading, Language Usage, and Mathematics.

RE-ENROLLMENT AND WITHDRAWAL

Re-Enrollment

Families will be contacted in the spring about re-enrollment for the following academic year.

TASIS reserves the right to rescind an offer of re-enrollment if the School is concerned about the following:

- academic, disciplinary, and/or mental health issues.
- the student's conduct is out of sympathy with the ideals, objectives, and program of the School.

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

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 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.

REMOTE INSTRUCTION

At TASIS we believe there is no substitution for live instruction. Remote instruction can be provided with administrative approval under rare circumstances. These do not necessarily include medical or psychological leaves nor extended absences due to travel-related or family reasons.

LEARNING RESOURCE CENTER

The TESIS Learning Resource Center (LRC) program is designed to support students with diverse learning profiles and enhance the educational experience of students, parents, and faculty in our learning community.

We offer a variety of programs, some of which include:

- student support with learning strategies and executive function skills
- stress management interventions
- consultations with faculty and parents regarding pathways to student success
- professional development workshops for faculty and staff

Learning Support Program Expectations

Students with diagnosed learning differences are admitted to TESIS based on the following criteria:

- average or above average intellectual ability (as measured by standardized IQ tests)
- excellent motivation, a positive attitude, and a good work ethic
- commitment to participating fully in TESIS life
- commitment to upholding the commitments of being enrolled in the LRC program
- commitment to learning or achieving fluency in English language skills (whether native or non-native speakers)

As TESIS does not have a comprehensive learning support program, admission of a student with learning disabilities is contingent upon a suitable match between the level of learning support available and the learning support needs of the student. This is based on multiple sources of information (school records, a report from a recognized psychometric evaluator, and interviews with the student and parents). A student's acceptance and continued placement at TESIS is dependent upon full disclosure during the admissions process. Failure to fully disclose information regarding a student's learning disabilities may jeopardize current and future placement at TESIS.

Despite the best efforts of children, parents and teachers, interventions and accommodations sometimes are not sufficient for the student to succeed academically. In those instances, an appropriate conclusion is a mismatch between the student and the School program and the response to such situations is to find a school more suited to the child's educational needs.

For further information, please consult the [LRC page on the TESIS website](#).

Enrollment in the LRC

All LRC students must have completed a comprehensive neurodevelopmental evaluation within the past three years from a licensed psychometric evaluator (clinical, neuropsychological, and/or educational psychologist who can make a diagnosis within a recognized diagnostic system (DSM-V or ICD-10).

All neurodevelopmental evaluations written in another language must be professionally

translated to English before enrolling in the LRC. Families who need recommendations for translators may contact us for suggestions.

All evaluation reports must include:

- A standardized IQ test with reported standard scores and percentile ranks (WISC, WAIS, Stanford-Binet, etc.)
- A standardized achievement test with reported standard scores and percentile ranks (WIAT, Woodcock Johnson, etc.)
- Other standardized tests related to the referral questions (reading, short-term memory, attention, emotional functioning, etc.)
- A list of recommended accommodations based on the results of the evaluation
- A comparison of a student's performance on timed and untimed tests if the student is seeking extended time as an accommodation

Fees for enrollment in the LRC for the 2023-2024 academic year are as follows:

- Elementary School: CHF 950
- Middle School: CHF 1,250
- High School: CHF 1,750

These fees help to support the costs of implementing programs, which includes a team of learning support specialists to:

- formulate a Learning Support Plan for each student
- closely monitor the progress of each student
- support teachers with implementing classroom accommodations
- provide academic support through facilitating Directed Studies (small group study)
- provide learning support within classrooms in collaboration with teachers
- support students through providing and monitoring "extended time" on all internal assessments
- support students by applying to external testing agencies for accommodations on all standardized exams

* The type of learning support accommodations varies by diagnosis and age of the student. In all cases, however, the goal of providing accommodations is to remove obstacles to performance so that the student has equal opportunity to learn and to demonstrate the highest level of competence.

CAMPUS SECURITY

For the safety of everyone, the campus is monitored by CCTV and is patrolled by security guards 24 hours a day. Staff, students and visitors are expected to keep their access key cards, fobs, or visitor passes on them at all times. Should you require any further information please contact [security](#).

Key Wristbands

All external gates, many doors, and all TASIS dormitories are protected by electro-mechanical locks that are operated with a key wristband. Day students receive a wristband which accesses MS classrooms, and common spaces. All boarding students will be issued a key wristband 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.

Repeated reminders for students to bring their wristbands will result in Friday detention.

Lost key wristbands should be reported immediately to security@tasis.ch. Replacement wristbands cost 50 CHF and will be billed to the student's account.

SUGGESTED SCHOOL SUPPLIES

Please note: The following list is not exhaustive and individual classroom teachers may request that their students have additional supplies or materials.

- Several pencils
- Pencil case/pouch
- Pencil sharpener
- Eraser
- Several blue, green, red, & black ballpoint pens (preferably erasable ink)
- Colored pencils or markers
- Colored highlighters
- Straight-edge ruler, compass, and protractor
- 2-ring binders (standard A4 size) and/or bound notebooks with lined paper
- A4 non-spiral grid paper notebooks for Math 2 and 3 (grades 6 & 7)
- Good supply of A4 lined, white paper (punched with 2 holes)
- A4 graph paper
- Five sets of divider tabs or pages to organize the binders
- 1 A4 portfolio folder with elastic closures
- Plastic sheet protectors (with holes) & plastic sleeves
- Glue stick
- 2-hole punch
- Scientific calculator (a smartphone or tablet app doesn't count)
- Backpack for textbooks and binders
- Athletic shoes (1 pair of indoor shoes; 1 pair of outdoor non-cleats)
- Headphones (earbuds are fine)

Middle School students are expected to bring their School-provided iPad to school each day, fully charged. Personally-owned laptops and tablets are not permitted during the school day or during study hall and may not be brought to school. For information specific to the iPad program, please refer to the [Middle School iPad Handbook](#).

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 represent the ideals and aspirations of the School.
- 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.

Students should be dressed in uniform throughout the entire school day. Note that an item from the first layer next to the skin (TASIS shirt, polo, or turtleneck) must always be worn with a second layer (long-sleeved sweater, zipped cardigan, or vest). For example, zipped cardigans may not be worn with nothing underneath or a non-TASIS shirt underneath. See the [Uniform Expectations table](#) for more information.

Repeated uniform or dress code violations will result in a detention.

Our uniform expectations are outlined here and discussed during Advisory and at assemblies. Students are aware of these expectations. We ask that families help our Middle School team reinforce these expectations year-round.

During the Academic Day, shirts must be tucked in during class time (except polo shirts). We ask that children avoid accessories (belts, shoes, hats, etc.) which are emblazoned with brand names or are attention-grabbing, bright colors. Also unacceptable are ostentatious accessories, cosmetics, or hairstyles. Students should avoid wearing hats in class and during meals. Students must also wear dress code shoes at all times.

All students must have the TASIS crest on their top layer of clothing. **This does not include jackets or coats.**

Updated uniform information, including ordering information, can always be found at www.tasis.ch/msuniforms.

UNIFORM EXPECTATIONS

Uniform item	Both	Boys	Girls
1st layer top	short-sleeved polo shirt		
(next to skin)	long-sleeve polo shirt		
	short-sleeved Oxford shirt		
	long-sleeved Oxford shirt		
	turtleneck		
2nd layer top	TASIS navy blue v-neck vest	TASIS gray v-neck sweater	TASIS gray round-neck sweater
	TASIS navy blue zipped cardigan		
Bottoms		tailored navy blue or beige long chinos	TASIS plaid skirts
<i>tailored; no leggings, tabs, stripes, or large pockets</i>			dark tights (November - May)
		tailored navy blue or dark gray pants	tailored navy blue or beige capri pants
<i>Belts are required for pants</i>			tailored navy blue or beige long pants

All dress shirts must be tucked in. Polo-style shirts do not have to be tucked in.

Skirt length cannot be altered.

Formal dress is required for occasional cultural events.

PE UNIFORM EXPECTATIONS

Note that PE uniforms may only be worn on the days that PE is scheduled.

Uniform item	Both	Boys	Girls
TASIS t-shirt	gray, red, navy blue		
TASIS tracksuit top and pants	navy blue	navy sweatpants	navy sweatpants
shoes	non-marking soles and laces or Velcro (no slip-ons)		

Students come to school in their Middle School uniforms and change into their PE uniforms before and after class.

PE Uniform & Weekly PE Schedule

Being in proper PE uniform is part of the daily grade that students receive. Each student should have at least 1 of each colored TASIS PE shirts (Grey, Red, and Blue). In addition, students are expected to be in uniform shorts or sweatpants. Each student is also asked to own two pairs of shoes; one pair of indoor shoes and another for outdoor use. Outdoor shoes may not be worn within the Palestrina or Palestra. Indoor shoes should be restricted to indoor usage.

The general weekly schedule of the PE class is below. Specific days are assigned to specific shirts. However, due to scheduling conflicts, there may be specific weeks where this schedule is altered. Students will be given advance notice if this happens.

	A & B Periods	C & D Periods	E & F Periods	G & H Periods
Mon	Uniform	Uniform	Uniform	Uniform
Tues	Blue	Blue	Blue	Blue
Wed	Red	Red	Red	Red
Thurs	Grey	Grey	Grey	Grey
Fri	Blue	Blue	Blue	Blue

After-School Sports

Students can wear any color t-shirt, or a team uniform dictated by the activity, to their after-school sport.

OTHER EXPECTATIONS

Shoes must be conservative, safe, appropriate for the activity, and not distracting. Shoes must have tread on the bottom to ensure safety as children walk on campus, particularly on stairs which can be slippery.

Leather-top dress shoes are acceptable for most daily activities. Rain boots and winter boots are only acceptable to protect from weather, not as fashion statements. Athletic shoes are acceptable as long as they do not have embellishments such as lights, glitter, wheels, ribbons, etc. Sandals, open-toed shoes, dress shoes, pumps with slippery soles, loose laces, and high heels present safety hazards and are not appropriate.

Socks and stockings: girls may wear socks or tights that are dark blue, black, or white. Boys may wear dark blue, black, or white socks. Bright colors and patterns should be avoided.

Hats and headgear worn for style and comfort rather than for religious or medical reasons should be removed inside.

