

TASIS



SUMMER PROGRAMS

HIGH SCHOOL PROGRAM
HANDBOOK
SUMMER 2024

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WELCOME TO HSP!

We're delighted that you're joining us and look forward to welcoming you to campus.

Our HSP staff includes veteran administrators who have been at TASIS for decades. Our teachers work in schools around the world and spend their summers with our students. Most counselors are in their final years of university or have recently graduated, and many have an interest in education as a career.

SUMMER PROGRAMS PORTAL

You can find the answers to most of your questions in our [Summer Programs Portal](#).

The Portal contains links to various forms necessary for travel and activities. This Handbook includes a wealth of information about academics, activities, travel, and daily life at HSP, and also links to the above forms throughout the text.

COMMUNICATION

Each year our Communications team works hard to share stories about our Summer Programs with our community and beyond.

- Visit tasis.ch/smugmug to view photo galleries and order prints.
- Follow us at tasis.ch/instagram to see some of our best photos and short videos.
- Like our page at tasis.ch/facebook to stay up-to-date with everything TASIS.

CHANGES TO THE PROGRAM

Please note that the information in this Handbook is subject to change. This extends to available courses, sports, and trips. We will keep you informed of any changes, and appreciate your understanding.

CONTACTING THE SCHOOL

The HSP team can be contacted in a variety of ways.

- HSP office: +41 91 986 5448
- Via email: hsp.office@tasis.ch

STUDENT LEAVE REQUESTS

We understand that sometimes students need to leave campus for a short time period, such as an appointment or dinner with family or family friends. When leaving campus, students must have an adult chaperone present at all times (parent, family member, family friend). TESIS is not responsible for the supervision of the child or children while they are off campus.

Note that students may only leave campus with an adult age 23 or older. This includes siblings. Contact the [Director](#) with questions.

The [Student Leave Request Form](#) includes the information required for a student to leave campus. Please provide at least 24 hours' notice.

- Students can be checked out for the weekend, but if the absence will be longer, please contact the [Assistant Director](#).
- **Note that boarding students may not be checked out until the first Friday evening of the program.**
- If a day student will not be returning to campus that same day, please indicate when he or she will return to TESIS in the form.
- All leave requests must be approved by the Director.

SUMMER ARTS FESTIVAL

The Summer Arts Festival takes place during the last week of the Program and gives students the opportunity to showcase their talents. A gallery on campus will showcase student artwork created during the session. On Wednesday, July 17 (1st session) and Friday, August 9 (2nd session), we welcome families to campus for a special buffet dinner and a brief showcase highlighting the HSP Musical students.

ACADEMICS

LANGUAGE COURSES

The first morning of the program, language students take oral and written tests to determine their placement in an appropriate language class. All language students must bring a bilingual dictionary (English/native language, French/native language). The School provides your child with paper, pencils, pens, textbooks, and other materials for use in the classroom.

Laptops are not required for language courses.

PROJECT-BASED COURSES

The first morning of the program, students taking Digital Photography, Filmmaking, Musical Theater, Academic Writing, Architecture & Design, Fine Art Portfolio, IB Prep, Fashion & Textile Design, La Cucina Italiana, Lean Startup, Introduction to Investment, or STEAM meet with their teachers.

Students in these courses are expected to be at the upper-intermediate level of English prior to enrollment. Should a student in an elective course not meet the language proficiency level required for these courses, he or she will be enrolled in the appropriate EAL course.

Required Supplies

- Students enrolled in Academic Writing, Lean Startup Masterclass, and Introduction to Investment should bring a laptop. Students enrolled in other classes may not bring laptops to class, but boarding students can bring one for personal use in the dorms.
- Students enrolled in **Digital Photography** must bring a DSLR (which shoots in RAW format), battery charger, memory card(s), extra batteries, extra lenses (if available), and a 32GB flash drive or portable hard drive to take digital files home.
- Students in **La Cucina Italiana** should plan to wear long pants or trousers in the kitchen and shoes with non-slip soles.
- Students enrolled in **Fine Art Portfolio** should bring digital images of their previous work to analyze as part of the course.

