TASIS

VERUM BONUM PULCHRUM

• EST 1956 •

2020-2021

High School Student Handbook

Grades 9-12 and Postgraduates

Welcome to TASIS! **1**
A Note on Mutual Respect 2
A Note on Covid-19 2
Contact Information **3**
Academic Information **6**
Graduation Requirements 6
TASIS Academic Programs 8
International Baccalaureate (IB) 8
The Advanced Placement Program 9
Independent Study 10
Grade Reports 11
Grades and Effort Marks 11
Honor Rolls 12
Dean's Lists 12
High Dean's List Requirements 12
Dean's List Requirements 12
Family to School Communication Flow 12
Magnificent Seven Awards 13
Responsibility for Assignments 13
Academic Honesty 14
The Special Case of Plagiarism 14
Academic Warning 14
Academic Restriction 15
Placement Tests 15
Transfer Credits 15
Re-Enrollment and Withdrawal 15
Re-Enrollment 15
Withdrawal 16
Attendance 16
Loss of Credit 16
Academic Day Absences 17
Excused vs Unexcused Absences 17
Unexcused Absences 17
Physical Education Class Absences 17
Brown Forms 18
Vacation Dates 18
Out Sick 18
Medical Leave of Absence Policy 19
Attendance Restriction 20
Campus Restriction 20

Tardiness 21
Book Policy 21
Course Changes 21
Tests, Major Papers, and Examinations 21
Grace Days 22
End-of-Year Exams 22
English Only Expectation 22
English as an Additional Language (EAL) 22
Homework 23
Transfer Credits 23
TASIS Snow Policy 23
Hybrid/Distance Learning Information 24
Online Learning 24
Recording Lessons 25

The Learning Resource Center 27
The Learning Support Program and Admissions Expectations 27
Enrollment in the LRC 28
Additional Services: Remediation 29
Additional Services: Organizational/Study Skills Tutorial 29

The Opsahl Global Service Program 31
The Program's Mission Statement 31
Opsahl Global Service Program Partnerships 32
Local Community 32
Global Community 32

Campus Security 35
Key Cards 35

Student Life 36
Academic Travel 36
Activities and Clubs 36
Ice Rink 38
Proctors 38
Duties 38
Privileges 38
Late Lights 39
Refrigerators and Kettles 39
Free Roaming 39
Independent Travel for Junior and Senior Proctors 39
The Advisor Program 39
Banking 39
Dining Hall 40

Religious Services 40
Procedure for Students Leaving Campus 41
Weekend Trips 41
Off-Campus Transportation Rules 41
Safety 41
Food & Drinks 42
Hand Luggage 42
Toilets 42

Student Expectations 43
Major School Rules 43
Honesty 43
Theft 43
Fighting/Threatening 44
Harassment 44
Bullying 44
Digital Citizenship and Cyberbullying 45
Possession of Weapons or Other Dangerous Objects 46
Visitation Violations/Mixed Company 46
Tobacco, Smoking, and Vaping 46
Drugs 46
Off-Campus 47
Traveling in Motorized Vehicles 47
Curfew Violations 48
Drinking Alcohol 48
Consuming Energy Drinks 49
School Jurisdiction 49
Out of Sympathy 49
Bringing Disrepute on TASIS 49
Other Rules 49
Learning from Our or Others' Mistakes 49
Disciplinary Responses 50
Guidance 50
Warnings 50
Detentions 50
Travel Restriction 51
Internal Restrictions 51
Out-of-School Suspensions 51
Dismissal (Separation) 52
Behavior Contracts 53
Disciplinary Watch 53
Examples of Infractions and Consequences 53

Examples of Minor Infractions 54
Examples of Consequences: Minor Infractions 54
Examples of Major Infractions 54
Examples of Consequences: Major Infractions 54
Examples of Dismissal Violations 55
Assignment of Disciplinary Responses 55
Local Authorities 56
Disclosure of Disciplinary Action 56
Confidentiality 57

Residential Life 58
Mobile Phones 58
Weeknight Check-In and Study Hall 58
Weeknights (Monday-Thursday) 58
Early check-in 58
Late check-in 59
Structured Study Hall 60
Low Lights & Lights Out 60
Weeknights (Sunday through Thursday) 60
Late Lights 60
Curfew 60
Weekend Check In 61
9th and 10th Graders 61
11th, 12th Graders, and PGs 61
Weekends (Fridays and Saturdays) 61
Weekend Sign-In, Sign-Out (SISO) Procedure 62
Consequences 62
Special Off-Campus or Late Check-In Permission 62
Behavior Expectations in the Dorm 62
Consequences 63
Closets, Locks, & Safes 64
Co-ed Visitation and Open Dorm 64
Cooking 64
Damages and Breakages 64
Decorations 64
Dormitory Searches 65
Electronics 65
Health Center 66
Laundry and Linens 66
Mail 66
Medications 67
Neighbors 67

Off-Limits 67
Ordering Food 67
Pets 67
Pornography 67
Public Displays of Affection 68
Room Assignments 68
Room Inspection 68
Guests 68
Sleepover Guests 68
Storage 69
Theft Prevention 69
Unoccupied Room Policy 70
Fire Safety 70
Fire Procedures 70
Other Safety Considerations 70
Vacations 71

Uniforms 72
Uniform Violations 72
Year-Round Uniform Expectations 73
Face Mask Expectations 74
Fall and Spring Uniform Additions 74
PE Uniform Expectations 74
Other Expectations 74

Technology Responsible Use Policy 76
Mobile Phones 77
Computers in the Classroom 77
Campus Wifi 77
Irresponsible or Inappropriate Use 77
Technology Misuse 78

Athletics 79
Sports Requirement 79
Sports Attendance 79
Sports 80
Recreational Sports 80
Physical Fitness Room 80

Travel 81
Requirements 81
Travel Restriction 83
Supervised Travel 83
Independent Travel 83

Inviting a Guest, or Traveling as a Guest 84
Authorized Adults 84
Weekend/Overnight Travel Request 84
Day Travel Request 85
Host Invitations 85
Holiday Travel (Winter and Spring Breaks) 85
Signing Out 85
Missing Classes: Travel for Special Circumstances 86
Closed Weekends 86
Fall Semester 87
Spring Semester 87

Day Students 89
Day Student Campus Expectations 89
Drop-Off, Pick-Up 89
Boarding 90
Changing Rooms 90
Dorms 90
Drop-Off and Pick-Up 90
Uniforms and Dress Code 90
Health Center 90
Key Cards 91
Lockers 91
Day Student Proctors 91
Absences 91
Shuttle Service 92
Changes 92
Expectations 92

Welcome to TASIS!

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

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

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

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

A Note on Mutual Respect

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

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.

Contact Information

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

Christopher Nikoloff
Headmaster

William Eichner
Director of Institutional Advancement

Emily McKee
Director of Admissions

Mark Abisi
Academic Dean

KC McKee
Dean of Students

Katlyn Abisi
Assistant Dean of Students

Tom Lill
Director of Residential Life

Adele McLeod, Nancy McDonald, Nancy Loiselle
School Nurses

Natalie Philpot
Academic Travel Director

Johanna Fishbein
Director of University and College Counseling

Kirk Mitchell
University and College Counselor

Greg Birk
University and College Counselor

Carroll Birk
University and College Counselor

Kathy Anderson
IB Coordinator

Masa Yo
Director of Athletics

Mary Cate Hauenstein
School Counselor

Learning Resource Center

TASIS Reception
+41 91 960 5151

TASIS Fax (for permissions, faculty and administration)
+41 91 986 5422

TASIS Fax (for students and general inquiries)
+41 91 994 2364

TASIS Athletic Office Fax
+41 91 986 5420

TASIS Business Office Fax (billing, allowances)
+41 91 993 0330

TASIS Health Center Fax
+41 91 993 5428

Duty Administrator Phone
+41 79 337 3857

Note: Duty Administrators will not answer calls from numbers that are listed as unknown or restricted.

Academic Information

Graduation Requirements

The minimum requirements for graduation are 19 credits (1 credit = 120 classroom hours).

Students are required to enroll in a minimum of five full-credit courses per year or the equivalent. An alternative program of studies may be designed for students with special talents, interests, or needs. Such a program must follow established guidelines and requires the approval of the Academic Committee.

English/EAL
Four years of English. All 12th grade EAL students must pass either a 12th grade English course offered by the English Department or IB English B 2 HL (IB Diploma candidates only)

Mathematics
Three years of Mathematics, completing through Mathematics 3 at a minimum

History
Three years of History, including Modern History and either US History or an IB Group 3 course, and successful completion of the Civic Literacy Exam

Science
Three years of Laboratory Science

Modern Language
Third-year proficiency in a Modern Language other than English* that is offered at TASIS

Fine Arts
One credit in Performing Arts or Visual Arts

Physical Education
All students in grades 9 and 10 are required to take Physical Education in support of the TASIS philosophy that a strong school takes care of all aspects of a student's wellbeing. These classes, which meet twice a week, include leadership opportunities through class projects and promote healthy lifestyles.

Senior Humanities
Senior Humanities is fulfilled by AP US History, Art History, AP Art History, IB Art History, or, for IB students, Theory of Knowledge.

Service Learning
Earn a passing grade in the Opsahl Global Service Program each semester enrolled through 11th grade and participate in at least one global service trip or local service experience. New 12th grade and postgraduate students must also earn passing grades both semesters and participate in a global service trip or local service experience.**

Academic Travel
Completion of all Academic Travel assignments and obligations

Sports and Activities
Fulfillment of the Sports and Activities requirements

Students are required to enroll in a minimum of five full-credit courses per year or the equivalent. An alternative program of studies may be designed for students with special talents, interests, or needs. Such a program must follow established guidelines and requires the approval of the Academic Committee.

Course Registration Policy
Students who wish to take more than six classes (or 6½ if they are pursuing the International Baccalaureate Diploma) must first seek approval from the Academic Dean, who will determine if there are strong enough reasons to grant an exception to the course registration policy.

*Native English speakers arriving in Grade 11 are required to demonstrate second-year proficiency in a modern language that is taught at TASIS from the introductory level, or to continue on to third-year proficiency if they have a background in Spanish, French, or Italian. Native English speakers arriving in Grades 12 and Postgraduates are expected to continue their study of a modern language, or complete one year of Spanish, French, or Italian.

**Completion of the Service expectation is a graduation requirement and students who fail to meet this requirement must successfully complete an alternative service/reflective exercise that demonstrates volunteerism and reflection. Seniors will not receive their diploma until the requirement is satisfied.