Accessories should be conservative, safe, and not create a distraction.

- Large-looped earrings or dangling jewelry are distracting and a safety concern.

- Leave precious jewelry at home.
- Please do not highlight any piercings in one ear or piercings on other parts of the face or body.
- Other clothing may be worn over uniforms only when required by weather conditions.
- Hair and makeup styles should be subtle to the degree of being almost unnoticeable and should require little or no distracting maintenance during the day. Hair must be a color found naturally within the human species.

NOTE FOR DAY STUDENTS

Day students must wear their uniforms (clothing and shoes). If a student is missing a uniform item, he or she will be sent to the office to borrow this item. After a few warnings, parents or guardians will be expected to bring the child's missing article(s) to the School. After three warnings, students will serve detention.

CASUAL WEAR AND NO UNIFORM DAYS

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.

Occasionally, the School allows a "no uniform day", normally as a fundraising event for a School-sponsored charitable organization. The Middle School uniform is not required on these days, but clothing must still be appropriate and reflect the values of the School.

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 midsection and backside
- hats indoors (exceptions may be made for religious headwear)
- pajamas or slippers outside of the "Dorm Starts Here" sign
- underwear showing
- bare feet; footwear is always required
- skirt length may not be higher than hand-width from the kneecap
- hoop earrings

Jeans are allowed as long as they follow the requirements above.

8TH GRADE MOVING UP CEREMONY ATTIRE

A highlight for our 8th graders and their families is the annual Moving Up Ceremony, to celebrate the end of middle school and beginning of high school. This formal ceremony includes a dress code:

Girls

- dress (not more than 2 fingers (horizontal position; above the knee)
- or skirt (not more than 2 finger-horizontal position; above the knee)

Please make sure the dress or skirt does not become too short when you sit on a chair

- or pants/trousers
- dressy top
- no unrevealing clothing/materials
- pashmina or scarf as needed (shoulders must be covered)
- shoes: high-heel shoes may not be higher than 2 centimeters

Boys

- pants
- jacket
- shirt
- tie
- belt
- dress shoes
- boys may wear the TESIS suit (tailored trousers and jacket)

STUDENT EXPECTATIONS

Enrollment at TASIS means a commitment to honor the expectations of 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.

The students and faculty of TASIS share in a small society that flourishes through consideration and respect for the rights and property of others. We expect our students and families to be familiar with these expectations and take the responsibility of being good global citizens seriously. Students who do not respect the School's expectations will incur a disciplinary response.

WHAT TO BRING EACH DAY

Middle School students are expected to bring their School-provided iPad to school each day, fully charged. Personally-owned laptops and tablets are not permitted during the school day or during study hall and may not be brought to school. For information specific to the iPad program, please refer to the [Middle School iPad Handbook](#).

PERSONAL HONESTY

TASIS emphasizes the importance of honesty and trustworthiness in all areas of life at school. Lying or other forms of deception are inappropriate.

PROFANITY, INSOLENCE, DISOBEDIENCE

Behavior of this type is considered destructive to the spirit and morale essential to our community. TASIS encourages appropriate, respectful language and behavior at School.

- Profanity is using swear words or obscene language in English or any other language.
- Insolence is rude or disrespectful language.
- Disobedience is ignoring behavior expectations and instructions.

TEASING, HARASSMENT, AND BULLYING

We spend a lot of time talking to the children about their behavior, especially teasing, harassment, bullying, and cyberbullying. Many of our Advisor lessons cover these topics. Should a student show signs of these behaviors, we speak with them individually as we find a way to move forward.

Our commitment is to recognize that this behavior exists and deal with occurrences quickly. These behaviors are harmful habits that can stop only when they are confronted. We ask that students first say 'stop' to the offenders. 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 Administrators.

Teasing is friendly behavior between people who know each other well. There is no intent to harm the person, though sometimes repeated teasing can cross the line and be hurtful.

Harassment involves unwanted and unwelcome words, deeds, actions, gestures, symbols, or behaviors that make another person feel uncomfortable and creates a hostile environment. It can include repeated teasing.

Everyone has the right to live in an atmosphere free of intimidation and hostility. Harassment is unwelcome verbal or physical conduct that is intimidating, threatening, or demeaning.

Some examples of inappropriate behavior include:

- display of explicit, offensive or demeaning materials
- hazing or threats
- non-consensual sexual intimacy of any kind (silence is not consent)
 - All consensual activity is governed by the rules on public displays of affection and the relevant Swiss laws
- obscene or suggestive remarks or jokes, verbal abuse, or insults
- undue pressure to use alcohol or drugs
- uninvited pressure for sexual activity, whether explicit or implicit
- words or actions which are demeaning with respect to race, religion, ethnic origin, gender, or sexual orientation

Bullying is the process of intimidating or mistreating someone in a more vulnerable position. It is an imbalance of power, is repeated, and is intentionally harmful. Bullying is deliberately hurtful behavior that implies repeated patterns of intimidation and harm. This can take many forms, but the main types are:

- verbal: name-calling, insulting, racist remarks, sexual remarks, and indirect humiliation, such as spreading rumors about someone, excluding someone from social groups, hiding or taking others' belongings, taking photos or videos of others (including both students and adults) without their consent, etc.
- physical: kicking, hitting, taking belongings, fighting, pushing, hitting with an object, pulling on clothing with intent to humiliate, or any behavior that could be interpreted as sexual harassment
- cyberbullying: all of the above, but via the internet

Cyberbullying is harassing, intimidating, threatening, or terrorizing others by sending, posting, or forwarding inappropriate, harmful information. It also includes taking videos or photos of someone without their permission. ([TASIS Cyberbullying Policy](#))

CONSENT

TASIS takes consent very seriously. The School works directly with students to inform them of Swiss laws concerning consent and all violations will be discussed with parents and taken to the local authorities as necessary.

OUT OF SYMPATHY WITH THE SCHOOL'S VALUES AND EXPECTATIONS

Students or adults whose actions and/or statements demonstrate a pattern of disrespect or indifference to the School's mission, values, and program may be considered out-of-sympathy with TASIS and separated from the community.

PHYSICAL ALTERCATIONS

Physical harm such as kicking, hitting, fighting, pushing, striking with an object, and slapping is not tolerated.

THEFT

Taking money or property (electronics, clothing, jewelry, etc.) from someone else without his or her permission, either in or outside the TASIS community, from the School or other institutions, is strictly prohibited and will lead to dismissal.

DRUGS

Possessing, buying, selling, or using drugs is strictly prohibited and will lead to dismissal. Random drug testing may take place at any time.

ALCOHOL, SMOKING, AND VAPING

TASIS does not allow the possession or use of alcohol, cigarettes, or vapes (including JUULs).. Sharing or encouraging others to smoke, drink, or vape is also unacceptable behavior. Violating this expectation may lead to dismissal. Breathalyzers will be used under suspicion at school and on School trips.

PERFORMANCE-ENHANCING SUBSTANCES

A number of substances exist to help boost strength and energy, such as smelling salts and strength salts. These are not allowed for use on campus including TASIS athletic facilities and the fitness room. This is to protect our students and facilities.

PUBLIC DISPLAYS OF AFFECTION

Intimate expressions of affection, including kissing, prolonged hugging, lap-sitting, and inappropriate touching or any sexualized activity is not acceptable behavior on the TASIS campus or during any School-related activities such as after-school activities or sports practices, day trips, and overnight trips.

VISITING OTHERS AND MIXED COMPANY

The following expectations extend throughout the TASIS campus and on any School-sponsored activities or trips.

- Regardless of gender, no student may enter another student's room unless the resident of that room is present.
- Students are not to enter any dormitory other than their own unless they are accompanied by a resident of that dorm.
- Boys are never permitted in areas reserved for girls and vice versa.
- In areas where coed visiting is permitted, it is only permitted with the specific permission of a dorm parent who is present in the dormitory.
- At any time, and in any building, coed visiting will occur with the door(s) open and the lights on.

Because we are responsible for maintaining an orderly and safe pattern of life for young people within a residential setting, all visitation/mixed company violations will result in a disciplinary response.

WEAPONS & DANGEROUS OBJECTS

The possession of knives, blades, or any other weapons, including facsimiles and handmade weapons or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is prohibited.

VANDALISM

Individuals have the right to personal property. Defacing or destruction of property which belongs to others will result in payment for the damage and disciplinary action.

GAMBLING

Gambling is strictly prohibited on campus or during School-sponsored trips or activities.

SELLING AND BARTERING

Selling candy, gum, fireworks, gadgets, devices, or any other items of value in exchange for money, homework help, or other items is strictly prohibited. This extends to paying others for services such as carrying equipment, etc.

OFF-CAMPUS DURING THE ACADEMIC DAY

Middle School students may not go off-campus during the Academic Day. All students arriving late or leaving early must go through the security checkpoint.

DORM ROOMS: OFF-LIMITS

If deemed necessary, a dorm may be put off-limits. This means only the people who live in that dorm are allowed to enter their residential area. Non-resident students may NOT enter any residential area that has been placed off-limits even if accompanied by a resident of that dorm.

LITTER AND GUM

Members of the School community are expected to keep the campus and surrounding property free of litter. Gum chewing is not allowed during classes or athletic competitions or practices, or in the library, dining hall, Palmer Center, or gymnasiums at any time. Please dispose of litter and gum properly.

ENERGY DRINKS

Students are not permitted to possess or consume energy drinks on campus. All high caffeine energy drinks that are labeled as “not recommended for children” will be confiscated and disposed of by faculty.

BRINGING FOOD TO SCHOOL

Students are expected to eat their meals in the dining hall and are asked not to bring other food or snacks from home unless it is for a special event organized by the School.

Exceptions can be made through the [Health Center](#) for students who can demonstrate with a valid medical certificate that they have specific conditions that cannot be met by the School's food and beverage services. Families that obtain this special authorization must sign a contract that frees the School from liability and guarantees that no external food will be given to other students.

BRINGING DISREPUTE ON TASIS

TASIS has a long and rich tradition of educational excellence and quality among Alumni, parents, faculty and staff, the Board, and the wider community. We expect that those in our

community will not disrespect or endanger the good name and reputation of the School and faculty.

