

Boarding House Rules



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1. Guiding Principles

1.1 Preamble

In line with our Mission Statement, we provide our boarding students with an education which develops and supports their intellectual, emotional and physical balance. We work to create a thriving international community where young people from all over the world can build the foundations for fulfilling and purposeful lives.

1.2 Treatment of others

All members of the community are expected to treat each other respectfully. Bullying, cyberbullying and violent conduct are not tolerated at the Lyceum Alpinum Zuoz and are a violation of the School Regulations. No weapons, replicas thereof, or other dangerous items (such as knives, pointed tools etc.) may be kept on school premises. Students are required not only to care for other students but also to inform a member of staff if they become aware of welfare issues. (For further details refer to our Child Protection Policy.)

1.3 Substance abuse

The school promotes a healthy life-style. There is an absolute ban on dealing in, possessing, and consuming illegal drugs at the Lyceum Alpinum. Our rules around Substance Use includes Drugs, Smoking and Alcohol. These rules, and the associated consequences, are highlighted in our 'Substance Use Policy'.

2. Communication with Parents

Boarding house staff are the primary contacts for parents for all matters relating to pastoral care. Accurate contact details must be provided in writing and signed by parents prior to the start of the school year, including e-mail addresses and phone numbers.

The school organizes parents' days, parents' evenings and information events. Parents receive regular updates from the boarding houses, newsletters and information bulletins from the Head of School, as well as the following reports:

Placement report	in October for new students
1 st mid-semester report	in November
1 st semester report	in February, at the end of the 1 st semester
2 nd mid-semester report	in April
2 nd semester report	in July, at the end of the school year

3. Dress Code

General Guidelines

- Clothing should be clean and in good condition.
- Staff and students are encouraged to express their personal style while being mindful that their appearance does not contradict the school's core values including Respect and Openness, and that they positively role model our community values.

- Clothing or accessories with symbols or text that are offensive, discriminatory or promote illegal activities, violence, sexism, racism are not aligned with our school values.

Please refer to the School Rules for further details on the Dress Code.

4. Daily Life

The school day is structured as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
06:45–07:30	Breakfast		Breakfast	Breakfast	Breakfast
07:30 – 07:40	Assembly	Community breakfast 07:15-08:10	Assembly	Assembly	Assembly
07:45 – 09:05	Lessons 1-2		Lessons 1-2	Lessons 1-2	Lessons 1-2
		Assembly 08:15-09:05			
09:05 – 09:25	Znüni	Znüni	Znüni	Znüni	Znüni
09:25 – 10:45	Lesson 3-4	Lesson 3-4	Lesson 3-4	Lesson 3-4	Lesson 3-4
10:55 – 12:15	Lesson 5-6	Lesson 5-6	Lesson 5-6	Lesson 5-6	Lesson 5-6
12:15- 13:15	Lunch	Lunch	Lunch	Lunch	Lunch
13:15 – 14:35	Lesson 7-8	Lesson 7-8	ECA /Skiing	Lessons 7-8	Lesson 7-8
14:40 – 16:00	Lessons 9-10	Lessons 9-10		Lessons 9-10	Lessons 9-10
16:00-16:15	Zvieri	Zvieri		Zvieri	Zvieri
16:15- 17:35	ECA /Free Time	ECA /Free Time	ECA /Free Time	ECA /Free Time	ECA /Free Time
17:35 – 17:45	Prepare for Studium	Prepare for Studium	Prepare for Studium	Prepare for Studium	ECA/Free Time
17:45 – 18:45	Studium	Studium	Studium	Studium	
18:45 – 19:30	Dinner				
19:40 – 21:00	ECA/Free Time				
21:30	Curfew Grade 1-3 <i>Electronic Hand in Grade 1-3</i>				
22:00	bedtime for class 1&2 Curfew Grade 4-6				
22:15	bedtime for class 3&4				
22:30	class 5 & 6 to be in own rooms.				

****Mobile Free Times**

The boarding houses are closed to students from 8am -12:15pm each weekday, therefore students must carefully prepare for their morning lessons and ensure that they do not leave anything in the houses that they will need during this time (e.g sports kit, chargers). Students will not be able to return to the houses until 12:15pm. Students who are unwell will be looked after in the school health centre. If students are not in a scheduled class between 8am and 12:15pm they are expected to study in the allocated study areas.

