



2020-2021

MIDDLE SCHOOL
STUDENT HANDBOOK

GRADES 6-8

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WELCOME TO TISIS!

For over 60 years, TISIS has transformed the lives of thousands of students. A TISIS 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 TISIS education includes:

- Arts, Humanities, and Extracurricular Activities
- Athletics and Physical Education
- Community Living in the Boarding Program
- Service Leadership through our Service Learning and Global Service Programs
- Exceptional Travel Opportunities

Fundamental to a TISIS 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 TISIS *Mission Statement* and *Paideia*, strive to model the character and ethos of the School in all their actions.

A TISIS 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 TISIS, with the student body representing over 50 nationalities. A TISIS 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.

A NOTE ON COVID-19

We remain in constant dialogue with local, Cantonal, and Swiss authorities to ensure the School is meeting or exceeding all safety requirements and expectations related to Covid-19. We, as a community, must also come together to keep one another safe; every member of our community is asked to sign our [TASIS pledge](#).

For a general overview of how we intend to start the year, please see our [2020–2021 Opening Plan](#). For more specific information, see our [Campus Safety Plan](#).

Note that as government guidelines change, our policies will likely be amended. Please pay close attention to any emails or bulletins sent by the School, which will outline any changes to expectations and policy. The latest updates for TASIS and official government links can always be found at tasis.ch/coronavirus.

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 include German, French, Drama, Computer Science, or a study period. The Middle School program has an Italian Section for residents of Ticino required to have 50% of their education in Italian. 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 internal 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 in Middle School include Mantova, Zurich, Geneva, and Lausanne, as well as an annual Winter Adventure excursion to St. Moritz. Past trips for boarding students have included hiking in Ticino with overnight stays in alpine huts and day trips to Lucerne, Bern, Como, and Milan.

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 yourself and others. This includes:

- uniforms are clean and tidy.
- shoelaces are tied.
- 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 your bags, jackets, etc. in your locker or on the shelves near your classroom.
- 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.
- leaving campus only with approval from the MS Administration. Day students must leave campus by 18:30 on weeknights and 20:30 on weekends.

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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Nurses & Health Center

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Registrar

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 programs.

THE AMERICAN SECTION

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

THE ENGLISH-AS-AN-ADDITIONAL-LANGUAGE 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.

Please see the [Course Offerings Book](#) for more information about specific classes.

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 DEAN'S LIST

To recognize excellent behavior and encourage positive role models, the Middle School publishes the Academic Dean's 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 Dean's List include:

- one day per week, students may buy their lunch from Sara Li or the Snack Bar and are excused from the dining hall.
- boarding students will receive other privileges.

ACADEMIC PROGRESS, HOMEWORK, AND 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 class, per day. This may be equivalent to around two hours per night. Students can receive help from teachers or a tutor, but the responsibility for completion of academic work rests with the student.

Students excused from class due to illness, field trips, sports tournaments, etc. are responsible for all homework, tests, and quizzes missed and must make up the work once they return to class. Students can seek help with time management from teachers, their advisor, or the Learning Center if applicable.

Students are expected to study and complete all the homework and other assignments in a timely fashion as outlined by their teachers.

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 grades. 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 are requested to contact the Academic Dean.

At the end of the school year, students are given both semester and year-end grades. The year-end grade is a cumulative grade covering the full work in a year's course and reflects a 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.

<p>5 Outstanding</p>	<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.
<p>4 Very good</p>	<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.
<p>3 Good</p>	<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. ● 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.
<p>2 Needs improvement</p>	<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.

<p>1 Does not meet expectations</p>	<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.
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ACADEMIC HONESTY

It is very important that parents and students understand our expectations for academic honesty. All student work should be the work of that student. No copying, 'ghostwriting', or plagiarism is acceptable. When quoting others in academic material, students must cite their sources. Please give credit where credit is due. History and English teachers will review proper procedures for citing work.

All students must follow the individual teacher's test rules for what is acceptable in each testing situation. This ensures that a student's success is based on honesty. If a student breaks these rules, a cheating contract will be sent to the parents, along with a referral.

CHEATING POLICY

At TASIS we consider cheating, or academic dishonesty, a serious violation of school rules. Each student is expected to be responsible for his or her own work.

How do we define cheating or academic dishonesty?

- Receiving or providing information during a test, or for a test given by a subject teacher in an earlier class period.
- Using 'cheat sheets' or other methods of assistance without the teacher's permission.
- Violating the teacher's testing rules and procedures.
- Using someone else's writing (word for word – or almost word for word) and saying it is your own (plagiarism), or using someone else's ideas and saying they are your own without giving credit.
- Using or copying another student's assignment to turn in as your own work.

- Allowing other students to use your work on assignments, with the exception of specific group, lab, or collaborative projects.
- Taking photographs or other images of tests and sharing it with other students.

Plagiarism

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

- re-arrangement of phrases and sentences from outside sources.
- turning in another student's work.
- cutting/pasting from any website on the internet (i.e. Wikipedia).
- using a 'ghostwriter'.

Please note that there are other actions that may be considered cheating or dishonesty. These are examples of the most common definitions.

Common Questions

What is collaboration?

Working together in groups or on projects means that you help each other think through problems and questions together and figure out solutions as a team. It does not mean that one person figures out an answer and everyone copies it down.