DRONE USE

Students are prohibited by law from using drones in and around campus. [Swiss law](#) clearly states that drones cannot be flown within 5 kilometers of an airport or heliport, and the Lugano airport is 4.5 kilometers from the TASIS campus.

FRIDAY DETENTION

Detentions will be given to those who do not meet TASIS expectations. Students who receive a detention must attend our detention period on Fridays from 16:05-17:00.

STUDENT TECHNOLOGY

SCHOOL-PROVIDED TECHNOLOGY

TASIS provides all MS students with an iPad kit and a variety of apps and online tools to meet their academic needs. This includes:

- Apple iPad 9th generation, 64 GB storage
- Apple 20W USB-C Power Adapter
- Apple USB-C to Lightning Cable
- Apple Pencil (1st Generation)
- Logitech Rugged Combo 3 Touch case with keyboard and trackpad (UK layout)
- All school apps (students do not have access to the App Store)
- On-device internet filtering

Middle School students are expected to bring their School-provided iPad to school each day, fully charged. Personally-owned laptops and tablets are not permitted during the school day or during study hall and may not be brought to school. For information specific to the iPad program, please refer to the [Middle School iPad Handbook](#).

Note: 5th graders will return their TASIS iPads at the end of Elementary School. Sixth graders will receive iPads with MS-specific software.

DIGITAL LEARNING PLATFORMS AND SOFTWARE

As part of our commitment to providing the very best education for our students, we are continually developing our range of digital teaching and learning resources. By agreeing to this handbook, parents provide consent for their children to use these tools and resources.

We currently use the following service providers that require individual accounts, and may add others as new software becomes available (platform usage may differ by division):

Major School Platforms	Purpose		
Google Workspace and services	Productivity suite (Calendar, Contacts, Docs, Forms, Sheets, Sites, Slides), communication (Gmail, Chat, Groups), cloud storage (Drive), learning management (Classroom), reference videos (YouTube), videoconferencing (Google Meet), and other Google services (e.g., Colab, Earth, Jamboard, Keep, Translate, etc.)		
Veracross	Community information system, assignment/homework tracker, class resources		
Other Software	Purpose	Other Software	Purpose
AP Classroom	College preparation	Flocabulary	Multi-subject review

Cialfo Common App IBIS InThinking ManageBac Slate.org UCAS Unifrog		Kahoot Khan Academy Quizlet Quizizz Plickers ProProfs Socrative	and practice
Code.org Trinket.io	Computer science lessons and tools	Cambridge Elevate Holt McDougal Online idee.it Kerboodle Kognity Livre-Web McGraw Hill Connect Vista Higher Learning	Online textbooks
Eedi IXL Matific NoRedInk	Concepts and skills practice	Turnitin	Plagiarism checking
Epic Raz-Kids	E-books	NWEA MAP	Standardized assessments
Canva for Education Prezi	Graphic and presentation design	Seesaw	Student portfolios
EdPuzzle Flipgrid Nearpod	Interactive presentations and videos	Zoom	Videoconferencing
Duolingo for Schools Rosetta Stone	Language learning		

These service providers are GDPR compliant, process the minimum amount of data about your child, and have appropriate safeguards in place to protect your child's personal data. TASIS will remain the controller of your child's data. In most cases, these services only require a full name and a TASIS email address.

If you have any concerns or questions, or would like to opt out of any services, please contact privacy@tasis.ch.

PERSONAL ELECTRONICS

TASIS has a strict no-use policy for phones, headphones, and other personal electronic devices on school days between 8:00 and 16:00. Students may not use these devices during

class time, assemblies, meetings, meals, recess, or study hall without direct approval of a supervising adult.

We ask that parents refrain from contacting their children directly during the school day. If you need to relay a message to your child, please call Ms. Svetlana Koreshkova at 091 960 5190, and she will make sure that your child receives your message.

Students who disrespect this policy will have their item confiscated.

- First time: for 24 hours
- Second time: for 48 hours
- Third time: for one week
- Fourth time: referral to Head of MS Student Affairs

Students are responsible for telling their parents about confiscated items.

Note for day students: If the period of confiscation includes a weekend, students can pick up their phones Friday after school but must return them Monday before school to finish the period of confiscation.

RESPONSIBLE USE OF TECHNOLOGY

At TASIS, we want our students to be proficient creators and consumers of information, but we also want them to be safe, legal, and responsible. TASIS students have the following responsibilities, whether on- or off-campus:

Maintain a positive online presence.

- Choose usernames and profile pictures wisely as these are typically visible to the public.
- Regularly check your accounts for outdated or unwanted content and remove it as needed.
- Anything you post online could potentially exist forever, and could impact future opportunities.
- Remember: Your self-worth is not determined by how many online followers you have or likes you receive on your posts.

Make sure the information, imagery, and materials you share online will not put you or your family at risk.

- Protect your personal information and passwords.
- Use privacy controls when available, and don't accept follow requests from people you don't know or haven't met in person.
- You are in charge of what you share and can say no to requests that make you uncomfortable.
- If you are not sure what to do, ask for help from a trusted adult.
- Remember: Once you share something, you lose control of it, and it can end up anywhere or with anyone.

Be respectful of others, especially those in the TASIS community.

- Try to be as clear as possible in your messages to prevent misunderstandings.
- If you are asked to delete a photo of a person or people, you must honor this request, even if they originally gave permission for the photo to be taken.
- Don't write, post, stream, or request anything that may cause harm or distress to others, including gossip, rumors, harassing messages, sexual imagery, private information, or embarrassing content.
- If you observe mean or hurtful messages about other people, stand up to the offender or report the situation to an adult as soon as you can.
- When you are physically present with others, put away your phone and enjoy the people! Phones are not allowed to be used during the school day without teacher permission.
- Respect each of your teachers' rules regarding the use of technology in their lessons.
- Remember: You can help create a respectful environment by choosing to be respectful.

Include credit in your schoolwork for any work created by someone else.

- Create assignments with as much original work as possible, including writing in your own words and creating original imagery.
- If you use others' work in your assignment, including information generated by software, make sure to cite it properly and include a bibliography.
- If you are not sure how to cite a source properly, get help from a teacher.
- Remember: Plagiarism can have serious consequences, so do your best to avoid it by using original ideas, and citations when needed.

Treat School-owned equipment with care.

- Avoid dropping equipment by carrying it or placing it in a secure way.
- Do not remove keys, logos, or stickers from School devices.
- Keep food and drink away from electronic equipment.
- Sanitize your hands before using School equipment.
- Tell your teacher right away if something is damaged or not working.
- Remember: Electronics and glass are fragile, so be careful when handling technological devices to avoid damage or injury.

CYBERBULLYING

Cyberbullying is a serious offense. TASIS takes cyberbullying very seriously. Cyberbullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another person by sending, posting, or forwarding inappropriate email messages, instant messages, text messages, digital pictures/images, videos, or website postings (including blogs, chatrooms, and all social media sites). It also includes taking videos or photos of someone without their permission.

Many of these actions may amount to criminal offenses. For example, filming 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.

If you feel you have been a victim of cyberbullying:

- Don't erase the offending material. Take a screenshot or print a copy of the material and immediately report the incident to a school administrator.
- You may report cyberbullying to staff on a confidential basis, but 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.

TASIS NETWORK DISCLAIMER

- Students should only use the **T_Student** network. The other networks are for employees or guests.
- The TASIS network has internet filters and security measures in place to prevent inappropriate materials from getting through School-provided internet connections, though no filter can catch everything.
- There is no expectation of privacy from TASIS administrators when using School-provided devices, accounts, applications, or the TASIS network.
- The School reserves the right for authorized staff to monitor student, faculty, and staff use of the internet on a routine basis and to examine devices where there is reason to suspect abuse.
- The School's network, the internet, and all mobile phone technology may not be used for the purpose of harassment of any TASIS students, faculty, staff, or families.

FAMILY GUIDELINES

TASIS has published a [series of guidelines](#) to help families navigate technology and social media, which are also available in the Parent Portal. We highly recommend families read and discuss them together to ensure their children have a positive online experience and know what to do in case something goes wrong.

Incidents which happen during School hours will be dealt with by the School. Incidents which happen outside school hours, particularly involving day students, are ultimately the responsibility of the families involved. In these situations the School will ask families to communicate with each other directly. The School will provide guidance and suggestions where appropriate.

By signing the admissions agreement, every student and his or her legal guardian agree to uphold the responsibilities listed above. Be aware that irresponsible and inappropriate use of technology tools may result in social, academic, or behavioral consequences.

FURTHER COMMUNITY INFORMATION

FAMILY TO SCHOOL COMMUNICATION FLOW

Communication between teachers and parents is welcome and encouraged. Our teaching staff and administration do their best to be available to students and families. They aim to address all communications within 24 hours on weekdays. Messages sent on Fridays or over the weekend will be responded to by the following Monday.

To ensure a proper flow of communication, the following procedures should be followed:

- If you have a question about your child or their schoolwork, your first point of contact is your child's teacher. Problems of a personal nature may be discussed with the advisor first, and then either the Head of MS Student Affairs or School Counselor.
- Questions about school policies ought to be raised with the Lower School Head or Head of MS Student Affairs first, and if necessary the Headmaster.

From time to time, parents may have questions or concerns that they wish to bring to the attention of a particular Administrator. The following general guidelines may prove helpful:

- Any concern or question about a school-related matter should first be raised with the faculty member most directly involved. For example, questions about the content of instruction or homework assignments should first be raised with the teacher involved. Other topics can be raised with the advisor.
- If the matter remains unsolved, the parent may wish to speak with the Lower School Head or Head of MS Student Affairs, depending upon the nature of the question.
- If the matter is still unresolved, the parent may wish to meet with the Headmaster.

THE ADVISOR PROGRAM

Every student has a faculty Advisor. The Advisor works with his/her advisees in all areas of school life: to monitor progress, guide, and support students through their School lives. The Advisor looks out for students' well-being and ensures that students are safe, supported, informed, and respected. The goal of advisor groups is to create a space where students feel comfortable and supported in a non-academic setting. Group discussions challenge perspectives and introduce students to cultures and ideas, allowing them to stretch their own opinions.