TASIS Academic Programs

Along with the TASIS High School Diploma program, TASIS also offers the International Baccalaureate and the Advanced Placement Program.

International Baccalaureate (IB)

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

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

- begin in 10th Grade by taking up to two IB SL subjects which are completed at the end of the 11th Grade and the full diploma at the end of the 12th Grade,
- begin in 11th Grade, completing the IB in 2 years as 11th and 12th Graders; or
- begin in 12th Grade, completing the IB in 2 years as 12th Graders/PGs.

Students entering 9th and 10th Grade who think they may be interested in the IB diploma program should discuss their course selection with the Academic Dean and IB Coordinator.

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

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

IB Diploma candidates must also satisfy the requirements for

- Theory of Knowledge (TOK) – A full-credit course taken over two years, which examines various ways of knowing and the nature of knowledge.
- Extended Essay – A 4000-word original research project in an area of interest chosen by the student.

- Creativity, Action and Service (CAS) – 150 hours of community service, sports, and other activities completed during the two-year program.

Entry into the IB Diploma program is made in consultation with the School, student, and family, and is recommended for highly motivated students with strong academic, time management, and study skills.

Prerequisites for entry into the Diploma program include placement into IB English B1 or a higher level course and Math Studies 1 or a more advanced course. Students must make a formal application to take the full IB Diploma or for individual Diploma Program (DP) courses. Parents must agree to the IB General Regulations and should be aware that the IB charges approximately CHF 1000 for full diploma exam registrations. IB students are expected to maintain good academic standing throughout the two-year period.

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

The Advanced Placement Program

The Advanced Placement (AP) Program offers qualified TASIS students the opportunity to take college-level courses in a high school setting. Students who participate in the program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school.

More than 90 percent of US colleges and universities give credit and advanced placement to AP students. Some 50 percent of US colleges and universities offer sophomore standing to students who have a sufficient number of qualifying scores.

Subject to sufficient interest, TASIS offers courses preparing students for AP exams in the following subjects: Art History, Biology, Calculus AB and BC, English Language, English Literature, Physics, Microeconomics, European History, French Language, French Literature, Italian Language & Culture, Spanish Language, Statistics, Studio Art, US Government, and US History. Enrollment in AP courses requires the approval of the Academic Dean and the appropriate Department Head.

AP Scholars and Awards: Notable achievement in the AP Program is acknowledged by several widely-recognized awards. The award of AP Scholar is granted to students who

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

Independent Study

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

For specific course information, please see the Course Offerings Book.

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.

Grades and Effort Marks

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

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

In addition to letter grades, the following effort assessments are recorded on a student's grade reports:

5 = Outstanding; is consistently prepared for class, participates frequently, and application of effort is exemplary.
4 = Very Good; exceeds all the expectations of the course on a regular basis. This student participates well in class and completes all assignments on time.

3 = Satisfactory; prepared for class and participating on a regular basis, attention and engagement in class are steady and strong.
2 = Poor; fails to meet many expectations of the course. This student is often inattentive or negligent with assignments.
1 = Unsatisfactory; the student frequently is ill-prepared for class, inattentive and often does not participate.

Honor Rolls

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

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

Dean's Lists

To recognize excellent behavior and encourage positive role models, the School publishes the Dean's List twice a year—following the release of Fall Midterm and Spring Midterm grades. Students will qualify to be on these lists if they have met the specified requirements.

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

High Dean's List Requirements

- No major school rule violations
- Effort Average of 4.5 or higher
- No unexcused absences
- Not on restriction (academic or disciplinary)
- Approval of the Faculty and Administration

Dean's List Requirements

- No major school rule violations
- Effort Average of 4.0 or higher
- No more than one unexcused absence
- Not on restriction (academic or disciplinary)
- Approval of the Faculty and Administration

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 HS Dean of Student or School Counselor.
- Questions about school policy ought to be raised with the HS Academic Dean or the HS Dean of Student 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 HS Academic Dean or the HS Dean of Student, depending upon the nature of the question.
- If the matter is still unresolved, the parent may wish to meet with the Headmaster.

Magnificent Seven Awards

Each fall and spring, the High 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.

Responsibility for Assignments

TASIS expects students to be responsible for staying on pace with the academic schedule determined by their teachers. Students who are absent are responsible for all work missed,

including daily assignments, papers, quizzes and tests. Students may lose credit for work turned in late.

Academic Honesty

Honesty is a core value and an attribute of personal integrity. It applies to all aspects of life at TASIS, including academics. Incidents of academic cheating or plagiarism are examples of dishonest conduct and are taken very seriously. Academic dishonesty includes, but is not limited to:

- copying another student's work
- cheating on a test
- helping another student to cheat
- claiming any material from another source as one's own work (plagiarism)

In all cases of academic dishonesty, the student will:

- receive a failing grade for the assessment or assignment.
- be recorded in the student's school record.
- attend a meeting with the Academic Dean.

Academic dishonesty is a serious matter. In addition to the above, students may face other consequences from the School including internal and external suspensions. If a student continues to disregard the School's policy on academic honesty, the School may ask the student to separate from the community permanently.

The Special Case of Plagiarism

Plagiarism is a violation that strikes to the heart of the academic enterprise since in one act it contains actions of lying, cheating, and stealing. Plagiarism is presenting work as original when it is not. This includes using another person's phrasing, ideas, computation, or editing. We spend a good deal of time working with students on how to ensure they do not plagiarize. Students are expected to give adequate credit to all sources of information.

Academic Warning

Students who are not meeting academic expectations may be placed on Academic Warning, which is a preliminary step before Academic Restriction. Students with low grades or effort marks, a GPA below 2.0, or other causes for concern may be placed on Academic Warning.

Students on Academic Warning may be required to have academic support, such as:

- academic counseling
- supervised study halls
- tutoring
- restricted off-campus privileges

Academic standing is reviewed at the end of each semester.

Academic Restriction

Students who consistently perform poorly in their academic courses or who do not put forth adequate effort may be placed on Academic Restriction at any time, but usually determined at the midterm and semester grading periods. Students on Academic Restriction may not be allowed to continue their education at TASIS, or their re-invitation may be subject to specific conditions.

Placement Tests

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

Transfer Credits

A student's academic program is determined by an evaluation of previous transcripts in the light of TASIS graduation requirements. As a rule, transfer credit is granted for courses that are equivalent to or approximate the content of courses offered at TASIS.

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.

Attendance

Students must attend all of their classes, meetings, meals, and other School-related events during the academic day. If a student misses a class, the student, parents, and advisor will all receive an automatic email notifying them of the absence. If a student is missing from class, parents will be notified and the School will begin searching for the student.

Should a day student need to notify the School of an upcoming absence, please log into Veracross PRIOR to the day of the child missing classes and complete the Student Attendance & Transportation Request form. Failure to do so will result in an unexcused absence. This is a safety issue, and the School will begin searching for any day student who is expected at school but is not present.

Students should email their subject teachers and advisor to request any work missed during or before any known absence.

Loss of Credit

If a student misses 10 classes in the fall or 10 classes in the spring, excused or unexcused, the student risks losing credit for that course.

Academic Day Absences

Excused vs Unexcused Absences

The School determines whether an absence is excused or unexcused.

Excused absences are usually granted for medical reasons, illness or death in the family, marriage in the immediate family, or School obligations. Other valid reasons for an absence may be excused, but this is at the School's discretion.

TASIS places the highest priority on the academic program and class attendance, and thus does not routinely cancel classes due to local, American, or other national holidays. We do, however, make all reasonable effort to help students recognize and celebrate individual national and religious holidays before and after the class day.

If a student misses an assessment and the absence is unexcused, the student may lose credit with no ability to retake that assessment.

Unexcused Absences

The Dean of Students is responsible for assigning consequences for missed classes and school obligations. While circumstances may dictate different responses, a typical response pattern for unexcused class absences is:

1st Consequence	Warning
2nd Consequence	Detention
3rd Consequence	Attendance Restriction
4th Consequence	Campus Restriction
5th Consequence	5-Day Internal Restriction**

**Internal Restrictions become a part of your disciplinary record and will be reported to colleges and universities as required.

Physical Education Class Absences

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

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

At TASIS, 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.

Brown Forms

Completed Brown Forms are necessary whenever a student will miss classes due to travel. It informs teachers and advisors of student absences in advance, which generates the opportunity for conversations between faculty and students about missed lessons, obligations, activities, and assessments.

The Brown Form records departure and return dates and times and whether absences are excused or unexcused, which is at the discretion of the School and based on each student's excuse. Should an absence be unexcused, any potential consequences will be included on the Brown Form. Consequences are recorded in Veracross and are particular to each student, and parents will be informed of any consequences.

Students must pick up a Brown Form from the Dean's Office and return completed forms two full days (48 hours) before departure.

Vacation Dates

Vacation dates are scheduled to accommodate academic requirements as well as to afford adequate time for students to travel and spend time with family. It is extremely important that the number of days allotted to classes not be reduced by early departures or late returns at vacations and weekends.

We expect all TASIS families to respect the published academic calendar.

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.

This policy is for all TASIS students, including boarding students who became ill while at home and day students.

Medical Leave of Absence Policy

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 were to remain 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.

Attendance Restriction

A student who, in one semester, accumulates three or more unexcused absences will be placed on Attendance Restriction for a period of at least four weeks. Depending on the seriousness of the problem, a student may be assigned attendance restriction to the conclusion of the year. While on Attendance Restriction, the student loses weekend check-out privileges and other consequences may apply.

Day students who are on Attendance Restriction may not check out boarding students.

Campus Restriction

A student who accumulates 4 or more unexcused absences in one semester will be placed on Campus Restriction for 7 consecutive academic days. While on weekday campus restriction, the student must remain on campus. The student should expect to:

- Attend all classes and other School commitments
- Sign in to the Dean's Office during study periods and after school if not at a School-sponsored sport or activity

Day Students and Boarding Students must begin their academic day by 8:00 each morning, even on days when a study period is their first period, and remain on campus through the completion of their academic day and for all school commitments, whichever is later.

Day and Boarding Students must also attend lunch in the dining room on the days when academic classes meet.

Day Students on weekday Campus Restriction may not check out boarding students.

Tardiness

We expect students to arrive on time to their classes and other obligations. At the teacher's discretion, multiple tardies may result in an unexcused absence. Three or more tardies will result in a detention or an unexcused absence.

Book Policy

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

Course Changes

With the permission of the Academic Dean, after appropriate discussion with teachers and their advisor, and up until the end of the third full week of classes, students may drop or add a course without penalty or official transcript notation. Changes in placement to a more appropriate level or section, as in Mathematics and Foreign Language, are considered separately but always require the approval of the Academic Dean and Department Chairs.