If I give my friend my homework to copy because she did not do her homework, is this cheating?

Yes. You are allowing your friend to turn in your own work under her name and take credit for work she did not do. Allowing others to copy your assignment shows a lack of integrity and respect, and is not teaching your friend to be responsible for his or her own learning.

If I am absent, can I copy class notes from someone else in the class?

Yes. The teacher gave the same information to everyone for everyone to use.

Can my parents, or a tutor help me with my work?

Yes, you are allowed to ask your parents or a tutor for help and guidance, but the work produced must be your own.

Why would a cheating offense mean that I might be on probation or be removed from a school leadership position?

Student leaders are role models for others just like adults are models for appropriate behavior. They represent the school to others. TESIS cannot support academic dishonesty.

Use Common Sense

- Don't tempt others by leaving your papers in plain sight of others who may copy your work.
- Keep track of your work.
- Copying answers does not help you think for yourself or figure out a problem. You'll still have to show what you know on tests and exams.
- Help a friend think through a problem. Giving an easy answer does not teach them anything.

Consequences

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

First Offense

- Referral to the Academic Dean. 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 Dean's List.

Second Offense

- Referral to the Academic Dean. 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 honor roll and Dean's List for the semester.

Third Offense

- Referral to the Academic Dean.
- 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 Dean's 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.

Note: This policy has been adapted from Westborough Middle School's policy on Academic Honesty.

ATTENDANCE

Students are expected to attend all of their classes, meetings, meals, and other School-related events during the academic day. If a student misses school at any time of day, including lunch, it must be approved in advance by an administrator.

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 Academic Dean 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.

Medical Leave of Absence Policy

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

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. 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.

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 TESIS 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 he or she must have a doctor's note.

At TESIS, we value the importance of physical education and engagement to develop lifelong healthy habits, hence participation in PE is required. Any students who compete as elite athletes and wish to miss the practical part of class must discuss their situation with the Academic Dean and PE Department Chair.

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.

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 TESIS community. At the end of each term, TESIS 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.

HELP CENTERS

Every teacher is available once a week during recess for extra help. Students are encouraged to take advantage of this time.

The day and classroom for each teacher will be announced at the start of each school year. The days and classrooms will be published in the MS Weekly Bulletin and announced to students and families once finalized.

AFTER-SCHOOL HOMEWORK CLUB

Teachers may assign students to the Homework Club to complete missing assignments. Homework Club takes 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 Club is on Tuesdays, Wednesdays, and 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 Academic Dean. Students with a combined Grade Point and Effort average of 4.5 or lower are 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 Club (see below), mandatory Academic Help Center 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 15:30-17:00.

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 books from the library without properly checking them out is considered stealing, as is taking other students' textbooks without permission.

COMPUTER, TABLET, AND DEVICE POLICY

We are continuing the [Bring-Your-Own-Device](#) program. Please refer to the [parent portal](#) for more information.

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.

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 and/or disciplinary 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.

HYBRID/DISTANCE LEARNING INFORMATION

Online Learning

As part of our commitment to providing the very best education for our students, we are developing our range of teaching and learning resources online so that we can supplement our students' learning experience with remote teaching inside secure virtual classrooms.

We currently use the following service providers for our online learning (and may consider adding others as new software becomes available):

Supplier	Resource Provided
Google	Online classroom (Google Classroom) and Videoconferencing (Google Meet)
Zoom	Videoconferencing
Seesaw	Online classroom
Matific	Online activities and resources
IXL	Online activities and resources
Spelling City	Online activities and resources
Epic	Online activities and resources
Duolingo	Online activities and resources
Noodle Tools	Online activities and resources

BrainPOP & BrainPOP Jr.	Online activities and resources
Playposit	Online activities and resources
Eedi	Online activities and resources
Rosetta Stone	Online activities and resources
Kahoot	Online activities and resources
Plickers	Online activities and resources
Discovery Education	Online activities and resources
Socrative	Online activities and resources
Flipgrid	Online activities and resources
Edpuzzle	Online activities and resources
Parlay	Online activities and resources
Khan Academy	Online activities and resources
Quizlet	Online activities and resources
Nearpod	Online activities and resources
Flocabulary	Online activities and resources
Parlay	Online activities and resources
Canva for Education	Online activities and resources

These service providers process the minimum amount of data about your child in order to facilitate remote teaching and online classrooms at TASIS and have assured us that they have appropriate safeguards in place to protect your child’s personal data. TASIS will remain the controller of your child’s data.

Recording Lessons

In the event of hybrid or distance learning, some lessons may be recorded in order to assist us in delivering our curriculum to remote learners. While not all classes are recorded, we do need your consent to record your child for the instances in which they are being taught remotely or appear in the online classrooms. As a matter of good practice, when we intend to record a lesson or classroom, we will notify students. Where your consent is not provided, your student(s) will not be recorded either visually or audibly.

We expect all parties involved with remote learning and appearing within online classrooms to act responsibly at all times and to behave in a manner consistent with expectations outlined in their division’s student handbook.

If you have any concerns or questions, please contact privacy@tasis.ch.

THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides services to the TESIS community designed to support and enhance the educational experience of students, parents, and faculty in our learning community. We offer a variety of programs and services some of which can be accessed by all members of the community, and others available only via qualification or psychometric evaluation. Examples of community services include:

- Workshops in learning strategies and executive function skills, stress management interventions, and parent education groups.
- Consultations with faculty and parents regarding pathways to student success.
- Professional development training for faculty and staff.