Students are assigned to advisors by grade level prior to the beginning of the academic year. Some returning students may continue with their previous advisor or may be assigned to a new advisor. Groups are carefully considered by a committee of the MS administration, support team, along with MS and 5th grade teachers. The overall goal is to encourage students to extend their social circles and increase their level of understanding towards others. This is why we mix new and returning students, boys and girls, a variety of cultures, and individual needs. Final decisions rest with the Head of MS Student Affairs.

Students have allotted time on Mondays, Wednesdays, and Thursdays for a mix of grade level meetings, advisor periods, and all-MS assemblies. Advisor groups eat lunch together once a week. We also invite day families to host dinners for their child's advisor group.

On Mondays, groups review the bulletin and share any messages from the Administration or information about special events. During the longer meeting times, the Middle School engages in various topics:

- [the Magnificent Seven values](#)
- study skills
- organizational skills
- goal-setting, both personal and academic
- listening skills
- balancing academics and extracurricular activities
- dealing with academic success and failure
- transitions to new grade levels and semesters
- responsibility
- respect
- hygiene
- service
- healthy relationships
- bullying
- healthy choices
- Positive Action workshops with the School Counselor
- Digital Citizenship workshops
- team building activities

Students receive comments and effort grades for their participation twice per year.

SERVICE LEARNING

Middle School Service Learning not only helps our MS students develop their leadership and organizational skills, but also their academic and citizenship skills along with their work ethic while helping TASIS and the local community. It develops a sense of independence and it instills awareness in the necessity and value of service. Students receive an effort grade for their participation.

READING PROGRAM

The Reading Program encourages students to discover the magic of reading for pleasure. A reading period has been included in our academic schedule to ensure students have the opportunity to discover how much fun reading can be.

The goals of the program include:

- Increase students' love for reading and stories

- Encourage non-native English-speaking students to read not only in their first language but also in English
- Giving native English-speaking students an opportunity to read original language content in the language he or she is studying
- Increase literacy skills
- Support reading skills and knowledge, including comprehension of content, vocabulary, and grammar
- Experience a range of emotions through reading
- Find a genre or style that suits them best in hopes of creating lifelong readers

The canon of literature available for this age group is wonderful. As the goal of the Reading Program is to read for pleasure, we will be fairly open to students reading anything that is age-appropriate and complies with the School's Mission and values. Faculty will help guide students who may be reluctant readers to books that might spark their curiosity.

As reading is a way to improve English language skills, we are asking that $\frac{1}{3}$ of the books he or she reads throughout the year must be in English. We also limit graphic novels to $\frac{1}{3}$ of the books he or she reads.

Notes:

- Children are expected to have chosen their first book from the TASIS library by the third Friday after school begins.
- Children may read physical books or e-books via an e-reader such as Kindle Paperwhite, Kobo Clara, or Barnes & Noble Nook (not an app on their phone).
- All books must be pre-approved by the child's advisor.
- Students will be expected to carry their books or e-readers with them every day. If they finish an assignment early they may be asked to read quietly while waiting for others to finish.

M. Crist Fleming Library

[The TASIS Library](#) has books available for this age group. Students may check books out during recess or after school, or during school hours when with a teacher or advisor. Note that taking books from the library without properly checking them out is considered stealing. The charge for a lost library book is CHF 100.

MAGNIFICENT SEVEN AWARDS

Each fall and spring, the Middle School holds a special assembly to honor students who have shown outstanding dedication to at least one of the qualities the School refers to as the Magnificent Seven—character traits that were extremely important to founder M. Crist Fleming.

The Magnificent Seven awards were created to recognize members of the community who embody the timeless virtues of Integrity, Respect, Responsibility, Compassion, Humility, Service, and Vision.

THE AFTER-SCHOOL PROGRAM

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

The activities are divided into three terms: fall, winter, and spring. Details are shared in the Friday bulletins. Examples of some activities include:

- Competitive sports (such as soccer, volleyball, cross-country, basketball, track & field)
- Recreational sports (such as lacrosse and indoor football)
- Performing Arts (such as theater, dance, music, cheer, and choir)
- STEM
- Robotics
- Visual Arts
- Weekend Ski & Snowboard Club

After-School Program Attendance Policy

We expect all students to attend their chosen after-school activities. The following policy applies for unexcused absences:

- First consequence: warning
- Second consequence: Friday Detention
- Third consequence: Friday Detention and a further consequence

Any questions about the After-School Program should be sent to the [Middle School Administrative Assistant](#).

ASSEMBLIES

Throughout the year we hold a number of assemblies that recognize various student achievements. These include:

- Academic Performance Awards for students who achieve a GPA of X or more
- Academic Passion and Commitment Awards for students who display exemplary effort in class
- Magnificent Seven Awards, celebrating students who embody the values TASIS holds dear: respect, integrity, responsibility, compassion, humility, service, and vision
- After-School Program Awards each semester recognizing students who show leadership, dedication, and commitment to their chosen activities
- Awards specific to 8th graders, including a Citizenship Award, Service Award, and Highest GPA Award

PE CHANGING ROOMS

The Palestra and Palestrina changing rooms should 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.

DINING

All day and boarding students must be present during lunch. All boarding students must also be present for breakfast and dinner.

Great efforts are taken to provide nutritious and delicious food for a variety of tastes. Any health-related dietary requests should be given to the nurses.

Students should remember the following:

- Uniforms are required in the Belvedere salon for breakfast and in the Dining Hall for lunch on academic days. Pajamas may not be worn during meals.
- Casual wear is acceptable for dinner and on weekends.
- 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 halls or in classrooms at any time.
- Headphones (and earbuds) may not be worn during class or 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 area.

THE LOUNGE

Middle School students are welcome in The Lounge before or after the Academic Day. Once a week, students with Academic Recognition can purchase snacks in The Lounge.

HOLIDAYS & CANCELED CLASSES

TASIS places the highest priority on the academic program and class attendance. TASIS does not cancel classes due to local 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.

SEVERE WEATHER POLICY

In the event of heavy snowfall or other dangerous weather, our primary concern will always be the safety of students, faculty, and staff.

Given that weather and road conditions can vary dramatically across the region, decisions regarding day student transportation to and from school always remain with parents. If parents notify the School promptly, students who arrive late, leave early, or miss an entire day due to inclement weather will be excused.

While our goal is to remain open whenever possible, we cannot guarantee a normal school day in the case of severe weather. If the police, other local authorities, or the company providing the TASIS shuttle bus service are advising against travel in our region, we are likely to cancel all classes. If we must do so, we will send an email to all parents, students, and staff as soon as possible. In the event that classes are canceled, day students will be asked to remain safely at home while boarding students will remain under the care of our experienced Residential Life team.

If weather conditions develop during the school day that make travel conditions hazardous, we may need to authorize an early dismissal. Parents will be notified promptly if this situation arises. Please know that if weather conditions change dramatically during the day, our shuttle bus service may not be able to transport students home. Parents will be immediately notified if this is the case, and we will provide care for all students until families can arrange for safe transportation home.

LOCKERS

The School provides all students with locker space in Belvedere. Students should bring a lock. Students should keep their books and binders in their lockers and not in the salon, the changing rooms in the Palestra, etc. Students are responsible for keeping their lockers locked, and for any damage done to their lockers and will be charged accordingly.

The School is not responsible for items lost or stolen from student lockers or the changing room, or anything left on shelves or around public spaces..

PREFECTS

A Prefect is a TASIS Senior or Junior in very good standing who has been selected for a major leadership role within the School. Prefects 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 the 8th Grade Moving Up Ceremony.

STUDENT COUNCIL

Student Council representatives are role models for their peers. They create positive connections between faculty and students, raise the profile of the Middle School within TASIS, and organize events to inspire school spirit among their classmates.

LOST & FOUND

Belongings that are left on the floor or ground and not placed in lockers or the lower campus boxes may be taken to the Lost and Found shelves by Campo Science or in Belvedere.

Any unclaimed belongings will be donated to local charity organizations each semester.

Note that the School is not responsible for lost, damaged, or ruined belongings.

ICE RINK

Students must have adult supervision when using the ice rink. Helmets are required.

DISCIPLINARY RESPONSES

Discipline in a school setting helps to set the tone for a positive learning environment for our students. We aim to teach children the values of self-discipline, responsibility, and accountability. Our discipline process is meant to educate children into making better choices in the future.

Our main approach to discipline is relational, as we feel that forming relationships is a priority. Responses are made from a place of care and interest of supporting and encouraging the child as they develop into a person of character and integrity. Misbehavior or the failure to meet expectations is addressed with a range of responses, and we always discuss how the student can change his or her behavior.

With this in mind, discipline in the Middle School isn't black and white. Although we always aim to be consistent and fair, similar cases may be treated in dissimilar ways. This is due to the disparity between children and their circumstances. Some students find conforming to rules to be particularly challenging; others may have never broken a rule before. We ask that our community understand that each discipline situation may be treated differently.

Families should understand that for confidentiality reasons disciplinary matters will not be discussed with those outside the student's family, even when two or more students are involved in the same incident.

The first step in a disciplinary response is for the Administrators to talk with the child or children to fully grasp the situation. If needed, a phone call or email to the parents will follow.

Possible responses include:

GUIDANCE

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

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

WARNINGS

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

DETENTION

Students may be assigned detention. Detentions will be given for incomplete work, attendance policy violations (including tardies), uniform violations, and other misbehavior in class or outside the classroom. Students who receive detention will be expected to attend on Fridays from 16:05-17:00. If a student has a conflict, detention may be moved to the following Friday only.

BEHAVIOR AGREEMENTS

Students may work with the Administration and their Advisor to create a contract which states specific goals to help the student improve his or her behavior and meet the expectations of the School. At TASIS we believe in working with our students, and that they can demonstrate their commitment to remaining a member of the TASIS community through meeting the terms of a contractual relationship between the student and the School.

Receiving a behavior agreement is a serious warning, and helps our faculty ensure the student is improving over time.

INTERNAL (IN-SCHOOL) RESTRICTIONS

Internal restrictions are serious disciplinary responses that are designed to provide an appropriate corrective environment without interrupting the student's educational development. Students assigned to internal restrictions should expect to receive an Internal Restriction Check Sheet that will allow them to share in the decision-making and planning for implementation of changes in their behavior. Internal restrictions last between 3 and 7 days.

Day students on internal restrictions:

- must attend all academic commitments.
- must have their Internal Restriction Check Sheet signed by each teacher and by their parents every day.
- must attend Friday Detention.
- must return home at 16:00 and may not participate in after-school activities.