Tests, Major Papers, and Examinations

TASIS believes that tests, major papers, and examinations are important educational experiences, and useful given their role in a student's academic experience through university studies. For purposes of this policy, we define a test or major paper as an assessment that either lasts a period in length or has a weight in grading commensurate with a full-period test. An examination is an assessment that takes place at the end of each semester and carries additional value in our grading system as a culminating experience.

Students should not have to take more than two tests or submit two major papers due on one day and should inform the teacher immediately in such a circumstance. Tests and major papers are announced at least one week in advance.

A quiz does not count as a test. A quiz is an assessment done for less than a class period, does not require significant preparation, and cannot carry the weight in grading as that of a test or major paper.

Grace Days

Grace Days follow most required evening events (e.g. grade level cultural events and evening speakers) and long weekends, as well as any events meriting special consideration (e.g. the International Week Food Fair). No major test, paper, or project may be due on a grace day. Homework assignments are limited to half the normal amount of time for that day for each teacher, no matter when the assignment was given.

End-of-Year Exams

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

English Only Expectation

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

English as an Additional Language (EAL)

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

Homework

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

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

Transfer Credits

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

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 TASIS shuttle bus service are advising against travel in our region, we are likely to cancel all classes. If we must do so, we will send an email to all parents, students, and staff as soon as possible. In the event that classes are canceled, day students will be asked to

remain safely at home while boarding students will remain under the care of our experienced Residential Life team.

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

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 TASIS 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 TASIS 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 TASIS 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 TASIS 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 TASIS.

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
- when appropriate, applications to external testing agencies for accommodations on standardized exams (e.g., PSAT, SAT, ACT, AP, and IB)

* 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.

Some students require more intensive support beyond the Basic Services, depending on the nature of the learning difference. To address this, the LRC provides two types of additional services.

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 2-5 times per week, (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 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). For students in the Middle School, we attempt to provide the OSS during the study hall periods, however, the diverse nature of the High School academic schedule necessitates this as an after-school program.

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.

The Opsahl Global Service Program

The Opsahl Global Service Program is a unique opportunity for all TASIS high school students to participate in a hands-on service experience in communities both nearby and around the world. The aim is to foster a philanthropic spirit in our students through dedication to humanitarian needs. Earning a passing grade in the Opsahl Global Service Program each semester and participating in at least one global service trip is required for all students before graduation. All 10th grade students will work alongside a local partner, while all 11th grade students will take part in a global program. New 12th grade/postgraduate students must also earn passing grades both semesters and participate in a global service trip.

The Program seeks to give life to the TASIS conviction that through service to others, students learn valuable lessons about themselves, our world, and our shared responsibility to one another. Additionally, it is based on the belief that through long-term, sustainable programs and projects, TASIS students and the TASIS community can benefit our partner communities and organizations while accomplishing the goals of the Opsahl Global Service Program.

While our commitment to our global partners is ongoing, global trips typically last from eight to 16 days. These sustained international service experiences address issues such as education, housing, water, gender, poverty, micro-finance, and job training. The Program offers students the remarkable opportunity to witness and assist with philanthropy in action, and understand how global leadership can change lives through curiosity, creativity, and commitment.

Completion of the Service expectation is a graduation requirement and students who fail to meet this requirement must successfully complete an alternative service/reflective exercise that demonstrates volunteerism and reflection. Seniors will not receive their diploma until the requirement is satisfied.

Please note that alternate opportunities will be communicated to the Class of 2021 due to the effects of Covid-19 on many of the 2020 programs.

The Program's Mission Statement

The Opsahl Global Service Program transforms lives by providing every High School student with a unique opportunity to connect across borders—whether geographic, economic, or

social—through comprehensive experiences that build empathy and encourage personal responsibility. The Program awakens students to humanitarian needs, inspires them to build enduring, mutually-beneficial relationships, and leads them toward a life of active citizenship and committed service.

Opsahl Global Service Program Partnerships

Local Community

Casa Elisabetta: TASIS students go at least once a month on Wednesday afternoons to this shelter for children and disadvantaged mothers. Students set up celebrations, fundraise, and plan activities for young children at Casa Elisabetta. All participants should speak some Italian and enjoy spending time and playing with very young children.

Intergenerations: TASIS students visit Al Pagnolo, a local retirement home, twice a month on Wednesday afternoons. The group name stems from the encounters in which students share time with people of a different generation. Students use their talents, interests, and energy to plan and prepare activities (e.g., conversations, playing games, cooking, singing, etc.) with the residents of Al Pagnolo. All participants should be Italian speakers or enrolled in at least Italian 2.

Red Cross Refugees: The Red Cross in Paradiso provides support to teenage refugees from places such as Syria, Iraq, Eritrea, and Afghanistan as they make a new start in Switzerland. TASIS students plan and participate in after-school activities twice a month on Wednesdays with teenage refugees and asylum seekers residing in Lugano. All participants should speak some Italian.

OTAF: OTAF supports people with differing degrees of physical and mental disabilities. Students interact one-on-one with three guests who visit the TASIS campus twice a month on Wednesdays. All participants should speak Italian.

Global Community

Cambodia works with two Cambodian NGOs that are dedicated to improving economic and educational conditions in Cambodia. Students work with Tabitha to help construct homes for Cambodian families and also help support Tabitha's family savings program. Students also work with Caring for Cambodia, whose goal is to secure a better, brighter future for children through education. In June, TASIS students volunteer in Tabitha communities in the Cambodian countryside as well as at local educational facilities in Siem Reap, assisting with the English as a Second Language (ESL) Program.

Gram Vikas India is an NGO that has been working with the rural people of Odisha, India, for more than 38 years. Students learn about the regions of India and research educational opportunities for students in the areas Gram Vikas serves. The group spends eight days in India working with Gram Vikas during February Academic Travel. They focus on "expanding horizons through research, service, and experience."

Moldova: Nestled between Romania and Ukraine, Moldova is both the least-visited and poorest European country. TASIS students work with EcoVisio, an NGO that has built an environmentally-friendly village in the small town of Riscova, promoting sustainable living and community development. During the first week of Spring Break, students travel to the village and assist with a variety of infrastructure projects. They also help develop a nature park, a community project focused on creating a welcoming space for locals to meet and mingle.

Nepal: After learning about the history of Nepal and the plight of Tibetan refugees, TASIS students, with the help and insights of the Tserok community, raise funds and travel to Nepal for two weeks during Spring Break to help develop infrastructure for the Tserok Tibetan refugee camp. Particular areas of focus include building projects alongside the local community, education, and environmental stewardship.

Nuovo Fiore Ethiopia is a non-profit organization that aids and encourages the education of elementary-aged young boys and girls in East Africa. TASIS students learn about the economic, political, and social inequalities prevalent in Ethiopia while actively fundraising to support Nuovo Fiore's key initiatives. During the second week of Spring Break, students travel to Ethiopia to help the Auxilium Grade School improve the lives and education of young children in need.

Serving Southern Africa: While confronting stereotypes about life in Africa and its people, TASIS students spend the year learning about the challenges of development and economic growth in rural Africa. For two weeks in June, students assist in rural and urban communities in Zambia, building homes for homeless women and children, helping the elderly, volunteering at the local preschool, helping with the provision of medication at a local hospital, planting trees, holding art workshops for street children, and transforming the community through their service.

Understanding Ulgii (Teaching in Mongolia): This group is dedicated to supporting and building a lasting relationship between TASIS students and a community of English language learners in Ulgii, a city in western Mongolia. TASIS students provide English language lessons

to aspiring students during the first 10 days of June vacation. Fundraising covers the cost of supplies such as books, posters, new desks, and Rosetta Stone subscriptions.

WISER Kenya: WISER is a girls-only boarding secondary school in Muhuru Bay, Kenya, a struggling rural community on Lake Victoria. After examining issues of universal education and gender equality, students spend nine days during February Academic Travel getting to know the community of Muhuru Bay, Kenya. They assist at local primary schools, educate the community on the benefits of purified water, help with HIV education through the READY program, and work closely with the WISER school.

Campus Security

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

Key Cards

All of the dormitories are protected by electric locks, which are operated with key cards. All boarding students' key cards give them access to their own dormitory until the evening check-in, as well as access to classroom spaces during the academic day. Report lost key cards immediately to security@tasis.ch. Replacement cards cost CHF 50 and are billed to the student's account. Students are responsible for picking up their new key cards within 24 hours.

Student Life

TASIS offers a warm and caring environment. Students and faculty work together in a variety of capacities, all of which help to build the close relationships which are the basis of our community.

Academic Travel

All students must participate in Academic Travel trips twice a year. The cost is included in tuition fees.

Any switches to Academic Travel that are granted will incur an administrative fee of CHF 250 in addition to all other costs associated with the switch. No switches will be permitted within a two-week window from departure.

Course-related field trips include biology fieldwork in nearby rivers, art history in Tuscany, language homestays, and physics at CERN. Special focus trips are part of our Service Learning and Opsahl Global Service programs. Cultural trips include visits to Europe's major cities. Activity trips include Outward Bound and various outdoor pursuits.

Some trips are required. All 9th graders spend fall Academic Travel on an Outward Bound experience, and all 10th graders attend Ski Adventure for spring Academic Travel.

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 has been working closely with Healix to create plans that assess risk and delineate clear communication and safety procedures during all Academic Travel trips.

Activities and Clubs

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

Peer Tutoring. Top students in different areas of study tutor students who are struggling in certain subjects. The tutors further develop their knowledge of the subject by explaining

concepts to other students. Both tutor and pupil are empowered by working together to further their academic and personal skills.

Recycling Club. The Recycling Club is dedicated to ensuring TASIS recycles all it can. Members encourage their fellow students to recycle paper and plastic and educate others about the importance of recycling to solve the environmental issues that are facing the planet. Each week, the students travel to classrooms, offices, and common spaces to transport paper and plastic to the large bins in the parking lot.

Chess Club. The chess club meets weekly, under the guidance of a chess coach, to learn and play chess. Students need to experience or background in chess to join, but they must commit to the weekly meetings for the season. Interested students may qualify to play in local tournaments.

Student Council. The Student Council consists of a Student Body President, Vice President, two representatives from the 11th and 12th Grade classes, and three representatives from the 9th and 10th Grades, who work together to advance the quality of student life. As liaisons between the students and the administration, members are responsible for effectively and accurately representing the student body's interests. The Student Council promotes unity and cooperation in the School by planning activities that foster school spirit and encourage TASIS values.