5. Catering

5.1 Mealtimes

Attending meals is compulsory for classes 1 to 4 from Monday to Sunday. Exceptions may be granted at the discretion of the boarding house. Breakfast is optional for Class 5 and 6, but they must attend the morning assembly at 07:30 but they are expected to attend lunch and dinner. If they fail to attend morning assembly, breakfast will be compulsory for the following week. In the dining hall, students are expected to tidy up their table after meals and to behave in a respectful and orderly manner. It is imperative that all boarders eat a healthy, balanced diet that allows them to cope with the demands of the day.

5.2 Food deliveries

As the Lyceum Alpinum is a fully catered boarding school offering a nutritious and varied daily menu, the delivery of take-away food on the campus during the week is prohibited for students in Grade 1-4. Senior students must seek permission from the house parent on duty if they wish to have a delivery of takeaway food during the week. If there is a concern around healthy diet, this privilege may be removed.

For reasons of hygiene, take-away food must be eaten only in boarding house common rooms, and not in students' rooms or elsewhere on the school premises. It is the student's responsibility to dispose of their waste and not to leave this for others both on and off campus.

6. Orderliness

It is a matter of course that students observe the requirements of order and cleanliness on and off campus. School materials are always to be kept in rooms or lockers, and no school materials are to be left around the campus or in corridors.

Rooms are to be checked and their condition signed for on receipt of the room key as well as after returning the key when moving out of the room, and the student will be liable for any damage caused to the room or to its furniture. At the end of the school year, rooms need to be completely emptied and handed over to the boarding house staff by the last day of school.

Students are responsible for keeping their rooms neat and tidy. This involves making their bed every morning, airing the room, tidying up before classes begin, and switching off all electronic equipment before leaving the room. Boarding house staff check each room daily. The house rules give details about this procedure. Student-owned furniture and room decoration must be approved by boarding house staff. Students may have a kettle and fridge in their room, however permission must be gained from the boarding house. Rooms are to be left tidy before leaving for weekends and before holidays.

Common rooms, terraces and kitchens must be left clean and tidy after use.

Students are expected to support the school in its endeavours to reduce its impact on the environment.

7. Study

Study is supervised individual study time. It takes place from Monday to Thursday as stated in section 4, as well as during free periods which might appear in a student timetable. Boarding house staff carry out registration during study and may also use this time to hold pastoral tutorials. Study will be conducted in a defined common area for class 1 to 4. Students in class 4 can earn the privilege of room study, based on their approach to learning and their grades. Class 5 and 6 have the privilege to study also in their bedrooms. This privilege can be removed if a boarder's average is below expectations, or if they show they cannot be trusted to study independently.

Extra study: If a boarder is underperforming academically, teachers will contact the boarding house with specific work or an offer of support sessions. Boarding houses, with the support from the academic office, can also request such an intervention.

Sunday from 20:00 to 21:00 is time for students to make final preparations for the following week.

8. Visitors in the Boarding Houses

A student who visits another boarding house must always report to the staff member on duty when arriving and when leaving.

Students are allowed in other boarding houses from 12:15pm, on condition that they check in at the house office and that they visit only the common rooms, unless approval has been granted by the houseparent on duty.

Day students returning to Campus outside of academic or ECA activities must sign in and out at a boarding house. Day students must have left campus ten minutes before the curfew of the student they are visiting.

9. Personal Relationships

Students should treat each other with respect and exercise thoughtful and appropriate decision-making in all of their relationships. Public displays of intimacy which make others feel uncomfortable are totally unacceptable. Couples must not be alone together behind closed doors and must ensure that they do not put themselves into compromising situations. Breach of the rules will lead to appropriate consequences.

10. Sports

10.1 Sports Grounds

Students may use the sports grounds of the Lyceum Alpinum in their leisure time in accordance with provisions made. The fitness room may only be used unsupervised if the student is over 15 years old and has passed the official introductory session. Parents must also confirm they are happy with their child being able to use the gym unsupervised. Students must always use the fitness room in pairs. Students under 15 will be given supervised periods during the week where they can access the gym if they wish to.

Students must respect the Sports Grounds, and sports areas are to be left in good order after they have been used. Failure to do this may result in removal of this privilege.

10.2 Winter sports

Winter sports are compulsory for students in grades 1-5, and the appropriate sportswear must be ready for every lesson. Winter sports equipment must be ready for use between the end of the October holidays and the end of the winter season.

Sports teachers issue regulations on the correct equipment for playing ice-hockey during Games, in sports classes, and outside school hours. Wearing a helmet is compulsory for all students when skiing, snowboarding, or playing ice-hockey, during Games lessons as well as outside school hours.