Boarding students on internal restrictions:

- must attend all academic commitments.
- may not participate in after-school activities.

- must have their Internal Restriction Check Sheet signed by each teacher and by the dorm parents every day.
- must attend Friday Detention.
- may also be on campus restriction.

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

EXTERNAL (OUT-OF-SCHOOL) SUSPENSIONS

This is a serious disciplinary response that temporarily removes the student from our community. This time should be used constructively, and the student should return to TESIS with renewed commitment. Students placed on suspension are required to leave campus at the earliest possible time and go home; they are not allowed to attend school during an external suspension. They are responsible to keep up with their school work for the duration of the suspension. External suspensions last between 3 and 7 days and are followed by a period of disciplinary probation for two months.

If a boarding student is externally suspended, his/her parents will be responsible for arranging and financing transportation to and from TESIS.

For restrictions or suspensions, the following rules apply regarding work responsibility for the students.

Type	Make-up Work	Responsibility
Internal Restrictions	Students attend class and should complete all work as required by the due date.	Students attend class and all other required school functions. Students must live up to all behavioral expectations. During Friday Detention, students must write a reflective essay.
External Suspension	Students are expected to keep up with all work.	Homework or projects due during the days of external suspension must be turned in as instructed by the teachers. Students must write a reflective essay before they return to school.

DISMISSAL (SEPARATION)

In all cases of violations of major school rules, separation from TESIS may be the penalty. Final decisions regarding dismissal are made by the Headmaster. Although the Headmaster is under no obligation to do so, a Conduct Review Board may be convened by the Headmaster to hear cases where dismissal is under consideration. Students who are dismissed from TESIS are required to leave campus at the earliest possible time.

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

THE CONDUCT REVIEW BOARD

A Conduct Review Board may convene to hear cases where dismissal is a possible disciplinary outcome. A CRB convenes at the recommendation of a Divisional Administrator and/or the discretion of the Headmaster. The CRB is composed of faculty members and administrators chosen to serve. The CRB reviews the presenting matter and considers the student's entire record, including positive contributions and major infractions from the current and previous years. The CRB also meets with the student, who may be accompanied by his or her Advisor. Students may also bring a fellow student to speak on their behalf. The CRB then makes a recommendation to the Headmaster, who makes the final decision.

DISCIPLINARY PROBATION

After a serious disciplinary response such as an internal restriction or external suspension, students are on disciplinary restriction for two months.

A student on disciplinary restriction:

- loses Academic Recognition status.
- any further violation of major school rules or repeated misconduct will lead to further consequences.
- must live up to the highest expectations of the School.

EXAMPLES OF INFRACTIONS AND CONSEQUENCES

Our various rules are not meant to be an inclusive or exhaustive list of unacceptable behaviors or actions and consequences. They are meant to indicate a general tone and framework for discipline. Adults in the TASIS community are encouraged to use their best judgment in determining when an action or behavior is detrimental to our goals, our community, or learning.

Examples of Minor Infractions

Any activity that detracts from learning
Chewing gum
Failure to follow instructions
Breaking classroom rules
Littering
Public displays of affection
Running in the hallways or stairways
Tardiness

Possible Consequences: Minor Infractions

Verbal warning
Friday Detention
Behavior Agreement
Parent Notified/Conferences

Uniform violations

Examples of Major Infractions

Accumulation of minor infractions
Causing physical harm to another
Cheating
Destruction of property
Disrespectful behavior
Forgery
Selling
Gambling
Leaving the dorm after Power Down
Lying
Plagiarism or use of a ghostwriter
Possession of illicit publications/materials
Possession or use of firecrackers or lighters
Possession or use of tobacco products
Skipping or cutting class
Tampering with safety equipment (i.e., fire extinguishers, fire alarms)
Verbal abuse or harassment of others
Violations of school policies
Using a parent's Veracross login without permission

Possible Consequences: Major Infractions

Friday Detention
Behavior Agreement
Internal (In-School) Restriction
External (Out-of-School) Suspension
Dismissal

Examples which may lead to Dismissal

Any action that brings disrepute onto TASIS whether on-campus or off-campus
Any offense deemed a serious threat to the Community or an individual
Assault and/or battery
Bullying and/or the ongoing harassment of others
Conduct demonstrating a lack of sympathy with the program of the School
Leaving the dorm without permission after check-in
Creating a fire of any sort in a School building
Major vandalism
Making bomb threats or other threats of violence
Accumulation of major violations
Theft/stealing
Use, possession, or distribution of illegal drugs or drugs prescribed for another person
Use, possession, or distribution of weapons

A NOTE ABOUT CONSEQUENCES

All serious behavior issues are addressed on an individual basis. Behavior issues and consequences are always confidential.

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.

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, another Administrator, 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.

STUDENT TRAVEL

In the spirit of our founder, M. Crist Fleming, we feel that travel is one of the best ways to teach students to be tolerant, respectful, and inquisitive.

ACADEMIC TRAVEL

For 2023-24, all Academic Travel trips are **optional** for students. They are part of the School's curriculum. Trips are three or four nights and include all age levels.

Benefits of Academic Travel

The benefits of travel are countless, and nearly all of our students consider TASIS trips some of the most memorable experiences they had at TASIS. These trips help students to forge relationships with others and enjoy places rich in history. They encourage teamwork and bonding, and allow students to stretch themselves in all areas.

Dress Code During Academic Travel

To help show respect to our hosts and represent TASIS in the best way possible, we require students to wear their uniforms during Academic Travel. Dress code details are shared before each trip.

Expectations During Academic Travel

All School rules apply. If you can't do it at school, you can't do it during off-campus travel. If you are caught violating a School rule, the chaperones, trip leader, the Middle School Administration and Headmaster will decide the consequences.

Laptops and tablets are not allowed on Academic Travel trips.

Late Drop-Outs

If a student commits to a School trip and pulls out of the trip at the last minute, he or she may be subject to an administrative fee to cover our costs. The final date for dropping out will be communicated by the organizer.

FRENCH SWITZERLAND ADVENTURE

Centered around the Berner Oberland & Pays d'enHaut, this trip introduces students to this beautiful part of French Switzerland. Activities are mainly outdoors and include climbing, biking, rose courses, special trails, a map and compass challenge, and activities at the Sportzentrum Gstaad.

WINTER ADVENTURE

All students are required to attend Winter Adventure which will take place in a Swiss ski resort. The trip is part of our Middle School curriculum and is an important experience for every student. Winter Adventure is an opportunity for building community cohesiveness, as well as presenting an occasion for exposure to Swiss culture, one of the educational principles on which TASIS is founded.

During the week, students are able to try a number of outdoor activities such as ice skating, snowshoeing, downhill and cross-country skiing, and snowboarding. The focus is always on team-building and bonding between students and adults in our community.

TRAVEL SAFETY ON SCHOOL-SPONSORED TRIPS

Safety is our first priority. TASIS has partnered with [Healix](#) to help safeguard and support our students and faculty during off-campus trips. Healix provides medical and travel security advice and assistance to organizations with people living and traveling abroad. TASIS faculty and Healix create plans specific to our School that assess risk and delineate clear communication and safety procedures during all off-campus trips. Every pre-trip meeting with students includes time dedicated to safety expectations.

OFF-CAMPUS TRANSPORTATION RULES

In compliance with EU regulations, the following safety guidelines must be followed while traveling on a bus for a TASIS trip.

Safety

- Standing during the journey is not allowed.
- Seat belts must be fastened the entire journey.
- The center aisle must not be blocked by bags or other items.

Food & Drinks

- Only water and small snacks (such as cereal bars or chocolate bars) can be consumed while aboard a bus. Chips and other snacks that could create a mess must be stored in the suitcases compartment.
- Smoking is not allowed.
- Consuming alcohol is not allowed.

Hand Luggage

- Only backpacks and soft-shell suitcases that are smaller than 30x10x10 cm are allowed on board a bus. The bag must fit either in the upper compartment or under the seat in front of the passenger. All other bags must be stored in the suitcases compartment.

- The bus driver decides if hand luggage is too big and must be put in the suitcases compartment. Passenger safety comes first.

Toilets

- Toilets on the bus are for emergency use only. Regular stops will allow for bathroom breaks.

DAY STUDENT INFORMATION

DAY STUDENT SCHEDULE

Day students are expected to be on campus for the duration of the class day. Whenever students are on campus, they are expected to follow the School Rules. Day students are strongly encouraged to join their classmates in after-school sports and activities.

Day students must leave campus by 18:45. Later departure must be approved by an MS Administrator.

ABSENCES

Full-day or partial-day absences should be reported in [Veracross](#) as soon as possible. Log in to Veracross and look for the Attendance & Transportation Request, under Portal Links.

Medical appointment absences should include the time of departure from campus.

If a day student feels unwell during the academic day, he or she must first report to the Health Center who will contact the parents if the child needs to be picked up.

If a day student must leave campus for any other reason, he or she must go to the MS Office, who will contact the parents.

If a student misses a class during the academic day that student along with their parent and advisor will receive an automatic email notifying them of the absence. Students are expected to email their subject teachers along with their advisor to request any work missed during or before any known absence.

DROP-OFF AND PICK-UP TIMES

All students must be dropped off and picked up at the **main entrance gate**.

See the [TASIS website](#) for updated drop-off and pick-up times.

All drivers will be issued numbered pick-up passes on Opening Day (Friday, September 1). Each pass is color-coded and must be displayed in the windshield of all cars when picking up students at the main entrance gate. Each color coordinates with student dismissal times (see above). Please respect the times indicated on the back of the pass.

OTHER TRANSPORTATION

Note: Hitchhiking is never permitted.

Motorcycles

Boarding students may not drive or ride a motorcycle or moped, and may not ride with day students.

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, etc.

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, and helmets must be worn.

SHUTTLE SERVICE

Visit www.tasis.ch/shuttle for details about the TASIS Shuttle Service, operated by local company Romantic Tour. Contact the [Shuttle Coordinator](#) with any questions.

Changes

Regular shuttle schedules for each student will be available in Veracross. Middle School students enrolled in the shuttle service are allowed to ride the shuttle bus without additional notice from their parents, but any bus route changes must be reported via the Student Attendance & Transportation Request Form in the [Veracross Parent Portal](#) before 12:00 on the given day. (Please note that this form must also be used if a parent would like to authorize shuttle use for a student who typically does not ride the shuttle.)