Yearbook. Yearbook is a student-run publication guided by a faculty advisor. For students interested in photography, journalism, or graphic design, Yearbook is an excellent way to build a portfolio of work and to be published. No experience is necessary, and all skill levels are welcome.

Model UN. Students discuss and debate global issues and work with students from around the world to create possible solutions to current crises. They learn about various opinions about complex global challenges, and form opinions based on this knowledge. Members attend conferences around Europe that simulate the United Nations.

Culture Salon. This fortnightly club gives students a chance to share the best of their countries and cultures with others in the TASIS community. This can include anything from music, literature, and art to food, traditions, and language. Open to everyone, the Salons aim to enhance cross-cultural communication and understanding.

Ice Rink

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

Proctors

Proctors are campus leaders and role models. They work as liaisons between dorm parents and dorm residents, as well as between students and faculty. They are active community members who work to foster a strong sense of community.

Duties

Proctor duties throughout the year include the following:

- Weekly proctor meetings, typically on an evening from 18:30-19:30 (although to be confirmed in August)
- Planning and taking part in weekend activities, organized with the duty dorm parent
- Taking part in all dorm activities on or off-campus
- Integrating in the wider TASIS community by participating in sports, theater, music, student council, or other School-wide activities
- Being sociable during meal times by joining various social groups during meals
- Limiting electronics use, especially the use of smartphones, during the school day and at meal times
- Run intramurals competitions between dorms in a variety of sports
- Leading by example in the areas above and as global citizens

Aside from being a positive presence in the dorms, fostering student morale, and setting a tone of academic diligence, proctors do a lot of work to foster relationships and counsel their peers, and this is often unseen by others, especially dorm faculty. Thus, we grant proctors privileges to recognize the ways in which they sacrifice to contribute to our School community.

Privileges

Uniform

- The Proctor polo can be worn all year
- Proctors have specific ties and scarves as part of their dress code. These can be worn all year.

Late Lights
Proctors are permitted “late lights” on school nights and are on their honor to go to bed. During late lights, students must remain in their rooms or the dorm common area so as not to disturb others. All lights should be out by midnight.

Proctors should not be engaged in extended conversations, be on their smartphones, take showers, or be a disruption in any way to the quiet environment of the dormitory after lights out. Individual study, reading, and computer use are all acceptable ways for proctors to exercise late lights privileges.

Refrigerators and Kettles
Proctors are permitted to have refrigerators and approved kettles in their rooms. This may incentivize others to spend time with them.

Free Roaming
Proctors are permitted to study in an area of their choosing or to work with other Proctors during study hall, provided they are not otherwise on duty and that they inform their dorm parents of their whereabouts at the 19:40 check-in. Roaming privileges do not constitute license to wander off and do things other than study during study hours.

Independent Travel for Junior and Senior Proctors
Independent travel means travel without a supervising adult present. The School reserves the right to determine suitable destinations and conditions. Overnight independent travel, except for camping, is only permitted to destinations beyond 100 km. In no case is a student permitted to be in the Lugano area when signed out to be elsewhere. With parental and advisor approval, independent travel is allowed under the following conditions:

- he or she will not miss class or other school obligations
- the student has no major rule violations in the prior six academic weeks
- the student is not currently on Disciplinary or Attendance Probation
- travel must be in groups of three or more if the group is co-educational

The Advisor Program

Each student at TASIS has a faculty advisor to provide guidance and support. The Advisor serves as the main point of contact for parents. They also serve as a student’s advocate, mentor, role model, and listener, and work with students both individually and in small groups. Advisor groups meet regularly and often dine together. Reports from the Advisor are sent

home to parents regularly. The advisor system functions under the guidance of the Dean's office.

Banking

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

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

Dining Hall

Meals are important times for our community to come together. Most meals are buffet-style and are served in De Nobili. Ten times per year, students and faculty gather for a formal sit-down dinner.

Students should remember the following:

- Uniforms are required during breakfast and lunch on academic days.
- Casual wear, which does not include pajamas, is acceptable at dinners and on weekends.
- Students should wear appropriate shoes (i.e. no slippers or soccer cleats).
- Students must clear their tables.
- Only head coverings worn for religious purposes are allowed in the dining halls.
- Headphones or earbuds may not be worn during meals.
- Dishes, cups, glasses or silverware must remain in the dining halls.
- Except for single servings of fresh fruit, food or drink should not be taken from the dining halls.
- No laptops, mobile phones, or music (with or without headphones) are allowed during meal times.

Any students with special dietary requirements should contact the nurses.

Religious Services

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

Procedure for Students Leaving Campus

Students are required to stay on campus during the academic day and through the end of their after-school commitments.

If students need to leave campus for any reason before the conclusion of their final class of the day, they must follow the procedures outlined below. These procedures are in place to ensure that if there is an emergency on campus, we have a complete record of which students are not on campus.

- **Students in Grades 9 and 10** must first come to the Dean's Office to inform them of their intentions and for permission. Next they must check out using their TASIS student ID card at the security desk at the Gazebo. They must check back in with security upon their return.
- **Students in Grades 11, 12, and PG** do not need to come to the Dean's Office first. They simply need to check out with the security desk at the Gazebo, using their student ID card, and check back in when they return.

Weekend Trips

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

Off-Campus Transportation Rules

We expect TASIS students to model good behavior at all times, including on buses. These are considered an extension of campus and all TASIS rules apply.

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.

Student Expectations

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

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

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

In cases of dismissal or withdrawal, academic work and credit terminate immediately, regardless of proximity to the end of term.

Students are expected to:

- treat each other, their teachers and the TASIS staff with dignity and respect.
- make healthy choices.
- demonstrate commitment to the School by meeting all obligations and taking each of their responsibilities seriously.
- be honest and fair with others.
- respect community and personal property.
- uphold TASIS standards of academic honesty.

Major School Rules

Honesty

Trust is essential to our community life and supports the goals and ideals of our School. TASIS students are expected to be honest and truthful. Cases of dishonesty including withholding

information, supplying false information (including on travel forms), lying, or academic dishonesty in the form of plagiarism, cheating, etc. may result in disciplinary consequences up to and including dismissal for particularly offensive cases or patterns of dishonesty.

Theft

Theft (including school or personal property, shoplifting, and credit, bank or phone card fraud) is not in keeping with the ideals of the School. The willful destruction of school or personal property is also considered theft. Students found in possession of another person's property without permission, or who have engaged in the willful destruction thereof, are in violation of the theft rule.

Fighting/Threatening

Fighting for any reason will not be tolerated. Fighting includes (without implied limitation) the throwing of punches or serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior, including writing or speaking, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

Harassment

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

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

Bullying

Bullying is not tolerated at TASIS. Bullying occurs when a student is the target of repeated negative actions, usually in the form of intentional, repeated hurtful acts, words or other behavior. The definition of bullying includes all harmful acts whether physical, verbal, or written, and includes all acts of cyberbullying. Hurtful acts include, but are not limited to:

- intimidation such as name-calling or threatening.
- social alienation such as shunning or spreading rumors.
- physical aggression such as spitting or pushing.

Students who believe that they have been a victim of bullying shall report the incident to a trusted adult staff member.

Digital Citizenship and Cyberbullying

TASIS aims to foster a culture of successful digital citizenship in our community. We encourage our students, faculty, and staff to use the internet responsibly.

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 TASIS students, faculty, or staff. All forms of harassment in cyberspace or on digital cameras, mobile phones, iPads, or other portable electronic devices are 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 TASIS 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.

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

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

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

Possession of Weapons or Other Dangerous Objects

Students may not possess a weapon or other dangerous object in any school building or on school property, school provided transportation or at school functions. Dangerous objects include (without implied limitation) firearms, explosive devices, pellet guns and knives (except small pocket knives).

Visitation Violations/Mixed Company

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

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

Tobacco, Smoking, and Vaping

In keeping with the commitment of the School to the promotion of a healthy lifestyle, smoking and other use or possession of tobacco (including vaping) is not allowed on- or off-campus. Given the acute dangers of fire, smoking in a school building (or in a school accommodation during a TASIS trip), or being in the presence of those who are, will result in a disciplinary response.

Drugs

The use or possession of any illegal or unauthorized drugs is strictly forbidden. “Unauthorized drugs” includes the use or possession of a prescription drug not registered with the Health Center in the student's own name and/or the abuse of a prescription drug even if registered in the student’s own name. Possessing drug-related paraphernalia, materials to tamper with drug testing, attempting to tamper with drug testing, or assisting others in an attempt to tamper with a drug test is also strictly forbidden, and constitute violations of the TASIS drug policy.

Any violation of the TASIS drug policy, to include testing positive on a drug test even if this is the result of the student’s drug use while not at TASIS, and refusal to submit to a drug test, will result in dismissal.

TASIS randomly drug tests students weekly. Parents will be notified of any negative drug test results.

Off-Campus

As a matter of student safety, students, whether boarding or day, are not allowed off campus during the Academic Day. Specifics of/exceptions to this rule include:

- 9th-grade boarding students are only allowed off-campus on Friday afternoon and evening until 22:00, Saturday day until the 17:30 check-in, and then until 22:00, and Sunday all day until 19:30.
- Students may not go beyond the limits of Lugano without completing a leave request.
- Boarding students excused from any classes, sports, or other commitments for medical reasons are expected to rest and may not leave campus.

Exceptions to this rule must be approved in advance by the Duty Administrator, the Dean of Students, or the School Nurse.

Students found off-campus during the academic day will face a disciplinary response.

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 driver (taxi), on public transport, or with another adult who is at least 26 years old.

Curfew Violations

The School takes its responsibility for maintaining an orderly and safe pattern of life for young people within a residential setting seriously. Consequently, students must remain in their dormitories from evening check-in until lights-out, and in their own rooms from lights-out until 06:00 the following morning.

Drinking Alcohol

In the Canton of Ticino, no person under the age of 18 may consume alcoholic beverages. In addition to this legal constraint, the School, in keeping with the commitment of the School to the promotion of a healthy lifestyle, further restricts the consumption of alcoholic beverages. Only senior and postgraduate students may consume alcoholic beverages, and then only with written parental permission, and in accordance with the following guidelines:

- Possession, purchase, sale, distribution or being under the influence of alcohol at school or at any school activity is strictly prohibited.
- No alcoholic beverage may be bought in stores for later consumption.
- No alcoholic beverages or empty alcohol containers may be brought onto the school campus.
- Drinking is done with moderation: moderation is defined as a breath alcohol level of no more than 0.18 as measured by a breathalyzer.
- Drinking is only allowed on Friday and Saturday evenings.
- All consumption must accompany a meal.
- No student may drink hard alcoholic beverages (anything other than beer or wine) at any time.