If students wish to ski or snowboard in their free time, parental permission must be given and students should only ski in groups of 3 and over.

10.3 Sports Supplements

Students may only possess and consume sports supplements when these have been approved by the parent and KA. If necessary, the school doctor will give advice on this. Students under 16 are not permitted to drink energy drinks.

11. Leisure Time and Leaving the Campus

11.1 Leisure time

Afternoon hours without lessons or ECAs, the time after studium, and weekends count as leisure time. Leisure and the right to go out can be restricted for academic or disciplinary reasons. Also, the privilege of free time or signing out on a Friday and Saturday can be removed.

Students who consistently flout this rule and disregard the removal of free time are not operating within what is acceptable at the Lyceum Alpinum and will consequently be referred to the Head of House and to the headmaster if necessary.

11.2 Going off Campus

Students are allowed off campus, but there are specific days, times and limits which should be respected. Students are expected to sign in and out of campus using Orah.

Monday, Tuesday, Thursday, Friday

Class 1-6: from 16:15 to 17:45 (limited to Zuoz) unless permission is approved by the houseparent on duty. School commitments (lessons, ECAs, study sessions) take priority.

Wednesday

Class 1 & 2: after Games/Electives until Studium at 17:45 (limited to Zuoz)

Class 3 after Games/Electives until Studium at 17:45; after dinner until 21:00 (limited to Zuoz)

Class 4: after Games/Electives until Studium at 17:45; after dinner until 22:00 (limited to Zuoz)

Class 5 & 6: after Games/Electives until Studium at 17:45 and after Studium until 22:00 (limited to the Upper Engadin)

Friday

To the discretion of the boarding staff, students from class 1 to 6 have the privilege to leave campus on Friday after 16:15 until 22:00 (limited to the Upper Engadin). Students in grade 1-3 require permission to go outside of Zuoz and, those in grade 1 and 2 should be in groups of at least 3 people. Students in Grade 1-4 are expected to be back for dinner, unless permission has been received from their Head of House.

Saturday (limited to Upper Engadin)

Class 1 & 2: 11:00 to 18:00

Class 3: 11:00 to 22:00; students must register with the boarding house before dinner.

Class 4 - 6: 11:00 to 23:00; students must register with the boarding house before dinner.

Sunday (limited to Upper Engadin)

Class 1-3: 11:00 to 18:00

Class 4-6: 11:00 to 20:00

Day trips outside of the Engadin need to be approved by parents.

Students may only go beyond the limits described above with the permission of the member of house staff on duty and the parents. Going off campus is a privilege, which could be revoked at the discretion of boarding staff. Students in classes 1-3 must be in at least a pair when going off campus.

It is mandatory that staff know the whereabouts of the boarders in their care, and how to contact and find them at all times. Boarders are expected to sign out and inform staff of changes in their whereabouts or situation. Students from classes 1-3 cannot travel beyond Zuoz by themselves, but are expected to be in groups of minimum 3 people.

Students who leave the campus without permission will be 'gated' for at least one week and will also receive an oral reprimand. Students who leave the campus during the night, however, will be punished with an Ultimatum and a 'gating order' for two weeks.

If the school receives adverse critical feedback regarding student behaviour from the immediate community, it retains the right to implement appropriate disciplinary consequences.

12. Weekends, Requests for Leave of Absence and Travel Days

12.1 Arrival and departure

Binding arrival and departure dates are co-ordinated in the school calendar. Departure for holidays is after the last lesson or the closing ceremony, and return is by 20:00 on the day before school starts. Any extraordinary absences between the beginning and the end of term are only granted on the grounds of a written and well-founded parental request to the School Management Team at least one week in advance. Failure to meet this requirement will result in disciplinary consequences.

12.2 Representing the school outside the campus

Students represent the school at all times, especially during class trips, free time spent locally, and while on public transport departing for, or returning from, weekends away and holidays. Students must always behave according to the appropriate rules.

12.3 Leave on weekends and privileges

On normal weekends, students may leave after their last lesson with parental permission unless they are required to remain at school and must be back at school by 20:00 on Sunday. There are a range of activities across the weekend if students wish to take part.