If a student would like to use the Shuttle Service who is not already registered with the service (example: playdate, study group) must have authorization from their parents via the Student Attendance & Transportation Request form in Veracross.

Morning Absences

Families on the earliest stops on the route will be provided with a number to inform the driver if their child or children will be absent. Please inform the driver by 06:30 am or the day before if you know in advance.

Expectations

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. Thank you for your cooperation in helping us reinforce these important safety regulations. All regular school rules apply to the bus in addition to the following:

- Arrive at the TESIS Shuttle stop at least five (5) minutes **before** pick-up and drop-off time. If, due to traffic and weather conditions, the shuttle arrives a few minutes early, it will not wait until the scheduled drop-off time. Traffic and weather may also result in a slightly delayed service.
- Line up in single file to enter the shuttle at the TESIS shuttle stop. Wait for the driver's instructions to board the shuttle.
- Upon entering the shuttle, sit down immediately and fasten your seat belt. Drivers cannot stop the bus to ask the students to fasten their belt again.
- Place all books and belongings where they will not slide or fall.
- Once seated, stay in your seat until the shuttle comes to a complete stop at your TESIS shuttle stop or at school.
- Behave on the shuttle as if you were in a classroom. Talk quietly and treat your schoolmates with respect. Use appropriate language.
- No eating or drinking on the shuttle.
- Keep arms, legs, and any carry-on items out of the aisle. Keep the aisle clear at all times.
- Ask the driver for permission before opening windows. Never throw anything out of the windows, or put your hands, arms, or head out of the windows.
- Listen to the driver and follow all instructions promptly.
- Students are allowed to use their devices to play music or videos only with headphones.
- Students must not take photos or videos of other students. The bus drivers have been instructed to confiscate devices if students do not abide by these rules.
- Students may send messages home if necessary.
- Students who misbehave and engage in unacceptable or dangerous behavior may be subject to temporary or permanent suspension from the shuttle service.

DORMS

Day students are not allowed in the residential areas of school buildings.

HEALTH CENTER

Monday-Thursday 07:45-16:30

Friday 07:45-16:00

[Health Center Information](#)
nurse@tasis.ch

Day students may use the School's health services if needed. If a day student is feeling unwell first thing in the morning, he or she must first report to their first class and be excused by their teacher prior to seeking health center services. Should the Health Center deem a child too unwell to stay on campus, parents are expected to pick up the child as soon as possible.

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](#).

RESIDENTIAL LIFE

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

Learning to live with others is an important part of boarding school life, and the dorm offers a chance to meet people one would otherwise never meet. To facilitate an appreciation of other cultures, we try not to place students of the same non-English language group in the same room.

WHAT TO PACK

Getting your child packed and ready for life at TASIS can be both daunting and exciting. Familiar items from home will help them settle into their new lives and buying new things before they arrive can help prepare them for some of the adventures they will have at TASIS. We encourage you to help make your child's room as comfortable and home-like as possible.

Families who accompany their children to TASIS will be given a list of items and where to buy them in Lugano on Opening Day. We welcome families to make their child's room as comfortable and home-like as possible.

Electronic Devices

Boarding students are not required to bring laptops. See the [School-Provided Technology](#) section for details. Devices from home may only be used on weekends and sometimes in the evenings.

Please remember to buy adapters for all electronic devices, including hair dryers, portable electronic devices, etc. [Swiss outlets](#) are 230 volts and take two round pins.

Mobile Phones

All boarding students are required to bring a smartphone with 3G/4G capabilities that will work in Switzerland. This is to ensure we can reach students as necessary and for general security purposes. The School must have the number on file and be informed of any changes.

Note that phones may not be used between 8:00-16:00 without permission.

Mobile Phone Credit

Some families sign their children up for an annual Swiss mobile contract.

For families who would prefer not to have a contract, TASIS has partnered with [Lebara](#), a Swiss company. On Opening Day, students will receive a SIM card with a Swiss number and CHF 10 credit as well as instructions about [how to top up credit online](#).

Note that MS students frequently run out of credit, so please read the “Automatic top up” section on the [Lebara website](#) which will ensure your child’s phone is topped up once the balance falls below a certain amount.

Packing List - Clothing

Middle School students wear [uniforms](#) during the school day (between 8:00 and 16:00). They will, however, require appropriate clothing for outside school hours and weekends, along with a few more formal events.

Below is a recommended list for personal clothing, appropriate for outside school hours and weekends. Storage is limited for students.

Suggested Items for Girls

- 2 semi-formal dresses
- 2 skirts
- 2 pairs of casual trousers (summer and winter)
- 3 or more pairs of jeans
- 3 blouses or appropriate tops/shirts
- 2 sweaters
- 3 t-shirts
- warm, all-purpose coat
- winter jacket
- raincoat
- 2 pairs of pajamas or nightgowns
- bathrobe
- socks and underwear for 2 weeks
- 3 pairs of shoes (loafers/dress)
- 1 pair sneakers/athletic shoes
- 1 pair of winter boots
- 1 pair hiking shoes or boots
- hat, gloves, scarf, and accessories for winter weather
- hair dryer if required (with appropriate adapter)
- umbrella

- bathing suit & towel
- slippers
- sunglasses
- backpack for hiking (min. 35L capacity)
- backpack for school days
- 1L reusable water bottle

Suggested Items for Boys

- 2 pairs of casual trousers (summer and winter)
- 3 or more pairs of jeans
- 3 dress shirts or polo shirts
- 2 sweaters
- 3 t-shirts
- a warm, all-purpose coat
- winter jacket
- sport jacket
- raincoat
- 2 pairs of pajamas
- bathrobe
- socks and underwear for 2 weeks
- 3 pairs of shoes (loafers/dress)
- 1 pair of winter boots
- 1 pair hiking shoes or boots
- hat, gloves, scarf, and accessories for winter weather
- small backpack
- slippers
- umbrella
- bathing suit & towel
- toiletries
- sunglasses
- backpack for hiking (min. 35L capacity)
- backpack for school days
- 1L reusable water bottle

Note for Boys and Girls

The following items are not 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 midsection and backside

Any items deemed inappropriate or excessive will be placed into storage or returned home. Extra shoes, jackets, and other items deemed excessive will be returned home.

8th Graders

A highlight for our 8th graders and their families is the annual Moving Up Ceremony in the spring to celebrate the end of middle school and beginning of high school. This formal ceremony includes a dress code:

Girls

- dress (not more than 2 fingers (horizontal position; above the knee)
- or skirt (not more than 2 finger-horizontal position; above the knee); ensure the dress or skirt does not become too short when you sit on a chair
- or pants/trousers
- dressy top
- no unrevealing clothing/materials
- pashmina or scarf as needed (shoulders must be covered)
- shoes: high-heel shoes may not be higher than 2 centimeters

Boys

- pants
- jacket
- shirt
- tie
- belt
- dress shoes
- boys may wear the TASIS suit (tailored trousers and jacket)

Winter Sports Items

Students who have skiing or snowboarding equipment are encouraged to bring it with them to participate in the various ski trips offered by the school. Alternatively, TASIS will organize bus trips in the fall to the rental shop in town for students who do not have equipment.

The items below will be used both for the Thanksgiving trip to Zermatt and Winter Adventure in the spring, as well as any weekend trips to the mountains. Suggested items to bring include:

- ski or snowboarding equipment (ski, ski boots, poles or snowboard, snowboard boots; this equipment is not mandatory and can be hired at a store in Lugano)
- waterproof ski pants
- thermal underwear (pants and shirt to wear under ski clothes; note this is not a pair of leggings or jogging pants)
- thick snow sport socks

- winter sport goggles
- helmet (**mandatory for all snow sports**)

Other Items

Toiletries

Students should bring their own toiletries and personal hygiene products. When they run out of a product they can purchase replacements locally, but will be limited to products sold in Lugano.

Hair dryers are not provided. If you wish to bring your own hair dryer, make sure to buy the appropriate power converter.

Sheets and Towels

Towels are not provided. Bring your own towels, if possible. Towels can also be purchased locally.

Beds are fitted with basic white sheets, a pillow, and a blanket. Students can bring their own bed linens or purchase them locally. Two sets are preferable. Bed linens can be of any color and design. Beds are single size (90x200 cm).

Duvets and sheets can also be purchased from the [Unique Uniforms Merchandise Shop](#).

ROOM INSPECTION

Dorms are inspected every day. Students are expected to keep their rooms and common areas 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.
- food is only allowed in the dining area.
- lockers are locked and drawers and closets are closed.
- turn off all lights, electronics, or music if the room is unoccupied.
- washrooms are tidy and cleared of clothing and bags.

Failure to keep his or her area tidy will result in a warning. If a room is consistently untidy, the student will meet with the dorm parent to discuss areas for improvement and the need for future corrective action.

Once a week students thoroughly clean their rooms and common areas. They change their sheets, vacuum the floors, and tidy their areas.

Dorm parents inspect all rooms before Winter, Spring, and Summer vacations and school travel. Rooms must be clean and tidy before the students leave.

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 Duty Administrator (DA).
- Searches will be conducted by two adults, including the DA.
- In most cases, the student will be present during any search of their room or property.

ELECTRONICS POLICY

We expect students to respect our electronics policy. We strictly enforce the age restrictions recommended by the [Entertainment Software Rating Board](#) for all video games and applications.

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

- Headphones may 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 after the second check-in.
- After 21:00 headphones must be used, and music must not be audible to others.

All equipment and devices brought to campus that are not specifically used for learning must be reviewed and approved by the Dorm Team.

Students may not use any portable electronic devices after Power Down.

Electrical Appliances

For safety reasons, appliances such as electric kettles, hot plates, space heaters, rice cookers, refrigerators, toasters, and microwaves are not permitted in dorm rooms.

Electrical devices used on campus should be in good working condition and be fitted with a Swiss plug or suitable adaptor.