If a student with alcohol permission fails to adhere to the guidelines as written above, that permission will be immediately revoked.

Alcohol permission may be withheld at certain times during the school year. The School reserves the right to revoke a student's alcohol permission at any time.

These rules are also in effect during all School-sponsored activities. TASIS reserves the right to breathalyze students at any time.

Please note that **no students** (even those with parental permission) are allowed to drink on Academic Travel trips or during Ski Adventure.

Consuming 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. Repeated possession of energy drinks will result in further consequences.

School Jurisdiction

TASIS school rules apply to all students, boarding and day, 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, Ski Adventure, athletic events, weekend travel, 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 boarding students.

Out of Sympathy

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

Bringing Disrepute on TASIS

TASIS has a long and rich tradition of educational excellence and quality among alumni, parents, faculty and staff, the Board, and the wider community. Actions by any member of the community that bring discredit or shame, ergo disrepute, to TASIS endanger the good name and reputation of the School and to all of its members. In such a situation, TASIS reserves the right to apply sanctions up to and including separation from the community.

Other Rules

Other conduct that will result in disciplinary action includes, but is not limited to, violation of any of the other school rules outlined in other places in this Handbook. These rules include, but are not limited to, vandalism, fire safety or other safety violations, gambling, carriage of boarding students in day student vehicles, inappropriate behavior in class, and repeated uniform violations.

Learning from Our or Others’ Mistakes

The School reserves the right to raise any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the School

community overall. Disciplinary issues, and the School's responses to them, may be raised in writing, or at any school meeting to include Assembly or Advisor group meetings.

Disciplinary Responses

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

Guidance

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

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

Warnings

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

Detentions

Students may be assigned a detention by the Dean's Office. Detentions are held after school on Fridays. Additionally, students may be assigned either a weeknight or weekend dormitory detention for infractions of dormitory expectations.

Travel Restriction

Travel is a privilege, and student travel privileges will be suspended for students on Academic, Attendance, and Disciplinary Restriction. Travel privileges may also be suspended in response to other disciplinary infractions. See the Travel section of this Handbook for more information.

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 behavior contract that will allow them to share in the decision-making and planning for implementation of changes in their behavior. These are reported to the College Counseling office and will remain on the student's disciplinary record, which is reported to colleges and universities as required.

Students placed on internal restriction should expect to:

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

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

Out-of-School Suspensions

This is a serious disciplinary response that temporarily removes the student from our community. Students return to their own homes and are under the supervision of their parents. This time should be used constructively, and the student should return to TASIS with renewed commitment.

If a student is suspended, his/her parents will be responsible for arranging and financing transportation to and from TASIS. Students placed on suspension are required to leave

campus at the earliest possible time and are responsible to keep up with their school work for the duration of the suspension.

Any HS student receiving one or more major infractions is ineligible for Honor Roll or Dean's List.

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

Type	**Make-up Work**	**Responsibility**
Internal Restrictions	Students attend class and should complete all work as required by the due date.	Students attend class and all other required school functions as well as supervised study or work as required.
External Suspension	Work is due the day of the student's return. Late penalty sanctions apply at that point.	Homework or projects due during the day(s) of external suspension will be accepted by the teacher for credit under the class late work policy.

Dismissal (Separation)

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

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

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.

Behavior Contracts

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

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

Disciplinary Watch

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

A student on disciplinary watch:

- loses all travel privileges.
- loses any drinking privileges.
- loses Dean's List status.
- will have any further violation of major school rules or repeated misconduct dealt with by the Administration, which may refer the matter to the Conduct Review Board (see below).

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

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	**Examples of Consequences: Minor Infractions**
Any activity that detracts from learning Defacing of School property Failure to follow instructions Breaking classroom rules Inappropriate language Littering Public displays of affection Missing class Tardiness Uniform violations	Verbal warning Written warning After-School Detention Expulsion from class Parent Notified/Conferences
Examples of Major Infractions	**Examples of Consequences: Major Infractions**
Accumulation of minor infractions Causing physical harm to another Cheating Destruction of property Disrespectful behavior Fighting Forgery Gambling Mixed Company Leaving the dorm after Lights Out Lying or dishonesty Plagiarism Possession of illicit publications/materials Possession or use of firecrackers or lighters	Behavior Contract After-School Detention Internal Restriction External Suspension

Possession or use of tobacco products or e-cigarettes/vapes Skipping/cutting class frequently Tampering with safety equipment (i.e., fire extinguishers, alarms) Verbal abuse or harassment of others Violations of Responsible Use Policy Violations of the Driving Policy	

Examples of Dismissal Violations

Any action that brings disrepute onto TASIS, whether on campus or off
Any offense deemed a serious threat to the Community or an individual
Arson
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 school without permission
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

Assignment of Disciplinary Responses

The discipline system of TASIS is brought to life in the daily work and interactions of students and adults. Proctors have a formal role in the operation of the dormitories in support of the dorm parents and dorm heads. All faculty and staff members operate from a framework of "in loco parentis" and play formal roles in the discipline system using the wide range of interaction mechanisms outlined earlier.

The Dean of Students is charged with managing the high school discipline system. This Dean works with the faculty in responding to minor and major rule infractions, assigns consequences, and manages the review and recommendation process when dismissal is a possible consequence.

A Conduct Review Board (CRB) convenes to hear cases where dismissal is a possible disciplinary outcome. A CRB convenes at the recommendation of the Dean of Students and/or the discretion of the Headmaster. The CRB is normally 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 both minor and major infractions from the current and previous years. Additionally, how the student handles the situation is given great importance. 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.

Special Discipline Cases: In most cases, any disciplinary case is addressed with the student on campus. However, when in the judgment of the Headmaster or his designee a student should be separated from the community immediately, and before any formal disciplinary action, a student is placed on administrative leave pending disciplinary action and a final decision.

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.

Disclosure of Disciplinary Action

TASIS may be obligated to report any serious disciplinary infractions to colleges and universities to which a student has applied either at the request of the colleges and universities or when, in the judgment of the School, it would be irresponsible or unprofessional not to do so. That reporting may include suspensions, restrictions, or dismissals from the 9th grade forward. Situations when the School will report disciplinary infractions include, but are not limited to, the following:

- When forwarding information as part of the normal admissions process of the institution
- In response to a request from the institution
- When necessary to update or clarify information previously requested

- When a student leaves the school, withdraws, or is dismissed for disciplinary reasons before his/her senior year
- When a student leaves the school, withdraws, is dismissed, or is suspended for disciplinary reasons during his/her senior year

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

Confidentiality

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

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 room. As the dormitory is a student's temporary home, as well as the more permanent home of the dorm faculty, consideration for others and community spirit are 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, the rooming of two students of the same non-English language group in the same room is avoided.

Mobile Phones

All boarding students are required to have a smartphone with 3G/4G capabilities. These phones should include a generous data allowance so students do not have to rely on wifi for connectivity; this is particularly important when they are away from campus (for example, in downtown Lugano or when traveling). 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.

Weeknight Check-In and Study Hall

Weeknights (Monday-Thursday)

Early check-in
Grades 9 to PG - 19:40-19:50
Once students check in to their dormitory in the evening they are expected to be in the building for the night.

Weeknight Study Hall Times	Grade 9	Grade 10	Grade 11, 12/PG
Study Hall	19:50-21:15	20:00-21:45	20:00-22:00
Structured Study Hall		20:00-22:00	20:00-22:00

Study hours are strictly observed Sunday through Thursday evenings. Students study in a supervised classroom setting, the library, or other approved study areas. Students in good academic standing can earn the privilege to study in their rooms.

All students are expected to check in with their dorm resident at the beginning of study hours indicating where they will be doing their work. They are expected to remain in that area for the duration of the evening.

Study hall should be dedicated to study. Thus:

- mobile phone use is not allowed.
- students must be at a desk or table (dorm parent discretion)
- headphones must be turned low enough that others cannot hear.
- showering, sleeping, etc. is not allowed.
- group work can be done in designated areas only, and with permission.
- all use of technology should be related to class work.

Please note:

- On study nights, students wishing to study away from their dorm must get permission from their dorm parent at check-in.
- Any student going to another dormitory to study must also check-in with the dorm parent on duty in the dorm being visited.
- Group work should be done outside Study Hall hours.
- Students leaving the dorm to study in another location must check-in upon their return.

Late check-in

- 9th Grade 21:15
- 10th Grade 21:45
- 11th-PG 22:00

Students going to bed prior to lights out (but after study hall) should inform the dorm parent.

Structured Study Hall

Any boarding students returning to TASIS with a GPA around 2, or students who receive a GPA of lower than 2 during a grading period, are immediately assigned a Structured Study Hall. Other students may be assigned Structured Study Hall at the discretion of the Academic Dean. These meet four nights a week (Monday through Thursday) from 20:00-22:00 and on Saturday mornings from 10:00-12:00. Only after the Saturday study hall may students leave campus.

Low Lights & Lights Out

The campus-wide 'lights out' regulation ensures that all students obtain sufficient sleep to be alert and healthy for classes and other activities the following day. Low Lights means the main light is off and the bedside light is on and students are in their final stages of getting ready for bed. Lights Out means all lights should be turned off. Below are the following times that need respecting

Weeknights (Sunday through Thursday)

	Grade 9	Grade 10	Grade 11, 12/PG
Low Lights	22:00	22:00	22:30
Lights Out	22:15	22:30	23:00

Late Lights

Occasionally students will not finish all academic work by lights out and wish to continue studying. At the discretion of the dorm parent on duty, students may request additional study time ("late lights"). All lights should be out by midnight. There are no late lights allowed on a Sunday.

Proctors and PGs are granted late lights automatically, without having to ask the dorm parent on duty. In all cases, students who abuse their late lights privilege may lose the privilege.

Curfew

Students must be in their dorms from late check-in until lights out and in their own rooms from lights out until 06:00 the following morning.

Due to the nature of the layout of the TASIS campus, “on campus” is defined as:

- being present on the main campus.
- being present in a School building away from the main campus (Hadsall, Coach House, Casa Italiana, the Business Office, Casa Norma, Giani, Scuderia, Panorama, and Focolare).
- travelling to or from any of the surrounding School buildings away from the main campus.

Weekend Check In

Students have face-to-face check-ins on weekends to ensure safety and accountability. Friday through Sunday, students may sign-out using SISO (see below) to visit the Lugano area as long as they are in good standing with the School.