To apply for leave at the weekend, students must send their request to the house on Orah before Thursday. Leave will only be granted once the following has been received:

- An Orah request detailing:
 - The destination of where they are going for the weekend.
 - Method of travel– outbound and inbound – with flight details if necessary.
 - Name, address and contact details of the adult supervising them.
- Email from a guardian confirming the details above. This must be from their email address registered on iSAMS.
- If they are staying with another student’s family, an email from the visiting family, confirming the arrangements, must also be received

The school only accepts responsible adults as persons over the age of 21. Previous students of the school can only be classed as a responsible adult if they are a direct relation to the requesting student. Former students who have been expelled from the school will not be accepted as a responsible adult.

For departure from campus on a normal weekend, all boarders who are 18 years of age and with permission from their parents, and their Head of House, may request “general sign out”, meaning they may sign themselves off campus. Details of the time away from school must be communicated via Orah. This privilege can be revoked if academic attendance is impacted, or the student fails to follow the expectations of the boarding house.

The boarding staff reserves the right to cancel this privilege of signing out at weekends (as late as Friday), if, for example, the following conditions exist:

- If a teacher has issued a detention.
- The student does not respect boarding routines (such as morning registration, room tidiness, punctuality).

On Community Weekends, all students participate in one of the various programmes each day (Friday, Saturday, Sunday).

12.4 Weekend leave on long weekends

On Long Weekends, students may leave the school on Friday after the third long lesson, at noon. They must return on Sunday evening, by 21:00. Applications for weekend leave should be submitted via Orah by the preceding Wednesday. Approval of requests will only be given once the steps outlined in 12.3 have been met.

12.5 Special requests

Requests for inviting several students to a fellow student's birthday party or similar events must be approved in advance by the relevant Heads of Houses.

13. Cars and Motorcycles

The guidelines for use of vehicles are to be respected. Under no circumstances can a student be in anyone's car without parental permission. Students should not drive vehicles to school and in the Engadin without the permission of the School Management Team. Students are not permitted to park in the school car park.

14. Use of Taxis

Travelling by taxi is only allowed in a licensed taxi. Students must inform the house in advance if travelling by taxi. Students must travel in groups of more than two where possible.

15. Computers and the Internet

The Lyceum Alpinum promotes the sensible use of information technology, and an important part of this is the correct use of the internet.

Students are not allowed to make any video or audio recordings of other members of the school community unless permitted by staff. Also, photography is only permitted outside of classes if its purpose portrays the school's philosophy and practice accurately.

16. Electronic Devices

Mobile Phone Use

Mobile phones are not to be used during the school day. Students are only allowed to use mobile phones outside of the schools 'phone free' periods. In the event of transgression, mobile phones will be confiscated.

Please see the schools Mobile Phone Use Policy for further details on Mobile phone use and our expectations around phone free periods. This includes when Mobile Phones should be handed in each evening according to year group.

Electronics

Classes 1, 2 & 3; all electronics are also to be handed in at 21:30 Sunday to Thursday and may be collected after breakfast the following day.

Classes 4, 5 & 6: may keep their other electronics overnight. This privilege can be taken away should academic attendance and/or attainment start to be impacted.

During the weekend classes 1-3 have more freedom to use their electronic devices, however this is a privilege, earned with good academic progress and behaviour. On Friday classes 1-3 should hand

electronics in by 22:00 unless they are in good academic standing, and this has been approved by the Head of House.

The school recommends that bedrooms are used primarily as study spaces, and that they should not contain unnecessary distractions such as games consoles, large television screens, or gaming computers.

Permission to keep such devices is granted upon applications to the boarding houses at the beginning of each academic year. This is a privilege granted in light of good academic progress and behaviour.

Students in grades 1-3 are allowed to bring 3 devices only. A list of devices should be given to the Head of House when they return to school. If students in grades 1-3 cannot be trusted to use their electronics wisely (in a way that does not negatively impact on grades, behaviour or sleep), house parents may confiscate electronics or adapt the rules and times regarding electronics on an individual basis.

17. Money Matters

Students are expected to manage their pocket money responsibly. At the start of the school year, boarding house staff advise parents on necessary expenses. Students should not keep cash in their room greater than CHF 200:

Boarding houses can issue vouchers for purchases in Zuoz (at the railway station, Willy Sport, etc.). If substantial sums are involved, parents are consulted beforehand. Any amount exceeding the value of CHF 100, which will be charged on the school bill will need parental authorization.

Weekly pocket money can be arranged for students once an email has been received from parents or guardians. This is through a UBS bank account and the weekly allowance is added to the card each week, including during school holidays. Weekly limits for each year group are highlighted below.