SCHEDULE, SPECIAL EVENTS, AND SPORTS

A TYPICAL WEEKDAY AT HSP

08:15–09:00	Breakfast (boarders only)
09:15–09:30	Morning meeting
09:35–14:35	Class and activity periods with a break for lunch
14:45–18:00	Afternoon sports and activities
18:25–19:00	Dinner*
19:30–19:45	Evening meeting*
19:45–22:00	Evening activities and/or free time*
22:00	Return to dorms, check-in (boarders only)
23:00	Lights out

*Day students are welcome to leave after sports/activities or stay for dinner and enjoy the evening activities. We ask that day students leave campus by 22:00.

SPECIAL EVENINGS

During the program we organize special activities on Independence Day (USA), Bastille Day (France), and Swiss National Day. We also host a student/staff talent show each session, and we offer several cultural performances by professional dancers, singers, mimes, and other local artists. Our annual Garden Party and Boat Dance on Lake Lugano are always favorites, too.

SPORTS AND ACTIVITIES

During the application process, students had the opportunity to choose two sports or activities to participate in each week. These will be the student's sports or activities for the duration of the program. Attendance is mandatory.

We do our best to give every student their first or second choice. Selections will be confirmed upon arrival to campus.

Many sports also include swimming at the end of the afternoon.

OPTIONAL SPORTS

Students may have signed up for an optional sports club. Spaces for sports clubs are limited and offered on a first-come, first-served basis and are at an extra cost. If your child would like to participate in a Sports Club and hasn't signed up yet, please contact summer@tasis.ch.

Optional sports include:

- Waterskiing
- Wakeboarding
- Sailing
- Milan Academy Scuola Calcio
- Golf Club
- Tennis Club
- CrossFit

TRAVEL

WEEKEND DAY TRIPS

On **Saturdays**, students take long day trips to cultural destinations like Lucerne or Zurich or adventure trips such as caving or canyoning.

Sundays are shorter day trips to places like the Locarno Lido, Ascona, or Bellinzona. Adventure trips may include rafting, canoeing, or Monte Tamaro.

OPTIONAL OVERNIGHT TRIPS

[Optional overnight trips](#), at an extra cost, are available for both day and boarding students. Space is limited and enrollment is on a first-come, first-served basis, and a student is not confirmed until payment has been received, and payments are non-refundable. If you would like to add an optional overnight trip, contact summer@tasis.ch.

Each trip is chaperoned and all program rules and regulations are enforced. Participating in optional weekend trips means that a student cannot go on the normal full- and half-day excursions planned for those dates. Students may select to go on more than one trip during a session. Efforts are made to send students on their requested trips.

Students must have multiple-entry tourist visas for the Schengen area

Optional weekend trips include the following:

- Nice & Monaco
- Interlaken & Bernese Oberland
- Rome
- Venice
- Florence
- Zermatt
- Andermatt Alpine Hike
- Graz

Exact departure and return days are subject to change. Students may miss class to allow for travel time.

For full descriptions of optional trips and a link to sign up, please visit the [Summer Programs Portal](#).

HSP COMMUNITY EXPECTATIONS

HSP expects all students to behave according to high standards of morality and good citizenship. We expect common courtesy, good sense, mature judgment, and honorable behavior. Below are general expectations for our community, with the goal of creating a healthy, safe environment where everyone can thrive.

Integrity: Students are expected to act with honesty and treat people, property, and places with respect and kindness. This extends to class work, athletics, and free time.

Respect: Students are expected to be courteous and polite to each other, as well as to their teachers, counselors, and those they encounter when off-campus. This includes using respectful language at all times; please be mindful of how other cultures may interpret your words. Offensive, violent, or inappropriate language is not tolerated.

Domineering actions towards others to instill fear or humiliation or any form of physical violence are also not tolerated.

Tardiness or Skipping: Attendance to classes, events, activities, and sports is mandatory. Students who violate this may lose some privileges. Students who rely on their phones for timekeeping should consider wearing a watch.

Appearance: TESIS is a place of learning, and students are expected to wear neat, tidy, clean clothing that respects the academic culture of TESIS. The dress code is more formal than casual beach wear or lounging at home outfits. Only head coverings worn for religious purposes are allowed in the dining halls.

See the [Packing List](#) for specific rules about clothing expectations.

Alcohol, Smoking, Pornography: Students may not possess or consume alcohol, cigarettes, vapes, or pornography.