9th and 10th Graders

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

Saturday: 17:30-18:00 early check-in. Students may leave campus until late check-in
21:30-22:00 late check-in

Sunday: 19:30 check-in to change bedsheets and prep laundry bag before study hall

11th, 12th Graders, and PGs

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

Saturday: 17:30-18:00 early check-in. Students may leave campus until late check-in
22:30-23:00 late check-in

Sunday: 19:30 check-in to change bed sheets and prep laundry bag before study hall

- Students must be in their dorms from late check-in until 06:00 the following morning.
- Students are expected to be in their own rooms 30 minutes before lights out.
- Main room lights must be off 15 minutes before lights out; bedside table lights only.
- Bedtime routines should be completed 15 minutes before lights out.

Weekends (Fridays and Saturdays)

	Grade 9	Grade 10	Grade 11, 12/PG
Low Lights	22:30	23:00	23:30
Lights Out	23:00	23:30	24:00

Weekend Sign-In, Sign-Out (SISO) Procedure

TASIS has an online system for "signing in and signing out" (SISO) of campus. The following procedure details the SISO expectations for our boarding students.

When leaving or returning to campus, all students must SISO using the REACH app on their mobile phone or via the REACH SISO software on a campus kiosk Desktop or iPad (locations TBA).

The DA, the Dean's office and Dorm Parents will do spot checks throughout each day.

Consequences

- Students who are found to have failed to use the system properly may be issued a campus restriction.
- Failure to answer or return a call from a dorm parent results in campus restriction for the rest of the weekend.
- The first offense results in campus restriction
- The second offense results in a 2-weekend campus restriction.
- The third offense results in a 3-day internal suspension.
- Gazebo-only checkout and all travel privileges will be removed.

Special Off-Campus or Late Check-In Permission

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

Behavior Expectations in the Dorm

We expect a high standard of behavior in our dormitories. Our community works best when we respect each other and follow the expectations set for us.

Minor behavior issues in the dorm may result in an infraction. Examples of behavior which would receive an infraction include:

- Poor behavior
- Disrespect of others
- Failing room inspection
- Not having a keycard to enter the dorm

Three infractions in one calendar month will result in a consequence assigned by the dorm head. Two failed room inspections in one week will result in a consequence.

Consequences

Friday Cleaning Restriction

- Meet weekend dorm parent on duty after school
- Clean room to room inspection standards within a given time frame.
- You must help move snacks to the dorm and help with any other tasks the duty dorm parent assigns (e.g. recycling).
- Must stay in the dorm until room is approved.

Friday Restriction

- Meet weekend dorm parent on duty after school to collect check-in sheet
- No going downtown after school
- No electronics till the following morning. You also may not use other people's electronics.
- You must help move snacks to the dorm and help with any other tasks the duty dorm parent assigns (e.g. recycling).
- You must have a check-in sheet signed at specific times.
- You must be in your bedroom from 21:30 onwards and may not host any friends.

Saturday Restriction

- No going downtown during the day.
- No electronics until Sunday morning; these will be returned at the Dorm Parent's discretion.
- You must have a check-in sheet signed at specific times.
- You must be in your bedroom from 21:30 onwards and may not host any friends.

Campus Restriction

- This includes both Friday and Saturday Restriction.

Meeting with Dean of Students and Director of Residential Life

- We will arrange a meeting to discuss the various options/consequences for the poor choices you have made.

Closets, Locks, & Safes

Each dorm room closet includes a hotel-style safe inside for valuables. Should you also want to lock your closet, please ask your dorm parent for a School-issued combination lock.

Note: The School is not responsible for lost or stolen items.

Co-ed Visitation and Open Dorm

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

- Visitation occurs in an area accessible without passing through the restricted areas of the dormitory
- All visitors check-in with the dorm parent on duty
- Doors are open and lights are on
- Student conduct reflects respectful and reasonable social interaction

Cooking

Kitchens are available for student use under faculty supervision. Students must clean the kitchens after use. Students are not allowed to have hot pots, coffee machines, or other appliances in their rooms. Students are allowed to purchase this electric kettle for drinks and soup.

Damages and Breakages

When students arrive, their rooms will be in good condition. The School will bill students for any damage done to the room. If something breaks, goes missing, or does not work, please notify a dorm parent immediately.

Decorations

Students should use judgment when decorating their rooms. Decorations should not include:

- anything that advertises or involves alcohol, tobacco, or drugs
- sexually explicit content
- violent or racist content

Please use Blu-Tac or similar substances rather than tape, nails, tacks, stickers, etc. on dormitory room walls.

Dormitory Searches

TASIS may conduct searches of students' rooms, lockers, bags, etc. During searches, the school aims to minimize the compromise of student privacy and dorm security.

- The Headmaster and/or Duty Administrator will approve searches.
- After normal working hours and on weekends, the Duty Administrator may approve searches.
- If possible, two adults will conduct searches. One of those adults will be an administrator, a Dean, or a Dormitory Head.
- Typically, the student will be present during any search of their room or property.
- Students may request a Proctor to be present, if practical.

Electronics

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

Note the following:

- Using headphones or earbuds are not allowed during the academic day, school events, or meals.
- During Study Hall, music is allowed with headphones only, and in such a manner that no one else can hear it.
- At other times, the volume of music should not disturb others, which means that it should not be heard outside the room. Subwoofers are not allowed.
- Televisions are not permitted in dorm rooms. Computer monitor size is limited to 24"/60cm.
- 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.

Health Center

The campus Health Center serves the needs of our student community. Nurses maintain medical information for all students including food and drug allergies, and other student issues. They can help facilitate appointments for boarding students and other medical needs.

Nurses also ensure a hospitalized boarding student is looked after for the first three days. Should a boarding student be hospitalized beyond three days, a parent or guardian must come to Lugano for the remaining time of the care.

Laundry and Linens

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

Clean laundry is ready on Friday for pick up.

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.

At the end of a student's time at the School (graduation or withdrawal), students are required to remove the microchips 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.

Mail

Mail should be addressed to:

Student Name
c/o TASIS
The American School in Switzerland
Via Collina d'Oro 15
CH-6926 Montagnola-Lugano
Switzerland

Students pay for all shipping costs and customs duties for any packages they receive. The School will bill student accounts for unpaid customs and/or shipping charges.

Medications

All medications must be registered with the nurses in the Health Center. All prescription medications must be kept in the health center and dispensed by the nurses.

Medications are not allowed in students' rooms unless with the permission of 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.

Off-Limits

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

Ordering Food

During the week Sunday through Thursday, no food can be delivered from off-campus establishments after first check-in (19:40). Any food order should be made before 6pm and consumed before the 19:40 check-in. On Fridays and Saturdays, students may order food but must be consumed before the start of second check-in.

Pets

Students may not have pets, including fish, in dormitories.

Pornography

Students may not possess, display, or share offensive or degrading materials.

Public Displays of Affection

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

Room Assignments

Room assignments at TASIS are made reflecting a variety of priorities including grade level grouping, mixing nationalities and cultures, returning student preferences, Admissions Office suggestions, and Dorm Head judgment. Room assignment changes are as a general rule not allowed.

It is sometimes the case that rooming or dorm assignments are changed during the year in response to mid-year enrollment that necessitates such changes. The School reserves the right to make room changes at its discretion. In such cases, close attention is made to minimizing the impact of any changes and both students and parents will be informed of the change.

Room Inspection

Every day a faculty member inspects each dorm room. Students are expected to keep their rooms tidy and clean.

Guests

Family members of the same gender are allowed in the dormitory only if:

- the dorm resident first sends a message to the dorm Whatsapp messaging group announcing the visit.
- the guest is accompanied by the resident family member.
- they visit before check-in (later than this must be approved by a dorm parent).

Sleepover Guests

High School students may have sleepover guests during weekends. The hosting student must ensure that all dormitory and School rules are followed, the room is cleaned after use, sheets are changed, and the following procedures are as follows:

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

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

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

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

Storage

For security and space reasons, students may store bulky items such as skis, trunks, and large suitcases in the Monticello or Aurora bunkers or in the locked storage space in each dorm.

Limited summer storage is available in the bunker provided that students pack their belongings in suitcases, trunks, or boxes, label them, and bring them to the bunker at the appropriate times.

Note: TASIS provides basic security at the storage premises, but TASIS does not assume any responsibility for items lost or stolen while in storage. TASIS also does not 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

TASIS does not tolerate theft and a student caught stealing is subject to dismissal.
Caution is the best deterrent against theft. Each student locker has a safe inside for valuables.

Please remember the following:

- Do not borrow anything without asking the owner first.
- Do not keep large sums of money or other valuables in your rooms.
- Lock up wallets or purses.
- Give any valuables to the Receptionist or Duty Administrator for safekeeping, or place in the safe in your locker.
- Keep your locker and the safe inside locked.
- Record serial numbers of valuable items.

If students discover an item missing, they should speak to the dorm parent immediately. In cases of a series of thefts, the local police may be called.

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

Unoccupied Room Policy

- No student under any circumstances may enter another student's room if the occupant is not present.
- No student may give another student permission to enter or stay in the room if the occupant is not physically present in the room.
- If a student needs to retrieve a possession that is in another student's unoccupied room, he must ask the permission of and be accompanied by a faculty member or Proctor.

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.

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.

Other Safety Considerations

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

Vacations

The School will be open for early arrivals and late departures two days before and after winter holiday and two days before and after spring holiday to accommodate problems in scheduling student travel without missing class time.

During school vacations, the maintenance staff makes necessary repairs and thoroughly cleans all rooms. To ensure that rooms are prepared for this work, dorm parents inspect rooms before vacation or Academic Travel. At winter, spring, and summer holidays, dorm parents will follow a checklist, which once approved allows a student to obtain his/her passport from Reception. Dorm parents will only approve the student in REACH if the standards have been met. Students who fail to clean their room or move belongings to the bunker for proper summer storage will be billed a cleaning or moving fee, ranging from CHF 50-300.

Uniforms

We believe that students should be focused on learning rather than the fashions of the day. Within that spirit, the High School uniform seeks to do the following:

- help support group identity and common purpose
- support an atmosphere that is conducive to work
- unify the school and help minimize unhealthy competition regarding student wardrobes

Uniforms are required during the academic day, including during study periods. Exceptions are when a boarding student is in his or her room during a study period. On school days, all students must be in uniform while in the dining room for breakfast and lunch.

At other times, including Family-Style meals, some cultural events, and the Christmas Celebration, students are expected to be in uniform.

Outside of the academic day and after sports, students may dress more casually on campus. Students should use discretion when dressed casually and should be culturally sensitive in their clothing choices.