THE LEARNING SUPPORT PROGRAM AND ADMISSIONS 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
- committed to participating fully in the life of the School
- seeks and would benefit from a college-preparatory program
- committed to learning or perfecting his or her English language skills (whether native or non-native speakers)
- committed to being a good citizen, in sympathy with the program

As TESIS does not have a full range of learning support services, admission of a student with learning differences is contingent upon a match between the level of service available and the needs of the student and family based on multiple sources of information (such as school records, a report from a valid psychoeducational evaluation, 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 disclose fully information regarding a student's learning differences may jeopardize his or her 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 misfit between the child 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 [TASIS website](#).

ENROLLMENT IN THE LRC

In order to receive learning support services from the LRC, the student must have a diagnosed learning difference documented by a [comprehensive psychoeducational evaluation](#) completed within the last three years. Fees for enrollment in the LRC for the 2020-2021 academic year are as follows:

- Elementary School: CHF 850
- Middle School: CHF 1,150
- High School: CHF 1,700

These fees help support the costs of delivering Basic Services, which include the following:

- a case manager who will provide weekly individual support, follow your child and communicate with your child's teachers throughout the year
- formulation of a Learning Support Plan (LSP) describing your child's cognitive strengths and weaknesses and detailing the accommodations he or she is entitled to on the basis of his or her learning difference*
- consultations with LRC staff on an as-needed basis
- provision of extended time on internal tests and exams

* The type of classroom 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 his or her competence.

ADDITIONAL SERVICES: REMEDIATION

For students requiring remediation, the LRC will organize and deliver specialized "pull-out" instruction in specific academic areas (e.g., reading, writing, math) during the course of the

school day. This means that your child would be taken out of designated class periods times (to be arranged with the learning specialist) to receive individual remediation instruction. The cost of remediation is as follows:

- 1,700 CHF for one session per week
- 3,400 CHF for two sessions per week
- 5,100 CHF for three sessions per week
- 6,600 CHF for four sessions per week
- 8,500 CHF for five sessions per week

ADDITIONAL SERVICES: ORGANIZATIONAL/STUDY SKILLS TUTORIAL

The LRC also offers an Organizational/Study Skills (OSS) Tutorial for students who have difficulties with executive functioning. Executive functions involve a variety of skills important for academic success, including planning and organization, creating and tracking relevant task goals, developing flexible problem-solving strategies, working memory, time management, controlling impulses and self-monitoring behavior. In addition to those students diagnosed with ADHD, many students with specific learning differences (dyslexia, dysgraphia, dyscalculia, and dyspraxia) also experience weaknesses in executive functioning. A member of the LRC staff teaches a semester-by-semester OSS Tutorial for MS students enrolled in the LRC. Sessions are held twice a week and lessons are interwoven with the students' homework assignments, projects, and tests. General themes include:

- Time management and pacing study time
- Goal-setting
- Prioritizing and organizing homework assignments
- Note-taking skills
- Structuring writing assignments
- Study strategies
- Memorization strategies
- Test preparation
- Emotion Regulation
- Establishing home/dorm routines

The OSS Tutorial is taught in a small group format (4-5 students per group). In the MS, we try to offer the OSS Tutorial during study hall.

Fees for the OSS Tutorial are CHF 1,200 per semester. You may choose to enroll your child in the fall semester, spring semester, or both.

You will not be invoiced for services until the fall semester 2020.

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](#).

Only students who walk to school can be given access to the Belvedere gates at the top of campus. If you would like your child to have access, please contact [security](#).

KEY WRISTBANDS

All external gates, many doors, and all TESIS 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. Lost key wristbands need to 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
- Straightedge 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)
- A tablet or laptop computer (visit tasis.ch/byod for more information)
- Headphones (earbuds are fine)

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 neatly and cleanly according to the uniform guidelines throughout the entire school day. Formal dress is required for occasional cultural events.

Repeated uniform or dress code violations will result in detention.

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 TESIS crest on their top layer of clothing. This does not include jackets or coats.

GIRLS

- TESIS white, navy blue, or red polo shirts
- TESIS navy blue v-neck vest
- TESIS white or light blue oxford short-sleeved shirts
- TESIS grey round-neck sweater
- TESIS navy blue zipped cardigan
- white or light blue long-sleeved shirt
- white, grey, and navy blue turtleneck
- TESIS plaid skirts (hems may not be higher than hand-width from the kneecap)
- tailored navy blue or beige capri or long, trousers*
- tailored navy blue trousers*
- TESIS scarf

- black sneakers/trainers with black soles and laces (no colors or markings)
- dress shoes or low-heeled (2 cm.) shoes with a heel strap

Not permitted:

- trousers with large pockets, tabs, rivets, or stripes
- athletic shoes, white soles, rubber rain boots, sandals, Uggs, canvas shoes with thick rubber soles, or heavy boots (this policy may be relaxed during rain and snow)
- heels (exceeding 2 cm)

