

School Rules



1 Basic principles

1.1 Preamble

These School Rules state the fundamental rules of conduct which govern community life at the Lyceum Alpinum Zuoz, based on the values in the Philosophy and Objectives statement.

These School Rules are an integral part of the education contract; they are binding for all members of the school community.

1.2 Communication Policy

As a rule, members of the school community strive to solve by direct communication any conflict which may arise. Physical violence and verbal intimidation or harassment, including instances of bullying, are in opposition to the key value of *Fair Play* and therefore not acceptable.

We expect from our students that they look after each other and that they contact a member of staff if they notice that someone is not well. Further details are to be found in the [Safeguarding and Child Protection Policy](#).

1.3 Cooperation

The school reserves the right to expel a student if she/he severely undermines the values outlined in the school's Philosophy and Objectives. The same applies if parents act in a way which prevents positive and constructive cooperation or which jeopardises the fulfilment of educational goals.

2 Tuition

2.1 Attendance

We expect our students to attend all compulsory classes and any additional courses regularly and punctually. They can be obliged to take part in special school events.

Students may be excused by the School Management from individual courses or from compulsory school activities upon formal request or upon the proposal of a subject teacher. In some cases, a medical certificate may be required.

Lateness and absences are subject to specific guidelines detailed in the regulations: [Attendance and Absences](#).

2.2 Information

At the beginning of each semester teachers will inform their classes about objectives, curriculum, approach and methodology in their subjects. They will also indicate the materials needed.

2.3 Assessment and Evaluation

Assessment and Evaluation is intended to support students in their learning process. [The Assessment and Evaluation Policy](#) details the purpose and process of assessment and evaluation at the Lyceum Alpinum Zuoz.

2.4 Information to parents

The school organises parents' days, parents' evenings and information events. In addition to the Newsletter, parents receive 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 first semester
2 nd mid-semester report	in April
2 nd semester report	in July, at the end of the school year

There are special rules concerning final-year students.

2.5 Mobile phones and other electronic devices

The Lyceum Alpinum has a Mobile Phone Policy designed to help students to focus, concentrate and to promote student wellbeing. In most circumstances during the school day mobile phone use is not permitted by students. Full details are included in the Mobile Phone Policy.

3 Campus Rules

3.1 General expectations

To ensure positive working conditions, any activity which disturbs school work is to be avoided.

3.2 Facilities

Students may use the following facilities for their work: the Media Centre, common rooms and certain classrooms; the latter outside class hours and not when being cleaned, and then only under supervision. Food and drinks are not allowed in classrooms or the Media Centre (with the exception of water).

After using a room, the person responsible for its use makes sure that the facility is left in good condition, that lights are turned out and that windows and doors are locked.

Use of the Sports Hall and Fitness studio is permitted only in accordance within the expectations of the sports department.

3.3 Liability

All members of the school community are duty-bound to maintain facilities and to treat school property with care and respect at all times. They will be held accountable for any damage to property. The Lyceum Alpinum accepts no responsibility for damage, loss or theft of personal items. This also applies to motor vehicles or bicycles.

3.4 Vehicles

Students are not allowed to park or drive vehicles on the Lyceum Alpinum Campus. Boarding students who wish to bring a car must follow the expectations outlined in the [Boarding house rules](#).

4 Alcohol, smoking, drugs, weapons

4.1 Alcohol

In accordance with Swiss Law, students who are in grades 4-6 and above the age of 16 are permitted to drink alcohol according to the rules of the Substance Use Policy. Parental approval must be received, after which students will be issued a 'drinking pass.'

4.2 Smoking

The Lyceum Alpinum is a smoke-free Campus in accordance with the expectations of Kanton Graubünden. The consumption of tobacco products is not allowed on any part of the school campus. Full details of rules regarding tobacco products are included in the Substance Use Policy.

4.3 Drugs

At the Lyceum Alpinum the distribution, possession or consumption of illegal drugs, including all designer drugs is strictly prohibited. Students who have been found to distribute, possess or consume illegal drugs will be expelled from the school immediately. Full details of the regulations regarding drugs and drug-testing are included in the Substance Use Policy.

4.4 Weapons

Weapons as defined by [Swiss law](#) and imitation weapons, as well as other dangerous objects, are not permitted on the school premises.

5 Specific rights and duties

5.1 Information and advice

Each student has the right to ask for information or advice from all staff and School Management. It is the school's policy that any problems should be discussed directly by the persons involved and that they should look for solutions.