Drugs: Prescription drugs must be registered with the health center. Substance abuse, including prescription or illegal drugs, is not tolerated in our community.

Montagnola Community Expectations: Swiss and local regulations require 'tranquility' after 22:00, and all students must remain in their dorms after evening check-in.

Fire Safety: Students must not abuse or tamper with the fire-safety equipment. Leave any matches, lighters, fireworks, or flammable materials at home.

Music: During free time students may listen to music with headphones.

Technology: TESIS is an immersive experience. Students must leave their phones in the dorms or at home/in their bags during the first week. After the first week, they can use them after sports. Students who need to use laptops for classwork may use these during class and

study periods. Summer is a time to disconnect, and we always prefer to keep technology use to a minimum.

Digital Citizenship and Responsible Technology Use: We encourage and expect our students to use the internet responsibly; this extends to consideration of what students post and how it might affect those in our community.

Gaming: TASIS uses [PEGI standards](#) to determine what online and video games are appropriate for students and expect students to adhere to these as well.

Note that TASIS is not responsible for any personal items that are lost, damaged, or stolen.

Students will be asked to sign a Standard of Conduct Form to ensure they will abide by the expectations and rules of the Program.

Students who demonstrate disrespect towards others or indifference to the School's mission and values will be considered out of sympathy with TASIS.

Students who do not adhere to these expectations will be called to a meeting with the Administration to discuss the situation and encourage better choices. Parents will be called to alert them to the situation. If the student continues this pattern of behavior, he or she could be dismissed from the program and sent home at the parents' expense.

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.
- 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 area.
- At any time, and in any building, coed visiting will occur with the door(s) open and the lights on.

Dormitories

Note that day students are not allowed in the dorms at any time. Boarding students are not to enter any dormitory other than their own.

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.

HARASSMENT

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). Note that 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

CONSENT

TASIS takes consent very seriously. The School works directly with students to inform them of Swiss laws concerning consent.

SAFETY & SECURITY

The following list helps ensure our campus remains a safe and secure environment.

- Remember to be aware of where you are when walking around—this may sound silly, but if you're staring at a beautiful view you might not realize you are crossing a busy road.
- Be aware of how you are dressed; pickpockets work everywhere.
- When students attend sports and outdoor activities they must stay with the group and follow instructions.

- We understand that teenagers are young adults, and do our best to allow for age-appropriate independence within the structure of the program.

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

For more information on the School's policy, please contact TASIS Headmaster [Christopher Nikoloff](#).

CODE OF CONDUCT AND GRIEVANCE PROCEDURE

TASIS seeks to provide a fair, constructive process to address the inevitable concerns/complaints and grievances that arise in organizations.

A common structure to addressing various forms of conflict within an institution follows:

1. **Communication**, the most important step in the process
2. **Discovery**, where we understand the situation to the best of our ability
3. **Findings** and **Resolution** provide guidance for personal and institutional growth

The above process can happen at the **informal** or **formal** levels, depending upon the needs of the situation.

- At the **informal** level, which we encourage, we typically see direct communication between the parties involved.
- At the **formal** level, typically an administrator is involved and the matter tends to be of greater materiality.

For further information, please contact the TASIS Headmaster, [Christopher Nikoloff](#).

POCKET MONEY

Students should bring a credit or debit card with access to funds. Families can decide on the appropriate amounts for spending. There is an ATM on campus and a bank and post office in Montagnola village for cash withdrawals. TESIS is not responsible for missing or stolen cash.

Students are responsible for their own spending money. TESIS is not able to provide cash advances except in an emergency situation.

Note that each room has a safe for valuables or a lock on each wardrobe.

VISITING DOWNTOWN LUGANO

As part of their privileges, HSP students have the opportunity to visit downtown Lugano for around 2.5 hours on designated evenings to shop, sightsee, and have some free time. They will be required to check out and check in with the Duty Administrator.

On Thursday evenings, a bus transports students to and from campus. Students who miss the return bus must arrange their own transportation back to campus.

Every other day of the week, students must find their own transportation to get to and from Lugano. Buses are frequent and taxis can be ordered.

OPENING DAY

[Registration Information](#)

Registration for day students is on **Sunday, June 23** and **Sunday, July 21**. We welcome families on campus anytime from **10:00–16:00**.