BOYS

- TESIS white, navy blue, or red polo shirts
- TESIS short-sleeved white or light blue oxford shirts
- white or light blue long-sleeved shirt
- white, grey, and navy blue turtleneck
- TESIS navy blue v-neck vest
- TESIS light grey v-neck sweater
- TESIS navy blue zipped cardigan
- TESIS navy blue suit jacket
- tailored navy blue, beige, or dark grey trousers or chinos*
- navy blue or dark grey tailored trousers
- black sneakers/trainers with black soles and laces (no colors or markings)
- dress shoes, oxford (lace-ups) or loafers
- TESIS striped or dotted tie
- belt
- TESIS scarf

Not permitted:

- trousers with large pockets, tabs, stripes, or rivets
- athletic shoes, white soles, heavy boots, flip flops, or sandals (this policy may be relaxed during rain and snow)
- hats

* means:

- no outside pockets
- no rivets
- hemmed; no frayed edges
- simple lines

- tailored; not baggy

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

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.

ATHLETICS, AFTER-SCHOOL PROGRAM, AND PHYSICAL EDUCATION

Boys and girls wear TESIS warm-up suits, TESIS t-shirts, and blue shorts. For hygiene reasons, students should have a minimum of 3 TESIS PE shirts and 2 pairs of shorts.

TESIS UNIFORM SUPPLIER

TESIS uniform items can be ordered through [Unique Uniforms](#). Some items may be purchased elsewhere. Please ensure that items not purchased from Unique Uniforms must adhere to the standards listed.

CASUAL WEAR

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

- clothing with visible or offensive messages, logos, slogans, designs, etc.
- any items which are torn, ripped, dirty or in poor repair
- halter tops, spaghetti straps, tube tops, strapless tops or tops which reveal the stomach, back, or sides
- low-slung pants which reveal the 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

“NO UNIFORM DAYS”

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. No shorts or miniskirts are permitted.

8TH GRADE MOVING UP CEREMONY

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 3 fingers (horizontal position; above the knee)
- or skirt (not more than 3 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 TASIS 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. Students who do not respect the School's expectations will incur a disciplinary response.

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.

ACADEMIC HONESTY

The School considers academic cheating or plagiarism a serious offense. See the Academics section for further information.

PROFANITY, INSOLENNCE, 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.

BULLYING

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

Our commitment is to recognize that bullying exists and deal with occurrences quickly. Bullying and harmful habits can stop only when they are confronted, so we ask that students first say 'stop' to those bullying. If the behavior does not stop, we ask students to speak with an adult—their Advisor, a familiar Teacher, the Counselor, a Dorm Parent, or the Middle School Administrators.

Teasing, Harassment, and Bullying

We spend a lot of time talking to the children about their behavior, especially teasing, bullying, and harassment. 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.

Teasing is friendly behaviour 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 behaviours that make another person feel uncomfortable and creates a hostile environment. It can include repeated teasing.

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.

Cyberbullying

We expect students to respect our cyberbullying policy, described in the paragraphs below, at all times, whether they are on or off campus. Students should use their good judgment and consider everything they post online or on a mobile network and how it may affect the person or people implicated. The description below stretches to that which is implied; questionable behavior not explicitly described below may still be considered cyberbullying.

We take cyberbullying very seriously. Everyone in our community (both day and boarding students) are expected to respect the rules about cyberbullying.

The School's network, the internet, and all mobile phone technology may not be used for the purpose of harassment of any TESIS students, faculty, or staff. All forms of harassment in cyberspace or on digital cameras, mobile phones, iPads, or other portable electronic devices is unacceptable. This includes using all social media sites (Snapchat, Facebook, Twitter, Instagram, TikTok, etc.) and digital photographs or videos to harass or compromise the integrity of those in the TESIS community.

Cyberbullying includes (but is not limited to) harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate email messages, instant messages, text messages, digital pictures/images, videos, or website postings (including blogs, chatrooms, and all social media sites). It also includes forwarding inappropriate information.

Many of these actions may amount to criminal offences. 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.

Adults or students who feel that they have been the victims of cyberbullying or any other misuse of technology should not erase the offending material. They should take a screenshot or print a copy of the material and immediately report the incident to a school administrator.

Students may report cyberbullying to an advisor, teacher, or administrator on a confidential basis, but should be aware that the information may need to be shared with others and, in the most serious cases, that the matter may need to be referred to police or social services for investigation.

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

TECHNOLOGY MISUSE

The School includes responsible technology use in all divisional curriculums. Students learn about the positive aspects of the internet and social media use and are made aware that cyberbullying (including intimidation, threats, harassment, impersonation, public embarrassment/shaming, and sexual exploitation) should be reported ASAP.

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. Also, the School will provide guidance and suggestions where appropriate.

INAPPROPRIATE MATERIALS

Possession, public display or sharing of materials that are considered offensive or degrading is not permissible. Students may not keep pornography or gratuitously violent material in their lockers or on their portable electronic devices, phones, etc. Students may not view inappropriate materials during any class sessions or while on campus.

MOBILE/CELL PHONES / IPADS / LAPTOPS / IPODS / HEADPHONES (INCLUDING AIRPODS) / LASER POINTERS/ SMART WATCHES, ETC.

All portable electronic devices should be turned off between 08:00 and 16:00. This includes during class time, assemblies, meetings, meals, and study hall, unless being used for specific academic purposes and at appropriate times with an adult's permission. The electronic devices of students who fail to meet these expectations will be confiscated.