- All student electronics must be disclosed to the dorm team at the beginning of the year. If students purchase a new item, they must tell the dorm team. This is for insurance reasons.
- Each night, all electronics must be handed in before Power Down. No electronics are allowed in the dorms overnight. Electronics are returned after breakfast the following day.
- Students who disrespect the policy will have their item confiscated.
 - First time: for 24 hours
 - Second time: for 48 hours
 - Third time: for one week
 - Fourth time: referral to Head of MS Student Affairs
- Tuesdays are Electronic-Free Days. Students are not allowed to use their electronics. They are welcome to play games, read, or socialize. Students can use their School-provided iPads during the academic day and study hall for school-related work.

Also note the following:

- Students may bring a tablet or laptop for personal use outside of school and study hall hours.
- Using headphones or earbuds is not allowed during the academic day, school events (including weekend activities), meals, or study hall.
- Projectors and game consoles are not allowed in student rooms but may be used in common spaces. Computer towers are not allowed in the dorms at all.
- Appliances such as hot plates, coffee machines, space heaters, refrigerators, etc. are not allowed.

If you have questions about your electronics, ask your dorm parent.

BANKING

TASIS offers an option for students to safely carry their personal allowance, through a PIN-protected prepaid Visa or MasterCard card with online and mobile access. Details can be found [here](#).

An ATM machine is available on campus, in Monticello. TASIS recommends withdrawing cash only when needed, and students should avoid carrying cash on campus.

BED CHECKS

Bed checks during the night are done regularly to ensure our students are safe.

CHECK-IN

Weeknights

Sunday-Thursday: 18:45; Study Hall begins at 19:00

When students check in at Belvedere, 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.

Weekends

Fridays & Saturdays 18:45 and 20:45

Students have face-to-face check-ins on weekends to ensure their safety and accountability. Students are not allowed to leave campus after check-in. After second check-in, students must remain in the dorm.

Power Down & Curfew

Sunday-Thursday 21:30 Friday & Saturday 22:00

Students must remain in their dorms until 06:30 the following day.

Special off-campus or late check-in permission may be obtained from the Duty Administrator or the [Head of MS Student Affairs](#). If granted, the student must notify the Dorm Parent on duty.

Coed visitation is not allowed, except in the common rooms.

ORDERING FOOD

During the week, food cannot be ordered from off-campus establishments. On Fridays and Saturdays, food deliveries must be made in time that the food arrives before second check-in (20:45).

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, 19:00-20:45.

- 18:45 - check-in
- 19:00 - be ready to work
- 19:45-20:00 - break
- 20:45 - end of Study Hall

Study Hall Rules

- Follow the assigned seating chart.
- Be respectful and raise your hand to ask questions.

- Computers and iPads are allowed for school purposes only. Other electronic devices are not permitted at this time.
- Please ask permission to print a project.
- Group work is only permitted with a note from your teacher.
- Only water is allowed. Students will receive a snack during the study hall break.
- During the break, you may go to the bathroom or remain in the classroom. Students may not go back to their rooms.
- If you finish your homework before the end of Study Hall, please review your studies or read a book independently.
- At the end of Study Hall, please push in the chairs.
- An assigned, rotating group of Prefects will assist with study hall and snack time. At the end of study hall, these students ensure the classroom is tidy, the lights are off, and the windows are closed. They will also distribute and clean up snacks.
- 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 additional consequences. If the student continues to misbehave, he or she will receive a further consequence.

COMMUNICATION

Landline Phones

All dormitories are equipped with telephones in the case a cell phone is confiscated, out of battery, or not functioning. Calls from this phone line must be arranged with permission from the Dorm Parent on duty. Phone conversations should be limited to a reasonable length (10 minutes) so the telephone is available to other students. Calls may not be made during study hall or after Power Down. Internal calls should be kept brief so phone lines are kept available for external calls.

Mail

Dorm Parents deliver mail and internal messages, along with slips for any packages, which are held at Reception or in the 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.

DAMAGES AND BREAKAGES

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.

DECORATIONS

Students may decorate their rooms, keeping the following points in mind:

- Decorations must be sympathetic with the TASIS philosophy
- Alcohol bottles and glasses are not appropriate decorations
- Tacks may only be used to hang posters or mount smaller pictures on specially provided wallboards
- No stickers are allowed on any walls, doors or furnishings
- No tape is allowed on wallpaper
- No tacks may be used on wood, including doors, door frames and window frames

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

Nothing may be hung outside windows or on balconies. This extends to flags and laundry.

DORM ACCESS

Boarding students are not allowed in the dormitories during the school day unless they have specific permission from a Middle School Administrator or dorm parent. Access to dorm rooms is restricted between the start of the academic day and the end of the final period.

Families, guardians, and other guests are not allowed dormitory access without permission of the duty Dorm Parent or an Administrator.

DORM DETENTION

Detention commences on Friday at 16:30, when students must check in with the duty dorm parent and hand in all electronics. While on dorm detention, students:

- may be assigned jobs that need doing within the community, such as clean-up.
- cannot be in other boarders' rooms.
- must be in their own room by 19:00.
- must keep a check-in sheet.
- must take part in all weekend activities unless otherwise arranged with the Administration or Dorm Head.

CAMPUS RESTRICTION

Students on Campus Restriction are subject to everything listed for Friday Dorm Detention. Campus Restriction continues through Saturday, and students:

- are not allowed electronics
- must check in throughout the day with the duty dorm parent
- may not be in other boarder's rooms
- must be in their own room from 19:00
- are expected to remain on campus
- must take part in all weekend activities

LAUNDRY AND LINENS

The School offers a weekly laundry service to all boarders. TASIS has an electronic laundry identification system using Datamars microchips. TASIS personnel apply microchips specific to each student to the laundry in the student's bag. All laundry must be tagged with these microchips.

At the end of a student's time at the School (graduation or withdrawal), TASIS needs to retrieve the chips in order to recirculate them for future use. Students are required to remove the chips from their clothing and return them, through their Dorm Parent, to the Laundry service. If this process is not completed, the student will incur the cost of replacement chips.

Sheets can be exchanged any weekday; contact the dorm parent on duty. The School also provides coin-operated laundry machines for students in the laundry room in Aurora.

CLOSETS

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. If valuables are consistently left in plain sight they will be collected by the Dorm Parent and stored in the dorm safe.

Each closet also has an internal safe for valuables. Failure to secure valuables will lead to these items being held by the Dorm Parent in the dorm safe.

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 50 each.

MEDICATIONS

All medications are reviewed by the Health Center team. Any medications approved to be in the dorms are labeled by the Health Center.

NEIGHBORS

TASIS is situated in a small village community. Please be considerate of our neighbors and be mindful of excessive noise, especially after 20:00.

Much of the property adjoining the campus is privately owned. The Sant'Abbondio Cemetery and all private property and roads are off limits to students unless they are given specific permission to be in those areas. The use of the UBS and the Collina d'Oro park adjacent to the TASIS campus may be utilized by students once an orientation and trial period are completed.

PETS

Pets are not permitted on campus. This includes fish.

UNOCCUPIED ROOM POLICY

All dorm rooms are off-limits during the academic day. This includes before and after meals and before and after PE class. Each student will have space in their dorm where they may leave their books, gym clothes, etc. Please remember:

- Students must respect the 'Dormitory Begins Here' sign.
- Students may only go into another student's room if they are with someone who lives in that room.
- Day students are only permitted in the common spaces and not in dorm rooms.
- If a student needs to retrieve a possession that is in another student's unoccupied room, he or she must ask permission and will be accompanied by a faculty member or Prefect.

ROOM ASSIGNMENTS

Room assignments are overseen by the Administration with the following criteria taken into account:

- grade level grouping
- mixing nationalities and cultures
- mixing new and returning students
- the suggestions and judgment of the many adults who work directly with the children

We do our best to provide a positive and enriching boarding experience for each child. We believe that learning to live with others is an important part of boarding school life. It is the School's policy not to change a rooming assignment unless it is for medical or extreme reasons.

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.

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

THEFT PREVENTION

Unfortunately, theft does occur at times in boarding schools. TASIS does not tolerate theft, and, in accordance with school rules, a student found stealing is subject to dismissal. Caution is the best deterrent against theft.

- Students must ask before borrowing anything. Taking something without asking is considered stealing.
- 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.
- All items of value must be stored and secured in the provided safe.
- 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. In cases of a series of thefts, the local police may be called.

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

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.

VISITORS

Students may not enter each other's rooms without permission. Any family members, guardians, or guests must check in at the security checkpoint or with the Dorm Parent on duty.

Parents must not enter student rooms without permission from the Dorm Parent. Visitors must not take photographs of other students while on campus.

FIRE PROCEDURES

Please be aware of the following procedures:

- If a fire is found and cannot be extinguished easily, sound the alarm in that building.
- When the alarm is sounded, close all windows and feel if the door is hot. Then leave the room immediately.
- Proceed quickly, quietly, and in an orderly fashion out of the building to the established meeting point.
- Stand quietly until you hear the all-clear signal or receive other instructions.

FIRE SAFETY

Fireworks and other explosives, candles, heating appliances and cookers, irons, incense, matches, lighters, lighter fluid, and cigarettes are not allowed in School buildings or on balconies or terraces.

OTHER SAFETY CONSIDERATIONS

- Jumping or scaling walls or fences is a breach of our safety protocols. It is dangerous and prohibited. If you are caught jumping or scaling a wall or fence, you will be assigned an appropriate consequence.
- Students are not permitted on the roof of any TASIS building.
- Possession of a weapon is a major rule violation and may result in suspension or dismissal.
- Any student riding a bicycle must wear a helmet and both the student and parents must have completed the online bike agreement. This is shared by the Director of Residential Life at the start of the year.
- No MS students are permitted to be swimming or on a hire boat/ pedalo without adult supervision.

SPECIAL NOTE ON SCHOOL JURISDICTION

TASIS school rules apply to all students while they are under the jurisdiction of the School. All students are under School jurisdiction while in residence at the School, during all school trips and functions, athletic events, and while traveling to and from school. Regardless of other circumstances, day students remain under the School's jurisdiction whenever they are in the presence of boarders when they (boarders) are the responsibility of the School.

BOARDING STUDENT TRAVEL INFORMATION

WEEKEND PROGRAM (FOR BOARDING STUDENTS)

Structured Time

Our Weekend Program includes many activities in the Lugano area and further afield. All activities are age-appropriate and include a mix of activities, from cultural to athletic, musical to culinary. Some weekend trips are mandatory.

Safety is always the first priority on any trip. See the travel section above for more information.