Registration should take around two hours and includes:

- class enrollment confirmation
- sports clubs enrollment confirmation
- optional trips confirmation
- meeting your child's teachers and counselors
- leaving child's passport/ID with the office (optional)
- a health review with our nursing staff

Classes begin on **Monday, June 24** or **Monday, July 22** at 8:25.

DAY STUDENT INFORMATION

ARRIVAL, DAILY PROGRAM, DEPARTURE

Academic days are Monday to Friday. Day students arrive and depart from campus on their own. Students must check in to the Summer Office in De Nobili by 9:00.

Day students are always welcome to attend evening activities, such as cultural events and dances, Sunday through Friday. They are not, however, permitted in the dormitories at any time.

Before leaving campus, day students must sign out in the office in De Nobili. Students may choose to leave at 17:30 (after afternoon sports and activities) or by 21:45 (after evening activities). Once checked out, students cannot check in again unless this is approved by the Day Student Dean.

DORM VISITS

Day students are not allowed in the dormitories.

WEEKEND EXCURSIONS

Day students are also welcome on our weekend excursions with parental permission. Students must inform the Trips Coordinator of their choice by the Sunday evening prior to the excursion. If students remain on campus for their Sunday evening advisor meeting, they can select a trip at that time.

Transportation and lunch are provided by the School. Parents should provide enough spending money for snacks and any shopping.

Saturday trips are all-day trips that leave between 07:30 and 08:30. Students usually return to campus between 20:30 and 21:30.

Sunday trips usually leave either late morning or early afternoon and return before 18:00.

HEALTH CARE & ILLNESS

Students will not be able to participate in the program until a medical/health form is completed and proof of insurance is provided. Day students not resident in Switzerland may apply to the TASIS Health Insurance scheme for an additional fee of CHF 120. This insurance will cover the student for the duration of the program, has no deductibles, and does not

include eye or dental care. Swiss residents should bring a copy of their health insurance card and give it to the Nurse at registration.

BOARDING STUDENT INFORMATION

[Packing List](#) (PDF)

LINENS & LAUNDRY

Summer Admissions will provide a laundry number for your child. All of your child's laundry items must be clearly marked with this number or items may be lost.

Laundry is collected twice a week.

- Students should place their dirty laundry in the bags provided.
- Students are unable to do their own laundry.
- Towels should be put in the special towel bins.
- Note that it is unlawful to hang items outside windows.

The School provides all bed linens and towels.

ROOMMATE REQUESTS

Students are roomed with others in their own age group and housed in separate boys' and girls' dormitories, with a maximum of four students per bedroom. Part of the TASIS experience is to meet new people and learn about different cultures. It is our policy not to allow siblings or friends who speak the same mother tongue to room together, thus allowing for new friendships to develop and thrive.

DAILY PROGRAM

All boarding students are required to participate in all daily activities and respect the daily program.

Attendance at all classes, sports, activities, and meetings is mandatory. Students may be excused only by the Director or by the nurse (for health reasons).

DAMAGES

Parents of students who break or damage any school property will be notified and billed for the costs of repairs or restitution.

DORMITORY RULES

Students are expected to keep their dorm rooms tidy at all times. Room inspection is done every morning.

Phones may NOT be used after lights-out in the dormitory.

STUDENT MAIL

All mail should be addressed as follows:

Student's first and last name
High School Program
The American School in Switzerland
Via Collina d'Oro 15
6926 Montagnola
Switzerland

Students who want to send postcards or letters home can bring them to Reception. Please ensure they know the complete address.

HEALTH CARE

The TASIS campus houses a centrally-located health center. Each program has an in-house qualified nurse to provide health care for students and to arrange appointments with local doctors, in case this is needed.

Boarding students not resident in Switzerland will be covered by TASIS health insurance for the entire duration of the program (from midnight the first day of the program to midnight the final day). Dental and eye care are not included in this insurance. If your child needs to see a dentist or an eye doctor during the summer program, this will have to be paid immediately after the visit. Please consider this when setting an amount to deposit in your child's account. Swiss residents must bring their health insurance card and give it to the nurse.

RELIGIOUS SERVICES

Students are welcome to attend religious services while at TASIS. Sunday Mass takes place at the local Catholic Church in Italian at 10:00. Students may also attend an Anglican service in English at a church in town. There is also a synagogue and a mosque in Lugano.