First infraction: warning. Teachers will discuss this with the student and may choose to confiscate the electronic device until the end of the academic day or after a 24-hour period.

Second infraction: immediate confiscation. The electronic device will be given to the MS Dean of Student Affairs and kept for 24 hours.

Third infraction: immediate confiscation. Phone will be given to the Dean of Student Affairs and kept for 48 hours.

Fourth Infraction: All of the above, plus the School will contact the student's parents.

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

Use of alcohol, smoking, and vaping (including JUUL) are not tolerated. Violating this expectation may lead to dismissal.

WEAPONS & DANGEROUS OBJECTS

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

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.

UNAUTHORIZED MIXED COMPANY

Boys are not allowed in areas reserved for girls, and vice versa. This includes on School-sponsored trips.

PUBLIC DISPLAYS OF AFFECTION

Intimate expressions of affection, including kissing, prolonged hugging, lap-sitting, and inappropriate touching, are not acceptable in any public area, and are prohibited on campus.

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 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.

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 TESIS and separated from the community.

BRINGING DISREPUTE ON TESIS

TESIS 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.

FURTHER COMMUNITY INFORMATION

FAMILY TO SCHOOL COMMUNICATION FLOW

Communication between teachers and parents is encouraged any time it is needed. We encourage and welcome communication between the home and School. The faculty and administration aim to address all communications from parents within 24 hours during school days.

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 MS Dean of Student Affairs or School Counselor.
- Questions about school policy ought to be raised with the Lower School Head or MS Dean of 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 staff 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 MS Dean of 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 Dean of Student Affairs.

Advisor groups meet on Mondays and Thursdays, and the groups eat lunch together once a week. We also invite day families to host dinners for their child's advisor group.

Two times per week, students meet with their Advisors. On Mondays, groups review the bulletin and share any messages from the Administration or information about special events. During the longer advisor block on Thursday, Advisors explore various topics with their students. Topics usually include

- the Magnificent Seven
- 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, new semesters, etc.
- responsibility
- respect
- hygiene
- service
- Healthy relationships
- bullying
- healthy choices

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

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. Examples of some activities include:

- Competitive sports (such as soccer, volleyball, cross-country, ski racing, basketball)
- Recreational sports (such as lacrosse and indoor football)
- Performing Arts (such as theater, dance, music, and choir)
- Book Club
- Visual Arts (such as glass painting)

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

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.

ICE RINK

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

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 SNACK BAR & STUDENT LOUNGE

Middle School students are welcome in the Student Lounge before or after the Academic Day. Students are able to purchase snacks and drinks, play pool, and relax with their friends.

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

HOLIDAYS AND 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.

TASIS SNOW 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 TESIS 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..

PROCTORS

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

SPECIAL EVENTS

Throughout the year, TESIS 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.

MIDDLE SCHOOL MEETINGS

Every week all students, including day students, are required to attend school meetings during the Academic Day. Middle School meetings and assemblies are held in the Palmer Center.

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 TESIS 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.

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 TESIS, and organize events to inspire school spirit among their classmates.

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.

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.

ACADEMIC DETENTION

Students may be assigned a detention. Academic Detentions will be given for incomplete work, attendance policy violations (including tardies), uniform violations, and other issues during the academic week. Students who receive an academic detention will be expected to attend on Fridays from 15:30-17:00. If a student has a conflict, the detention may be moved to the following Friday only.

BEHAVIOR CONTRACTS

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

INTERNAL 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 a disciplinary contract 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 disciplinary contract 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 disciplinary contract 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 (see below). 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 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 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	Students attend class and all other required school functions. Students must live up to all

	work as required by the due date.	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 convenes 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 Dean's List 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
 Uniform/Grooming violations

Examples of Consequences: Minor Infractions

Verbal warning
 Written warning
 Friday Detention
 Parent Notified/Conferences

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 Lights Out
 Lying
 Plagiarism or use of a ghostwriter

Examples of Consequences: Major Infractions

Friday Detention
 Behavior Contract
 In-School Restriction
 Out-of-School Suspension

Possession of illicit publications/materials
Possession or use of firecrackers or lighters
Possession or use of tobacco products
Skipping/cutting class
Tampering with safety equipment (i.e., fire extinguishers, fire alarms)
Verbal abuse or harassment of others
Violations of Responsible Use Policy

Examples which may lead to Dismissal

Any action that brings disrepute onto TESIS 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. Past trips for boarding students have included hiking the Bernese-Oberland region of the Swiss Alps and weekend trips to Bern, Lucerne, Milan, and Como. Academic Travel excursions for all students, by grade level, include Mantova, Zurich, Lausanne, Geneva, and St. Moritz.

ACADEMIC TRAVEL

All students are **required** to participate in Academic Travel trips. They are part of the School's curriculum and are mandatory for students from grades 6 to 12.

Students are assigned to trips by grade level and are usually with their advisor group. Sixth graders spend two nights away in the fall and in the spring. Seventh and eighth graders spend two nights away in the fall and three nights in the spring for Winter Adventure (see below), which includes winter activities for all abilities.

Academic Focus

Academic Travel trips give students the experience of learning about another culture and place. To prepare, work both in class and advisor groups introduces students to the area and builds excitement for the trip. While away, students are assigned daily tasks and spend time every evening filling in special journals that enhance their experiences and allow them to reflect on their days. Once students have returned, discussions in class and advisor groups encourage students to share their perspectives, talk about what they learned, and relive memories.