Past activities have included:

- Attending a Lugano hockey game or AC Milan football match
- Dinner at a local Chinese, Turkish, or sushi restaurant
- Day trips to Lucerne, Milan, and Zurich
- 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 Como market and a boat ride around Lago di Como
- A weekend ski trip to Zermatt
- A special Christmas dinner and related activities
- The Nutcracker ballet
- A trip up Monte Generoso
- Valle Verzasca for hiking and swimming

Free Time in Lugano

Lugano is one of the safest cities in Europe. We feel that the privilege of exploring this city in small groups promotes independence, confidence, and trust in our students.

Middle School boarding students may walk or take the bus or a taxi to Lugano without adult supervision. They must travel in groups of three or more. Students may visit Lugano:

- on Friday afternoons after class until first check in.
- on Saturdays from 12:00 noon to first check in.

Day trips to anywhere outside Lugano are not permitted.

Weekend Sign-In, Sign-Out (SISO) Procedure for Visiting Lugano

To ensure the safety of our students going to Lugano in groups, we require each student to have a working mobile phone as our dorm parents will call and check in on the group throughout the day.

All students who leave campus must sign out and back in when going downtown on Friday or Saturday.

CHECKING OUT A STUDENT ON A WEEKDAY

Students may only check out with their own parents or families. Parents must fill in a weekday [REACH](#) Travel Form if a student will be absent from the dorm overnight.

CHECKING OUT A STUDENT OVER A WEEKEND

Check-outs with the Student's Own Family

All travel requests must be communicated using [REACH](#). Usernames and passwords are sent to parents at the beginning of the academic year.

Students may check out from Friday after 16:00. Students must check back in to school before the Sunday check in at 18:30. Otherwise they are expected on campus by 07:30 Monday morning.

If a student travels with his or her own family, the child's parent must:

- fill in the online Weekend Travel Form in [REACH](#) one week in advance.
- ensure he or she has formal approval from the Head of MS Student Affairs before leaving campus.

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

Check-outs with Another Student's Family

Approval is occasionally given to another student's family to check out a boarding student. If a boarding student travels with another student's family, the boarding student's parent must:

- fill in the online Weekend Travel Form in [REACH](#).
- ensure he or she has formal approval from the Head of MS Student Affairs before leaving campus.
- note: check-outs are limited to the same gender.
- note: MS boarding students may only be checked out for one night, either a Friday or a Saturday.

Parents must recognize that by permitting their son or daughter to go with another family, the other student's parents are still responsible for their child's safety. All students are required to follow school rules when checked out. Therefore, parents should recognize that by letting their child travel, they hold ultimate responsibility for their son or daughter's well being.

The other student's family must:

- send a request to the [Head of MS Student Affairs](#) affirming their desire to check out a boarding student.

- check that the email includes the date and time of pickup and return of the child, the destination, and contact information for the day family.
- permission must be granted by the Head of MS Student Affairs.
- note: check-outs are limited to the same gender.
- note: MS boarding students may only be checked out for one night, either a Friday or a Saturday.

Parents who check out boarding students are expected to supervise these students for the entire time they are checked out.

If a parent checks out a boarding student who is not their own child, the boarding student *must sleep at the other student's house or accommodation with the host family*. Failure to adhere to this policy will be considered a travel violation, and hosting privileges will be removed from any family that violates the policy.

TRAVEL PROCEDURES

Please contact [Admissions](#) for August arrival specifics. For all other travel during the year, please contact the [Head of MS Student Affairs](#).

When traveling to and from TASIS at any time other than arriving in August, we ask for the following information:

Arrivals

Winter Holiday, Spring Holiday, and Weekends

- Date, time of flight, flight number, airline, which airport
- Other transportation information
- Any other people traveling with your child (siblings, friends), their relation to the student, and their contact information
- If your child is traveling as an Unaccompanied Minor*
- If families would like assistance with travel arrangements to the School

Departures

Winter Holiday, Spring Holiday, Weekends, and end-of-the-year

- Date, time of flight, flight number, airline, which airport
- Final destination (home or elsewhere?)
- Airline, airport, flight number(s)
- Other transportation information
- Any other people traveling with your child (siblings, friends), their relation to the student, and their contact information
- If your child is traveling as an Unaccompanied Minor, they will also ask for an electronic copy of your child's ticket and itinerary.

NOT TRAVELING AS UNACCOMPANIED MINORS

For safety, security, and liability reasons, it is TASIS policy that the School coordinates transportation with trusted drivers for all MS boarders, at an extra cost. Each car may take up to two non-UM travelers per car, though the students must be on the same flight. Please note that the costs listed below may change.

To all Milan airports:

- CHF 200. This includes driving the student to the airport, assisting with the check-in process, and accompanying the child to Passport Control.

Returning to TASIS from all Milan airports:

- CHF 200. This includes meeting the student at Arrivals, ensuring his or her luggage arrives, and driving the student to TASIS.
- If a flight is delayed, this cost rises by CHF 80/hour.

To Zurich Airport:

- CHF 500. This includes driving the student to the airport, assisting with the check-in process, and accompanying the child to Passport Control.

Returning to TASIS from Zurich Airport:

- CHF 500. This includes meeting the student at Arrivals, ensuring his or her luggage arrives, and driving the student to TASIS.
- If a flight is delayed, this cost rises by CHF 80/hour.

TRAVELING AS UNACCOMPANIED MINORS

For safety, security, and liability reasons, it is TASIS policy that the School coordinates transportation with trusted drivers for all MS boarders, at an extra cost. Each car may take up to two non-UM travelers per car, though the students must be on the same flight.

Many of our Middle School students are considered Unaccompanied Minors (UM), which usually includes students under 14 years old but varies, depending on the airline.

If your child is traveling as an Unaccompanied Minor, please contact the [Head of MS Student Affairs](#) to discuss the information required by the School and the airline.

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

UM to the Milan airports:

A taxi driver takes the student to either Milan airport. CHF 350 includes:

- 1+ -hour taxi ride
- UM students must be at the airport 3 hours before their flight. Taxi drivers must stay at the airport until the plane takes off.

- If a flight is delayed, this cost rises by CHF 80/hour.

Returning to TESIS from all Milan airports:

- CHF 200. This includes meeting the student at Arrivals, ensuring his or her luggage arrives, and driving the student to TESIS.
- If a flight is delayed, this cost rises by CHF 80/hour.

UM to Zurich airport:

A taxi driver takes students to Zurich, and the cost is around CHF 650. This includes:

- 3+ -hour taxi ride
- UM students must be at the airport 3 hours before their flight. Taxi drivers must stay at the airport until the plane takes off.
- If a flight is delayed, this cost rises by CHF 80/hour.

Returning to TESIS from Zurich Airport:

- CHF 500. This includes meeting the student at Arrivals, ensuring his or her luggage arrives, and driving the student to TESIS.
- If a flight is delayed, this cost rises by CHF 80/hour.

TRAVELING IN MOTORIZED VEHICLES

Boarding students are not permitted to operate any motorized/electric vehicles, including automobiles, motorcycles, and scooters.

Boarding students are also not permitted to ride in a motorized/electric vehicle driven by a day student or by anyone else under the age of 26. They can only travel with a faculty member, with a professional taxi driver, on public transport, or with an adult who is at least 26 years old.

STUDENT HEALTH AND WELLBEING

CAMPUS HEALTH CENTER

Monday-Thursday 07:45-16:30

Friday 07:45-16:00

[Health Center Information](#)

nurse@tasis.ch

Three nurses are in residence, and one is on duty 24 hours a day (*5201). During the night, please contact the dorm parents first.

Students who are unwell in the morning are to go to their first period class and receive a pass to the Health Center from that teacher. If too unwell to visit the Health Center, students are to inform the nurses by telephoning 5426, or to inform their dorm parent or Prefect. If the nurses are not informed, the student will receive an unexcused absence as medical excuses cannot be given retroactively.

Medical Forms

All new students must send a new medical examination form to TASIS at the beginning of the school year when the student changes divisions. Returning students are expected to complete an updated health history each year. If the School does not have the completed medical examination form, the health center will schedule an appointment with the School doctor for a medical examination. 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, which have been reviewed with the nurse and labeled, but all prescription medications must be kept in the Health Center and dispensed by the School nurses.

Medical Appointments (Boarding Students Only)

Doctor Appointments: If the student needs to see a doctor, the nurses will arrange an appointment with the School doctor.

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

Dentist and orthodontist appointments are made by the nurses. The student will travel to these appointments with a dorm parent or nurse.

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 office waiting rooms.

STUDENT WELLBEING

Mental health is incredibly important to our community, and we aim to foster an environment where students feel comfortable and safe. We have a number of internal protocols in place to respond to particular mental health challenges, extending to self-harm, suicidal ideation, and other serious mental health concerns.

For Middle School students, all of our policies follow this general response:

1. When a serious mental health concern is reported to or noticed by an adult, Prefect, or other student, she or he immediately informs the Head of MS Student Affairs or School Counselor/Nurses.
2. The nurses physically assess the student.
3. The Counselor assesses the student. This discussion may include a suicide assessment.
4. Parents are informed of the situation by a member of the student support team.
5. The student support team and other key personnel (advisor, dorm parent, etc.) discuss how to best proceed. Next steps could include keeping the child at home until a plan is in place; required support from an external mental health professional; progressive re-integration into our community; a medical leave of absence.
6. Once the mental health plan is established, the student support team and the students' teachers meet to discuss implementation and follow-up.

TASIS is committed to ensuring the student feels supported and a part of our community. If you have questions about our policies, please contact [Tanya Jovanovic](#), School Counselor.

STUDENT PROTECTION

Student protection is an important concern in schools throughout the world, and TASIS takes this matter very seriously. The School strives to maintain a safe environment for all students and takes appropriate actions to ensure that students are protected.

The School embraces a comprehensive, proactive approach to student protection that includes but is not limited to the following:

- adopting rules and procedures for student protection
- screening and criminal background checks for all school staff
- educating and training staff, students, and parents
- conducting self-audits of student protection procedures

Should you have questions or concerns, please contact the TASIS Safeguarding Officer, [Tanya Jovanovic](#).

We invite you to review our full Student Protection Manual, which can be found at the following link: [TASIS Student Safeguarding and Child Protection Manual](#).