At all times, clothing should be in good repair, clean, and worn in a tidy manner.

Uniform Violations

The Dean of Students is responsible for assigning consequences for uniform violation. The typical response pattern for a uniform violation is:

1st Infraction	Warning
2nd Infraction	Detention
3rd Infraction	Morning Uniform Check
4th Infraction	5-Day Internal Restriction**

**Internal Restrictions become a part of your disciplinary record and will be reported to colleges and universities as required.

Year-Round Uniform Expectations

	Both	Boys	Girls
shoes	non-branded dress shoes, loafers, or dress boots		ballerina flats or dress sandals with a heel strap
socks	non-athletic socks must be worn		
bottoms	suit trousers in navy or grey with TASIS crest on back pocket or TASIS cotton trousers in khaki or navy with TASIS crest on back pocket		TASIS uniform pleated skirt in grey or plaid in an appropriate length
shirt	TASIS long-sleeve oxford-style shirt in white or light blue or TASIS turtleneck shirt	*TASIS necktie must be worn with an oxford-style shirt.	TASIS long-sleeve pullover shirt in light grey with crest
second layer (note that a shirt **must** be worn under a second layer)	TASIS suit jacket in navy	TASIS striped navy blazer or TASIS V-neck wool sweater in navy or burgundy	TASIS burgundy jacket, TASIS round-neck wool sweater in grey, or TASIS zipped cardigan in navy or grey
outer layer	TASIS down jacket , TASIS coat, TASIS sleeveless padded jacket		
accessories (required)		belt and TASIS tie with crest or TASIS striped tie	

Face Mask Expectations

Please note that, as outlined in our 2020 Campus Safety Plan, High School students are required to wear masks on campus throughout the day. Violations of this policy are subject to the same uniform violation consequences outlined above.

Fall and Spring Uniform Additions

In addition to the year-round uniform, from the beginning of the school year until October 1 and from May 1 until the end of the school year, students may wear a TASIS polo shirt in burgundy, navy, or white.

PE Uniform Expectations

For PE class and gym use during the academic day, students must dress appropriately.

	Accepted attire
shoes	appropriate athletic footwear, with socks
bottoms	shorts, sweatpants, or leggings
tops	long or short-sleeved TASIS t-shirt or TASIS sweatshirt; singlets and sleeveless tops are not allowed

Other Expectations

To encourage an open and friendly campus, where we are kind to each other and greet each other, headphones are not to be worn during the school day.

Other articles of clothing, including hats, casual clothes, leather sneakers (of any color), athletic clothes, athletic sneakers, denim, and “work” clothes, are prohibited during the school day.

In the case of rain and snow, students may wear shoes or boots designed for the weather. Work boots, slippers, Ugg-style boots, and sandals are not appropriate. Athletic shoes are not acceptable.

Rain jackets may be worn in case of rain.

In case of questions regarding whether certain articles of clothing are in uniform, the Dean of Students and Assistant Dean of Students have the final say.

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, usernames, 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.

Mobile Phones

- Please respect class time and each teacher's rules about mobile phone use. Consequences can involve confiscation for up to one week.
- Inappropriate material found on a phone or mobile device or forwarded from a phone or mobile device, regardless from its origins, will result in a meeting with the Dean of Students.

Computers in the Classroom

Computer use in the classroom is only acceptable if granted by the teacher.

Campus Wifi

The student network, WTASIS, may be accessed from 6:00-23:00. Please respect the end of the day and turn off all technology during study hours (unless necessary to complete assignments) and at lights-out or late-lights.

Anyone found on the administrator network after hours will result in a meeting with the Dean of Students.

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.

Athletics

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

Sports Requirement

Students are required to participate in either a competitive varsity team sport, or afternoon recreational sports. This requirement results in all students being involved in some type of physical activity two to four times a week. All students must complete the sports requirement with the following exceptions:

- Outside of TASIS sports: Students may organize sports outside of school, but they must provide documentation and receive approval from the Athletic Director.
- Musical: Students involved in the musical may be given permission to attend music or dance rehearsals in lieu of their sports requirement.
- Academic courses that take place after school can replace the after-school sports requirement.
- Heavy academic load: With approval from the Academic Dean and Athletic Director, students may qualify to take sports only once a week.
- All students are required to participate in the after-school sports and activities program for all three seasons to meet diploma requirements.

Sports Attendance

TASIS expects all students to meet each of their obligations and take all of their responsibilities seriously. This expectation extends to their athletic commitments. Unexcused absences from any obligation, including sports, will have the same effect as one unexcused class absence.

If a student is not in attendance for at least 60% of his or her sports requirement (excused or unexcused) in any one season, the student risks losing credit for that season. The Athletic Director reviews individual cases.

Sports

Team sports offer high school students the opportunity to compete against schools in Switzerland and in neighboring countries. Competitions generally take place on weekends. Team sports normally include:

- **Fall Season**: Boys JV and Varsity Soccer, Girls Varsity Soccer, Girls & Boys JV and Varsity Volleyball, Girls & Boys Varsity Cross Country, Boys Varsity Rugby
- **Winter Season**: Girls & Boys JV and Varsity Basketball, Girls & Boys Swimming, Girls & Boys Downhill Skiing, Girls & Boys Varsity Badminton
- **Spring Season**: Girls & Boys Varsity Tennis, Girls & Boys Varsity Track & Field, Girls & Boys Varsity Golf

Recreational Sports

Afternoon recreational sports include badminton, basketball, fitness classes, horseback riding, indoor soccer, kickboxing, Pilates, spinning, table tennis, tennis, volleyball, yoga, and Zumba, among other activities, depending on student interest and faculty qualifications.

Physical Fitness Room

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

Travel

Travel is a fundamental part of a TASIS education. Exploring new destinations and returning to favorite places helps our students become confident, savvy travelers. We encourage and promote travel whenever possible, and expect our students to act responsibly and respect this privilege.

Please note that all travel for the 2020-21 academic year will be carefully considered and depend wholly on the current government regulations regarding Covid-19 in mind.

Along with Academic Travel requirements, students have options throughout the year to travel with faculty on weekend trips to nearby destinations. Seniors may travel independently on the weekends after they have met all of the travel requirements.

Please note that all travel requests must be communicated using REACH. Usernames and passwords are provided by the Director of Residential Life to the students. Parents do not need a username and password, as you will receive communication via email you provided school.

Requirements

The general conditions for travel include the following:

- Parental permission is required for all travel, whether supervised travel or independent travel.
- Students must submit an online leave request through REACH for all travel, whether day or overnight.
- Failure to submit all the required information on time will result in disapproval of a request to travel or be assigned a restriction on the next open weekend.
- Students are expected to depart after classes on Friday and return on time for Check-in at 19:30 on Sunday.
- Although discouraged by the School, if a student has to miss any classes, he or she is required to complete a Brown Form. These can be collected from the Dean's Office. Failure to complete a Brown Form correctly can lead to unexcused absences.
- The School determines whether the absence from class is excused or unexcused. The determination is recorded on the Brown Form and entered into Veracross. Unexcused

absences are assigned consequences. Ten absences from one class in one semester, whether excused or unexcused, are at risk of losing credit in that class.

- If, after submission or approval of a travel request form, any change of itinerary or accommodation occurs, the student must call the School immediately and report those changes by speaking directly with the Duty Administrator. The same rule applies to any delay in return. Failure to inform the School of changes is considered a serious offense and will result in external suspension.
- Students will be issued their travel documents only if they have met the School's conditions for travel. All passports must be returned to the custody of the School immediately upon return from travel.
- In all cases where students are checking out to the local area (including Lugano and Milan, or less than 100km from TASIS) and in all cases of last-minute travel regardless of destination, the School requires that supervising adults present themselves to the Duty Administrator prior to allowing students to travel.
- In no case is a student permitted to be in the Lugano area when signed out to be elsewhere.
- Students who are checked out are not permitted to be on campus.
- During the week, students may check out only with their own parents.
- Students excused from class for illness on Friday will lose permission to travel that weekend.
- Students must provide a phone number they can be reached at during their travels, and they should answer the phone if contacted by the DA. If a student is unable to answer the phone immediately, he or she must make a reasonable effort to contact the DA as soon as possible (by phone, text message, WhatsApp, and/or email). Failure to contact the DA will result in a travel violation.

All students are required to follow school rules when traveling, but the School cannot be responsible for the conduct or actions of any student who is away for the weekend. Parents must recognize that by permitting their son or daughter to travel, they are assuming responsibility for their child's safety and that they hold ultimate responsibility for their son/daughter's well being.

There will be a disciplinary response if students are found to be in violation of School rules while on travel.

Students who travel without meeting the School's travel expectations regarding supervision, permissions, or itinerary will likely be assigned an external suspension.

Travel Restriction

Students will occasionally be assigned “travel restriction” as a disciplinary consequence. Students on travel restriction may not travel, and may only be checked out locally if their parent comes to the School or they are returning home.

Supervised Travel

All students who meet the School’s other requirements (disciplinary and administrative) may travel when under appropriate adult supervision. TASIS knows that parents are the best choice for that supervision. Adult supervision may, however, also be provided by other persons designated by the parents as long as they are over the age of 25.

Although parents retain the right to take custody of their child, supervised travel with an adult other than a parent is always contingent upon good academic and disciplinary standing.

Specifically:

- Students on Disciplinary Watch, Attendance Restriction, or Academic Restriction may not travel except when their parents come to the School to check their child out for the weekend. Students may, with advance permission, also be allowed to go to their home, but students are not permitted to travel to any other location, or to be supervised by any other adult.
- Students on Disciplinary, Attendance, or Academic Restriction may not invite others to travel with them.
- Students on Disciplinary, Attendance, or Academic Restriction may not travel as a guest of another student.

Independent Travel

Independent travel is possible for Seniors, Proctors, and Postgraduates who:

- have no major rule violations
- have parental approval (both in Reach and via email)
- will not miss any class or school obligations
- are not currently on Disciplinary, Academic, or Attendance Restriction

- are traveling in a TASIS group of two or more if the students are the same gender and three or more if the group is co-educational

Inviting a Guest, or Traveling as a Guest

Students travelling with their parents, or with another approved adult, may invite **one** guest to travel and stay in a hotel or be their guest at home. Siblings may invite **one** guest each, with a maximum of two guests per host family.