Our administrators and faculty carefully plan each trip to include historical tours, activities, meals, and cultural events that allow for a truly immersive and exciting experience.

Travel days are considered school days and active participation is expected of all students. This experience is often cited as the most memorable of the year for our students, and they will no doubt return with new perspectives and friendships.

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. However, students may be more

casual than usual. This means boys don't have to wear ties, but must still wear collared shirts or a polo shirt. Clean, intact, tasteful athletic shoes should be worn as we will be doing a lot of walking. PE uniforms are fine when appropriate.

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.

Please note: laptops and tablets are not allowed on Academic Travel trips.

WINTER ADVENTURE

All 7th and 8th grade students are **required** to attend Winter Adventure in St. Moritz, Switzerland. The trip is part of our Middle School curriculum and is an important experience for every student.

Winter Adventure takes place over three nights. It is an opportunity for building class 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 take lessons in downhill skiing or snowboarding (note: no lessons for beginner snowboarders). All lessons are taught by certified Swiss instructors.

Other activities include ice skating, cross-country skiing, horse-drawn carriage rides, indoor swimming, snowshoeing, a variety of indoor group games, and a special evening torch walk.

Alternative activities are available for students who are injured.

Expectations during Winter Adventure

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

Please note: laptops and tablets are not allowed at Winter Adventure.

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. The student:faculty ratio on all Middle School trips is 6:1 in grade 6, 7:1 in grade 7, and 8:1 in grade 8.

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.

Sunday through Thursday, day students must leave campus by 18:30 to help boarding students study in a quiet environment. On Friday and Saturday, day students must leave campus by 20:30.

Day students must leave campus before the boarding population checks in, so that the campus remains a study environment in the evening. This can be exempted for special events on campus or permission from the [Dean of Student Affairs](#).

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.

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.

The TESIS Medical Leave of Absence Policy can be found in the Attendance section above.

DROP-OFF AND PICK-UP TIMES

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

Drop-Off Times

Monday - Friday

07:40-07:55

Pick-Up Times

Monday to Thursday

15:55-16:05

Friday

15:50-16:00

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

The School provides a busing service for Day Students. Please visit www.tasis.ch/shuttle for details about routes. [Registration](#) for 2020-2021 is available from Friday, May 15, 2020. Please contact Shuttle Coordinator [Svetlana Koreshkova](#) 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.)

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.

Failure to follow the Shuttle Rules will be considered infractions. Three infractions per semester will result in the student not being allowed to use the Shuttle Service.

TEMPORARY BOARDING

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

DORMS

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

HEALTH CENTER

Day students may use the School's health services sparingly. They may not be excused from their first classes of the day by the school nurse. Should the School deem a child too unwell to stay on campus, parents are expected to pick up the child as soon as possible. TASIS 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](#).

Day students must wear their uniforms. When a day student is out of uniform, parents or guardians will be asked to bring the child's missing article(s) to the School. After three warnings, students will serve detention.

TECHNOLOGY RESPONSIBLE USE POLICY

At TASIS, we strive to provide our students with the best opportunities and tools for learning. We see technology as one of those tools with great potential to facilitate information fluency, creative expression, and collaboration. We want our students to be proficient consumers and producers of information, but we also want them to be safe, legal, and responsible. While at school, the TASIS network has internet filters and security measures in place to prevent inappropriate materials from getting through, though no filter can catch everything. For students using devices outside of the TASIS network, we cannot offer such filtering. Additionally, there is no expectation of privacy from the School when using School-provided devices, accounts, or applications.

TASIS has published a [series of guidelines](#) to help families navigate technology and social media, which are available in the Parent Portal. We highly recommend reading and discussing them as a family.

Students are expected to embrace the following responsibilities, whether on- or off- campus:

- **Respect Yourself:** Offline or online, what you choose to say is a reflection of yourself. Do your best to choose appropriate usernames, words and images, check your spelling and grammar, and leave a positive impression with your audience. Remember, anything you post online could potentially stay there forever.
- **Protect Yourself:** Make sure the information, images and materials you post online will not put you or your family at risk. Do not publish personally identifiable information. Protect your passwords and don't let others use your online accounts. Avoid inappropriate websites, images, and videos. Tell an adult if any websites, messages, or behaviors make you feel uncomfortable. If you are not sure what to do, ask for help.
- **Respect Others:** Treat others as you would like to be treated. Try to be as clear as possible in your messages while using polite and appropriate language. Avoid gossiping, spreading rumors, or posting embarrassing photos and videos of others. Don't write anything you would be uncomfortable showing your parents or teachers. Get permission from your teachers to use personal devices while at school.
- **Protect Others:** You can help stop bullying by not being a bully. If you observe mean or hurtful messages about other people, report the situation to an adult as soon as you can. Don't steal other people's passwords or break into their accounts. Protect the private information of others including phone numbers, home addresses, Skype names, and other contact details.
- **Respect Intellectual Property:** A lot of the information, images, and videos you will use for school projects and personal learning will come from the Internet. Remember

that digital and physical works were created by other people and you must give them credit. Write as much as possible in your own words and keep a list of your sources for all information, images, and videos you use. Although it is easy to download movies, games and software from the Internet for free, it is important that creators and artists are paid for their work. If needed, ask your parents for help to legally purchase digital media.