5.2 Information

Students are entitled to receive information about decisions that affect them directly.

5.3 Wishes, suggestions, complaints

Students and parents have the option to submit wishes, suggestions and complaints to teachers, heads of boarding houses and the School Management.

5.4 Display of messages and opinions, posters, flyers etc.

Students and staff have the right to display messages and to express their opinions. Displays of messages and opinions may not contain anything offensive or anything detrimental to the good functioning of the school.

5.5 Tasks on behalf of the school community

Any student can be required to take on tasks on behalf of the class or school community.

5.6 Student Voice

Students have the right to form a Student Organisation (SO). The status, rights and duties of the Student Organisation are formulated by the School Management and stated in the SO Articles of Association. Each class may appoint their class spokesperson.

5.7 Events organised by students

Students need the approval of the School Management before organising any event on the school premises or before using the school infrastructure.

6 Disciplinary measures

6.1 Measures

Infringements of the School Rules and further regulations issued by the School have the following consequences (which can be cumulative):

Level 1	- Verbal reprimand
Level 2	- Verbal reprimand and community work (up to 2 hours)
Level 3	- Written reprimand - Community work (up to four hours)
Level 4	- Ultimatum with a warning of expulsion

Level 5	-Suspension from classes for a maximum of two weeks. Students have to cover the relevant class work themselves; they are responsible for any consequences which may result from missed lessons.
Level 6	-Expulsion -A written reprimand or an Ultimatum is usually valid for a duration of 12 school weeks.

The above-mentioned measures are implemented by the following persons:

Subject teachers:	level 1
Class teachers:	up to level 2
Head of boarding house/Head of year:	up to level 3
School Management:	up to level 6

6.2 Notification

Measures pertaining to level 3 and above have to be communicated to the student and parent or legal guardian in writing. Measures pertaining to level 5 must be communicated with an instruction on rights of appeal.

6.3 Protest

Students have the right to protest to their subject teacher or class teacher or the head of their boarding house or the appropriate member of the School Management against disciplinary measures which they find unjustified.

6.4 Right to be heard

Before a disciplinary measure pertaining to level 3 and above is decided upon, students have the right to be heard. If expulsion is considered, parents have to be heard.

6.5 Appeals

An appeal may be addressed to the Board of Directors regarding disciplinary measures pertaining to level 5 and above. All appeals must be submitted within 14 days, unless, in cases of extreme urgency, the person or persons ordering the punishment set a shorter period of appeal. The Board of Directors' decision is final.

7. Dress Code

The School Dress Code applies to all members of the School Community and reflects the values in the School's Philosophy and Objectives.

General Guidelines

- Clothing should be clean and in good condition.
- Staff and students may 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 school 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.
- Students who repeatedly fail to follow the school's expectations will be expected to use the Lyceum Alpinum school clothing range.

Dress Code for Academic Study

Between 07:30-16:05

- Appearance shows a respect for the essential business of academic study, which is a professional engagement.
- Clothing must be clean, tidy, and provide for safe engagement throughout the varied learning activities. Students must change into clean clothing directly after sports activities.
- Students should take direction from our school clothing range which provides a range of clothing designated as appropriate to academic, leisure or sporting activities.

Dress Code for Evenings and Weekends

After 16:05 + Weekends

- The Lyceum Alpinum is a home to many boarding students, therefore clothing expectations for times outside of academic study are different.
- Outside of academic study times students may choose leisure wear of their choice, whilst being mindful that their appearance does not contradict the school's core values including respect and openness.
- For school sporting activities, students should always be wearing appropriate sports clothing to ensure their safe engagement.

Formal Attire:

- Formal dress should be worn on formal occasions (either at school or off campus) such as special dinners, concerts, theatre outside of school, or at other events on the instruction of the boarding house staff or the School Management.

Boys:

- Blazer or school blazer
- Shirt and tie
- Formal trousers excluding jeans
- Formal shoes

Girls:

- Smart Dresses
- Blazer or School blazer
- Blouse or top
- Trousers (no jeans) or skirt
- Formal shoes or sandals

8. Concluding remarks

The School Management reserves the right to issue further regulations.

These School Rules come into force on 1 August 2024 and replace all earlier versions.

Zuoz, 01 August 2024

For the Board of Directors:



Sebastian Pawlowski
President



Dr. Ulrich Körner
Vice-President