Both the ability to invite other students to travel with you, and traveling as a guest are always contingent upon good academic and disciplinary standing. Specifically, students on Disciplinary, Attendance, or Academic Restriction may not invite others to travel with them

Authorized Adults

In order to ensure that we are releasing your child to an authorized adult, the School requires that the name of the person picking up your child is provided to the School in advance. The person picking up your child will be required to show their identification to the Duty Administrator. If someone other than the pre-authorized person is picking up your child, the School will call the parent to verify that this person has permission to take the child.

The School reserves the right to decide who is an authorized adult. Please note that drivers are not considered authorized adults for check-out.

Weekend/Overnight Travel Request

All students who desire to travel overnight, whether independently or under adult supervision, need to submit an online Overnight Leave Request in REACH. These requests must be submitted by any student planning to spend any night away from school, including those students traveling on a School-sponsored trip.

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

- Name, age and relationship of person visiting
- Full address and phone number of the destination
- Dean of Students or Academic Dean's approval if the student is on Academic Restriction or Warning

- Airline or train ticket reservations/confirmations
- Hotel reservations/confirmations

Deadlines: Weekend travel requests are due on the Tuesday prior to the weekend of travel, before Lights Out. All travel documents (including itineraries and hotel confirmations) must also be received by Tuesday of the week of travel. Parental and host permissions must be received prior to departure.

Day Travel Request

High School students may only take day trips outside the Lugano area by completing a day trip request in REACH. Failure to submit day travel requests is considered a travel violation. All required permissions are due before departure from campus and must have parental permission.

Host Invitations

Invitations must be received via REACH before the student departs from campus.

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

Please note that if a parent of a day student checks out a boarding student, the boarding student *must sleep at the day student's house*. 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.

Holiday Travel (Winter and Spring Breaks)

Holiday Travel requests are normally due two full weeks prior to the beginning of the vacation period. All travel rules remain in effect during holiday travel. In particular, the School maintains its expectations regarding parental permission, adult supervision, and presence in the local area.

Signing Out

In all cases where boarding students are not sleeping in the dorm, or when leaving on a day trip, they must sign out with the dean's office or the Duty Administrator.

Missing Classes: Travel for Special Circumstances

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

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

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

- Notification from the parents
- Signature of the Academic Dean
- Signature of the Dean of Students or Assistant Dean of Students
- Signature of the Advisor
- Signatures of teachers whose classes will be missed
- Signature of Global Service Program advisor if these obligations will be missed

Closed Weekends

The School has traditionally set aside a number of closed weekends for our boarding students to stay together as a community. These weekends afford our students the opportunity to bond with their peers, support their teams, attend dances, and participate in other activities as a school.

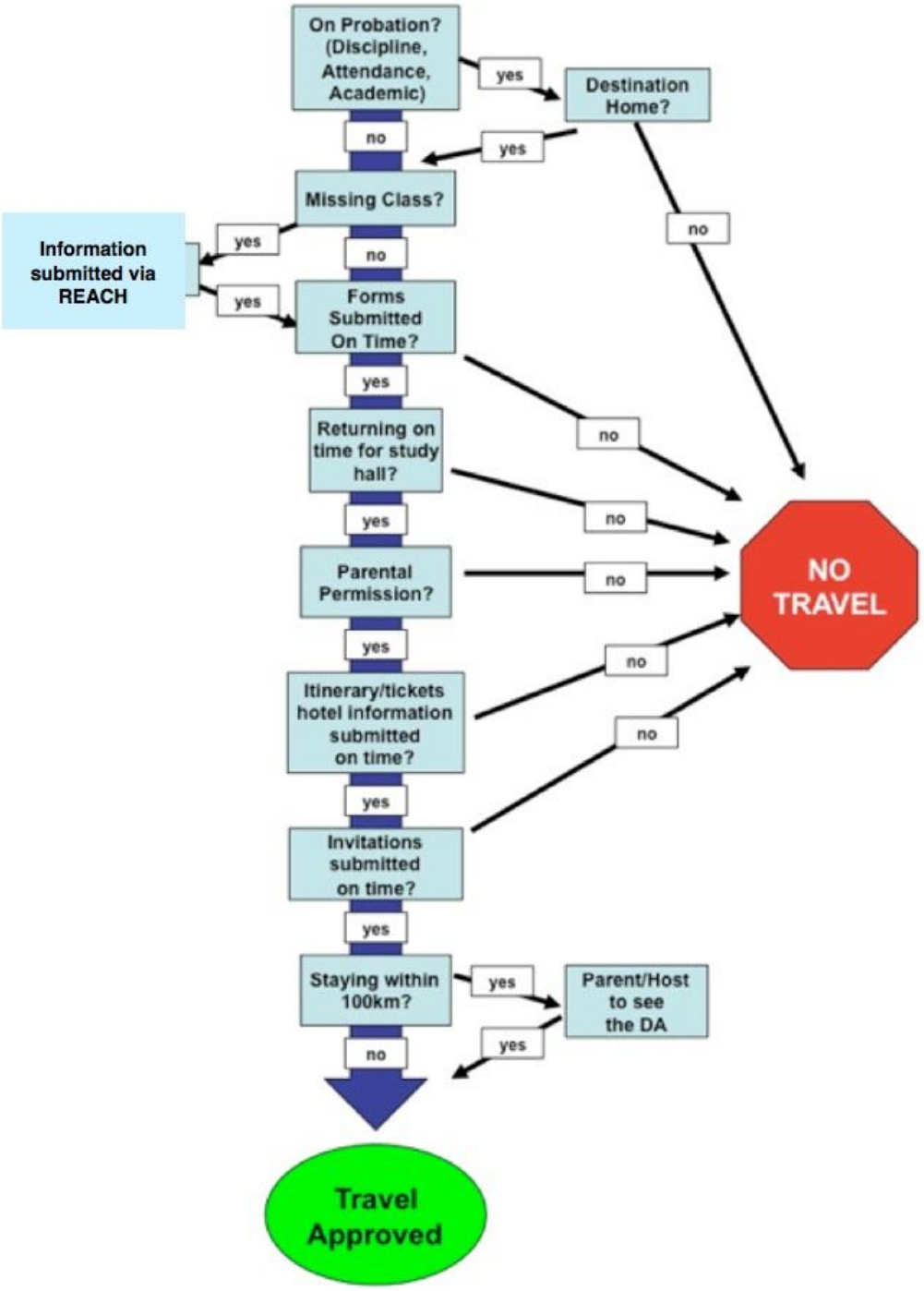
Boarding students may not go off-campus overnight during these weekends and may be required to stay on campus for special events during the day. The weekends listed below are closed during the 2020-2021 school year. Other weekends may be closed at the discretion of the Headmaster.

Fall Semester

August 31 till September 6	Orientation Week and Boat Dance
September 11-13	
September 18-20	
September 25-27	
October 9-12	Family Weekend (closed for out-of-area travel)
October 23-25	Pre-Academic Travel
October 30-31, November 1-3	Post-Academic Travel
December 4-6	Christmas Service
December 11-13	Last weekend before end of semester

Spring Semester

January 8-10	First weekend, start of semester
January 15-17	
February 19-21	Pre-Academic Travel
February 26-28	Post-Academic Travel
March 19-21	
April 16-18	
May 14-16	Arts Festival
May 21-23	
May 28-30	Senior Banquet and Graduation
June 4-6	Exam Study


On Probation? (Discipline, Attendance, Academic)
yes
Destination Home?
no
yes
Missing Class?
no
Information submitted via REACH
yes
yes
Forms Submitted On Time?
yes
Returning on time for study hall?
yes
Parental Permission?
yes
Itinerary/tickets hotel information submitted on time?
yes
Invitations submitted on time?
yes
Staying within 100km?
yes
Parent/Host to see the DA
yes
no
NO TRAVEL
Travel Approved

Day Students

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

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

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

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

Day Student Campus Expectations

Day students are expected to be on campus during academic days from breakfast through the end of the sports program (HS), and are subject to the same 'off-campus' rules/permissions as boarding students during those times. Any exceptions to this expectation must be made clear.

Drop-Off, Pick-Up
Morning drop-off: 07:40–07:55
Afternoon pick-up: 15:55–16:05

Day students on campus after normal school hours must abide by school rules, including required study hours. High School day students must leave campus by 22:00.

For HS students:

- Sunday – Thursday: day students must leave campus by 22:00
- Friday & Saturday: day students must leave campus by 22:00

Boarding

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

Changing Rooms

The changing rooms in the Palestra and the Palestrina must be kept clean and tidy. Students are not to leave clothing, backpacks, or any other personal objects in the changing rooms. The School is not responsible for lost or stolen items left in these rooms.

Dorms

Day students may only visit the dormitories when invited by a resident of the dormitory.

Drop-Off and Pick-Up

Parents are expected to drop off students in time for their first class. Pick-up times are from 15:55-16:05.

All drivers will be issued numbered pick-up passes on Opening Day (Friday, September 2). nurseEach pass must be displayed in the windshield of all cars when picking up students on the **main campus**. Please respect the times indicated on the back of the pass.

Uniforms and Dress Code

Day students must abide by TASIS Uniform and Dress Code rules. When a day student is out of uniform or dress code, he or she will be assigned a uniform violation and may be sent home to change.

Health Center

Day students may use the School's Health Center only in case of an emergency. School nurses may not excuse day students from their first classes of the day. TASIS health and accident insurance does not cover day students.

Key Cards

All of the dormitories are protected by electro-mechanical locks, which are operated with key cards. All students' key cards give them access to classroom spaces during the academic day. Report lost key cards immediately to security@tasis.ch. Replacement cards cost CHF 50, billed to the student's account.

Lockers

The School provides lockers for each day student to keep private belongings safe. Students should provide their own locks. Students are responsible for any damage done to their lockers.

Day Student Proctors

Day student Proctors have specific responsibilities, and in return, they receive certain privileges. They are expected to show a positive and friendly attitude, encourage day students to make good decisions, and develop positive relationships and open communication between the day and boarding populations.

Off-Campus Visits

Day families are encouraged to host boarding students in their homes. We appreciate our day families respecting TASIS jurisdiction, which means when day students and boarding students are together, School rules and expectations apply. In the same light, day students under School jurisdiction (including all School-related trips and functions) are expected to follow all TASIS rules.

Absences

Should a day student need to notify the School of an upcoming absence, please log into Veracross PRIOR to the day of the child missing classes and complete the Student Attendance & Transportation Request form. Failure to do so will result in an unexcused absence. This is a safety issue, and the School will begin searching for any day student who is expected at school but is not present.

Students should email their subject teachers and advisor to request any work missed during or before any known absence.

For last minute absences due to illness or emergency, email hs.attendance@tasis.ch.

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.

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 TASIS 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 TASIS 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 TASIS 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.