- **Protect Physical Property:** Be careful when using technology equipment. Avoid dropping equipment by carrying it in a secure way and never leaving it on the floor or on the edge of a desk. Keep food and drink away from electronic equipment. Wash your hands before using any devices. Tell your teacher right away if something is damaged or not working.

TECHNOLOGY IN THE CLASSROOM

Computers and other devices may be used in classrooms at the teachers' discretion for academic purposes.

IRRESPONSIBLE OR INAPPROPRIATE USE

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.

A disciplinary response will apply if our expectations of technology use are not being met. We ask students to consider how their behavior may affect their friendships, academics, and our community. Examples of negative behaviors include:

- gossiping or spreading rumors online
- posting hurtful information or embarrassing photos of others
- harassing others
- plagiarism
- enabling yourself or others to cheat

TECHNOLOGY MISUSE

The School promotes responsible technology use in all divisional curriculums. Students learn about the positive aspects of the internet and social media use and are made aware that cyberbullying (including intimidation, threats, harassment, impersonation, public embarrassment/shaming, and sexual exploitation) should be reported ASAP.

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. Also, the School will provide guidance and suggestions where appropriate.

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.

MOBILE PHONES AND ELECTRONIC DEVICES

All boarding students are required to have a smartphone with 3G/4G capabilities that works 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.

Many phones can be "unlocked" to take a SIM card from anywhere in the world. Swiss SIM cards can easily be purchased in Lugano.

Please remember to buy adapters for all electronic devices, including computers, hair dryers, portable electronic devices, etc. Switzerland outlets are 230 volts and take two round pins. All boarding students should have an unlocked mobile phone with a Swiss SIM card.

PACKING LIST - CLOTHING

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

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
- raincoat and umbrella
- 2 pairs of pajamas or nightgowns
- bathrobe, slippers
- socks and underwear for 2 weeks
- 3 pairs of shoes (loafers/dress)
- pair of winter boots
- hat, gloves, scarf, and accessories for winter weather
- hair dryer (with appropriate adapter)
- small backpack
- sneakers for sports
- winter jacket
- bathing suit & towel
- slippers
- toiletries
- Sunglasses

For 8th graders: a formal outfit for the Middle School Moving-Up Ceremony: dress (dress-code length) or skirt (dress-code length), pants, dressy top (shoulders covered); shoes: heels may not be higher than 2 centimeters.

Boys

- sport jacket
- 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
- raincoat and umbrella
- 2 pairs of pajamas
- bathrobe, slippers
- socks and underwear for 2 weeks

- 3 pairs of shoes (loafers/dress)
- 1 pair of winter boots
- hat, gloves, scarf, and accessories for winter weather
- small backpack
- sneakers for sports
- slippers
- winter jacket
- bathing suit & towel
- toiletries
- sunglasses

For 8th graders: a formal outfit for the Middle School Moving-Up Ceremony: pants, jacket, shirt, tie, belt, dress shoes (dress code). Boys may wear the TESIS suit (tailored trousers and jacket).

WINTER SPORTS ITEMS

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. Below is the packing list for our winter sports trips.

- 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
- winter jacket
- 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**)
- warm winter clothes
- thermal winter boots
- indoor shoes
- 2 pair of pants
- 2 warm sweaters
- 5 t-shirts
- 2 polo golf shirts (for evening)
- 2 sportswear pants (for evening)

- sleepwear
- undergarments for 4 days
- socks for 4 days
- swimming suit and towel
- toiletries – toothbrush, toothpaste, shampoo, soap, etc.
- sunglasses

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.

AUDIO EQUIPMENT, COMPUTERS, & APPLIANCES

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

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

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.

Students may not use any portable electronic devices after lights out.

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. TESIS 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.

Lights Out & 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 [Dean of Student Affairs](#). If granted, the student must notify the Dorm Parent on duty.

Coed visitation is not allowed in the dormitories, 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 proctors 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

Telephones

We expect boarding students to have a cell phone and to follow the School's electronics policies at all times. All cell phones and devices should be checked in at the beginning of the year. Any extra cell phones will be returned to the parent/guardian at this time.

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 lights out. 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.

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 15:30, 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

ELECTRONICS POLICY

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 lights out. 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 Dean of Student Affairs
- Mondays 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 tablets, or laptops during the academic day and study hall for school-related work.

Also note the following:

- Using headphones or earbuds are not allowed during the academic day, school events (including weekend activities), meals, or study hall.
- Televisions are not permitted in dorm rooms. Computer monitor size is limited to 24"/60cm. You may only have 1 per room.
- 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. More information can be found [here](#).

LAUNDRY AND LINENS

The School offers a weekly laundry service to all boarders. TESIS has an electronic laundry identification system using Datamars microchips. TESIS personnel apply microchips specific to each student to 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), TESIS 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 must be registered with the nurses in the Health Center. Prescription medications are not allowed in students' rooms unless given permission by the nurses.

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.

PUBLIC DISPLAYS OF AFFECTION

Intimate expressions of affection including kissing, prolonged hugging, lap-sitting, and inappropriate touching are prohibited on campus.

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 Proctor.