Pocket Money Limits

Grades 1 & 2	CHF 50
Grade 3	CHF 75
Grade 4	CHF 100
Grade 5 & 6	CHF 150

Larger sums of depot money should be given straight to the school reception. This will then be credited to the student's account.

Any requests for extra money, additional to weekly pocket money, need to be received from a parent or guardian via an iSAMS recognised email at least one week in advance in order to allow the school to process the request. Failure to communicate in advance may lead to the request not being approved.

18. Valuables

Each student bears responsibility for the safekeeping of their personal items, and must lock their door when leaving their room. Each student is given an electronic key for his/her own bedroom. Valuable items that are not immediately necessary must be deposited with the school administration or with the Head of House. The Lyceum Alpinum disclaims all liability for theft; this also applies during the clearing of rooms before holidays or when leaving the school.

Students should be reasonable with what personal belongings they bring to school and take responsibility for ensuring they take the necessary steps highlighted above to keep their items secure.

19. Smoking, Alcohol, and Drugs

19.1 Smoking and the use of Tobacco Products

At the Lyceum Alpinum, in line with the protection against passive smoking in the canton of Graubünden, the consumption of tobacco products is not permitted on campus. The school expects all students to follow the Swiss legal code regarding tobacco products. Failure to do so will have disciplinary consequences.

Please refer to the schools Substance Use policy for further details on our expectations and rules on smoking and the use of Tobacco products.

19.2 Alcohol

At the Lyceum Alpinum, in accordance with Swiss Law, students who are in grades 4 - 6 and above the age of 16 are permitted to drink alcohol in periods defined by the Substance Use Policy. Parental approval must be received, after which students will be issued a 'drinking pass.' Student without permission are not permitted to consume alcohol.

Alcohol testing takes place on a regular basis, including random testing. Lyceum Alpinum staff may order alcohol tests at any time, and the findings of these tests are binding. Only one test is permitted and that result stands.

Please refer to the schools Substance Use policy for further details on our expectations and rules on Alcohol.

19.3 Drugs

At the Lyceum Alpinum the distribution, possession or consumption of illegal drugs is strictly prohibited. Students who have been found to distribute, possess or consume illegal drugs will be expelled from the school immediately.

In addition to drugs that Swiss Law prohibit as illegal, the distribution, possession or consumption of all "designer drugs" is also strictly prohibited. Students who have been found to distribute, possess or consume "designer drugs" will be expelled from the school immediately. Please refer to the schools Substance Use policy for further details on our expectations and rules on Drugs.

20. The Health Centre

To ensure the best medical care possible, the school medical staff have to be fully informed about students' illnesses, allergies, current therapies, regular use of non-prescription medicine and prescription medicine, and specialist treatments. Parents must fill in a health form when a student enters the school, and submit a copy of their child's vaccination certificate. Parents are obliged to keep the school informed about any current medical situation. In the event that a failure to communicate relevant information leads to complications, parents will bear responsibility.

The Lyceum Alpinum has an on-campus Health Centre. Conduct in the Health Centre is subject to special regulations, and medical confidentiality is guaranteed.

Outside lesson time, students who are taken ill will report to the boarding staff on duty who will contact the Health Centre immediately. Depending on the illness, students might need to rest in their own bedroom or in an isolated bedroom in the Health Centre. Authorised absence from lessons for medical reasons can only be issued in consultation with the medical centre staff. Students who have been discharged from the Health Centre are not permitted to leave the campus on the same evening. The local doctor and medical services will be contacted for any serious illness and emergency case.

The school medical staff are authorised to excuse a student from sports classes. Any long-term absence requires justification by the local doctor.

Medical certificates and permissions to be excused from sport based on indirect or telediagnosis are not accepted. In general, the School Management Team reserves the right to take decisions based on advice from the local doctor. Approval by the School Management Team is required for consultations with doctors and other medical experts that have not been arranged through the Health Centre. The appointments must be arranged in a way which does not affect the student's education.

For safety reasons, students cannot keep medications in their bedrooms. Boarding or medical staff administer medications in the boarding houses.


The Health Centre offers a limited choice of non-prescription medicine as well as a choice of personal hygiene products.

21. Concluding Remarks

These boarding house rules are an integral part of the school contract and are binding for all members of the school community. They come into force on 1st August 2024 and replace all earlier versions. The binding version is available on the school website.

Zuoz, 1st August 2024

For the School Management Team


Oliver Hartwright
Head of School


Gillian Holland
Head of Boarding and Pastoral Care