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

- Students are not permitted on the roof of any TESIS building.
- Possession of a weapon is a major rule violation and may result in suspension or dismissal.

SPECIAL NOTE ON SCHOOL JURISDICTION

TESIS 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 Gardaland amusement park in Italy
- 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 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.

Students who do not follow these guidelines may be issued a consequence, such as dorm detention, campus restriction, or a related consequence.

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 15:30. 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 Dean of Students 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 Dean of Students 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 [Dean of 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 child, the destination, and contact information for the day family.
- permission must be granted by the Dean of 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.

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.

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.

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 [Dean of 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.

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.

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.

HEALTH CENTER

Monday-Thursday 07:45-16:30

Friday 07:45-16:00

Three nurses are in residence, and one is on duty 24 hours a day (*5201). During the night, please contact dorm residents 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 proctor. 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 the medical examination form to TESIS at the beginning of the school year. 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, but all prescription medications must be kept in the Health Center and dispensed by the School nurses.

SELF-DESTRUCTIVE BEHAVIOR

Students who engage in any sort of physically or emotionally self-destructive behavior—including but not limited to suicidal gestures or other serious, self-harming behaviors—are normally asked to seek treatment outside the community.

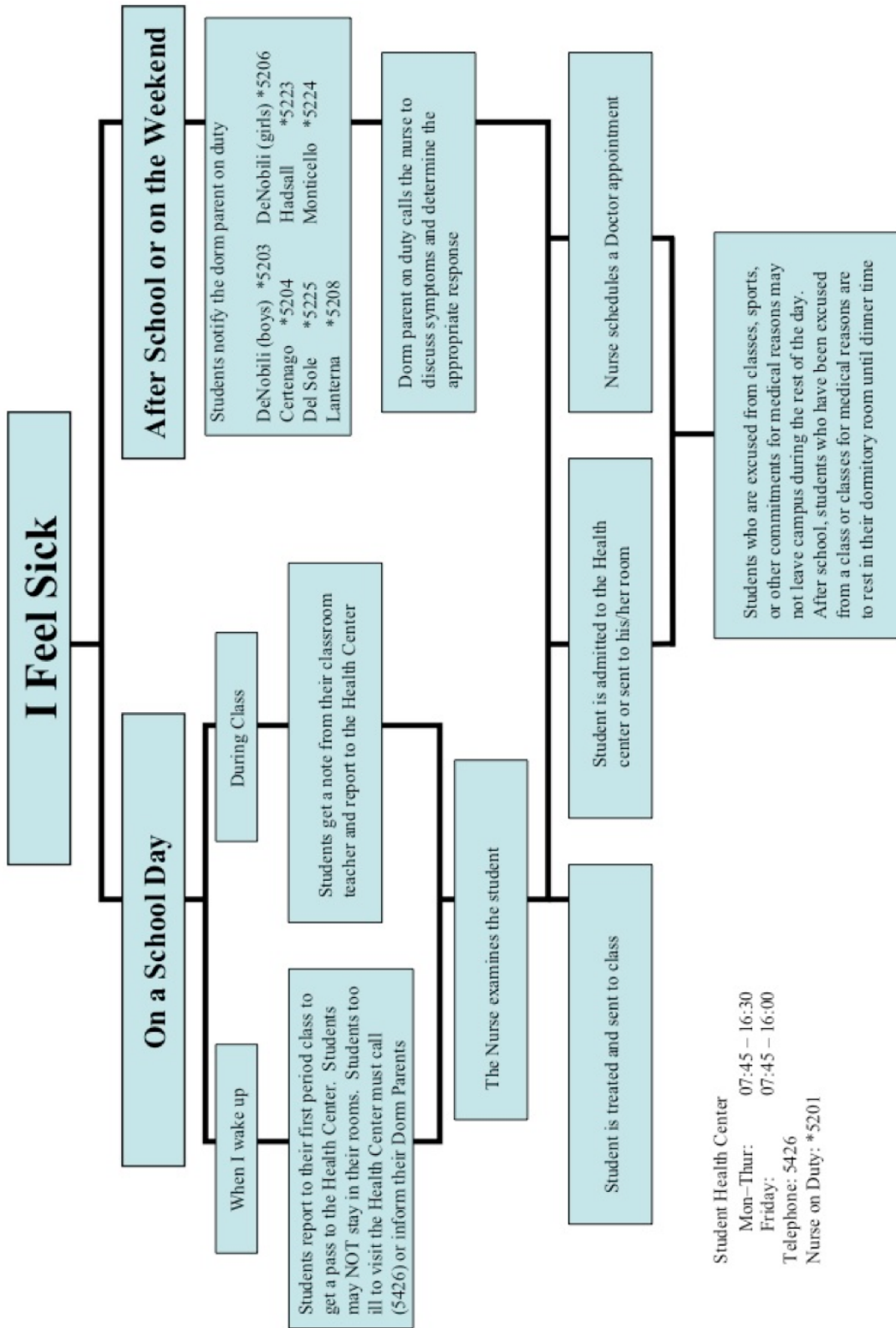
MEDICAL APPOINTMENTS (BOARDING STUDENTS ONLY)

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 by taxi.

All TESIS 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 Health Center
 Mon-Thur: 07:45 – 16:30
 Friday: 07:45 – 16:00
 Telephone: 5426
 Nurse on Duty: *5201