

# Boarding House Rules



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## **1. Motto: “Mens sana in corpore sano“**

### **1.1 Preamble**

True to our Mission Statement, we provide our boarding students with an education which promotes 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. The following guidelines are valid for school, but also for leisure time and school holidays. They outline binding responsibilities and exceptions may only be approved by the relevant Head(s) of House.

### **1.2 Learning for Life**

Boarding students at the Lyceum Alpinum demonstrate a commitment to high achievement in all areas of study, they develop an independent personality and learn to take responsibility for their actions and their work. By interacting and discussing issues, by experiencing community spirit and team work, our boarders acquire values which will shape their lives.

### **1.3 Self-discipline**

Boarding students at the Lyceum Alpinum learn to resolve conflicts and problems constructively and with a self-critical attitude. We expect them to develop the powers of self-organisation and self-discipline as members of the boarding community. It is understood that we demand openness and honesty from our students.

### **1.4 Commitment**

Boarding students at the Lyceum Alpinum learn to serve their community with enthusiasm and their environment with a sense of responsibility. They strive to be successful in all areas of life while always showing consideration for others. It is a matter of course that agreements and promises are binding.

### **1.5 Fair play**

“For when the One Great Scorer comes, to write against your name, He writes not that you won or lost, but how you played the game”. In that sense we educate our boarders to develop respect, tolerance and loyalty towards the community. Sharing the experience of fair play forges friendships for life.

### **1.6 A Cosmopolitan Perspective**

We educate our boarding students to live together with people from other cultures in the spirit of interest, respect and tolerance. Our boarders are able to meet people with different value systems with an open mind and a responsible attitude. We instil in our boarders the values of the "Spirit of Zuoz".

### **1.7 Treatment of others**

Bullying, cyber bullying and violent conduct are not tolerated in the Lyceum Alpinum Zuoz and will be considered a violation of the School Regulations. No weapons, replicas thereof, or other dangerous items may be kept on the 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 the Child Protection Policy.

### **1.8 Substance abuse**

There is an absolute ban on dealing with, possessing and consuming illegal drugs at the Lyceum Alpinum. When it comes to smoking or consuming alcohol, we require our boarding house students to show a responsible attitude.

### **1.9 Colours**

Colours are awarded in recognition for exceptional attitude, effort and achievement. They reflect a student's awareness of the values inherent in the "Spirit of Zuoz", particularly fair play, self-discipline and commitment. The following colours may be awarded by the Colours Committee.

School Colour	Outstanding overall contribution to "Spirit of Zuoz"
Triple Colour	Outstanding contribution in at least three sports teams
Teutonia Colour	Outstanding contribution to Teutonia
Orania Colour	Outstanding contribution to Orania
Helvetia Colour	Outstanding contribution to Helvetia
Junior Boys Colour	Outstanding contribution to Kleinhaus and Spencer House (Classes 1-4)
Junior Girls Colour	Outstanding contribution to Mädcheninternat (Classes 1-4)

## **2. Communication with parents**

The heads of boarding houses are the primary contacts for parents and can be approached at any time. Accurate contact details must be provided in writing and signed by parents prior to the start of the school year. This includes e-mail addresses, phone and fax numbers.

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

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

In addition, each student receives a yearly report in which all their extra-curricular activities are listed.

## **3. Dress code**

### **3.1 Formal dress**

Formal dress should be worn on formal occasions (either at school or off campus) such as year end, mock and final exams, special dinners, concerts, theatre outside school, or other events on the instructions of the boarding house staff/school management.

**Boys**

School blazer  
 Shirt: white, pale blue

Classical dark grey trousers (no jeans)

Black leather shoes  
 School tie

**Girls**

School blazer  
 Blouse: white, pale blue, pink or top with sleeves  
 Classical trousers or skirt: black or dark grey (no jeans)  
 Smart black shoes or sandals

**3.2 Smart casual**

Smart casual dress should be worn in lessons, for Forum Alpinum events, trips with school teams, or on the instructions of the boarding houses/school management.

**Boys**

Shirt / polo shirt: white, pale blue, striped  
 Chinos, smart jeans  
 Neat, clean sneakers allowed

**Girls**

Blouse/polo: white, pale blue, pink, striped  
 Chinos, smart jeans  
 Neat, clean sneakers allowed

**3.3 Everyday school wear**

General impression: neat and tidy, clean, respectable

For example:

Polo shirts, normal shirts, blouses, T-shirts, school or other pullover, as required, own choice of trousers or tailored shorts, worn at waist level.

- No jogging trousers outside sports classes
- no skirts or shorts shorter than maximal one palm-width above knee
- no T-shirts with provocative messages
- no bare mid-riffs, see-through or otherwise provocative tops
- no tops with "spaghetti" straps
- no torn jeans
- no camouflage clothes
- no visible underwear
- no beachwear
- no flip flops during school time or in the dining hall
- no covered heads during school time or in the dining hall

**4. Daily life**

School days are structured as follows:

07:10	Breakfast
07:30 – 07:40	Tidy rooms
07:45 – 12:15	Classes or Study Hour (when and if there are gaps in timetable)
10:35 – 10:55	Main break
11:30 – 13:00	Lunch
13:20 – 17:10	Classes, Games, Leisure time

17:10 – 18:30	School Team Trainings/Extra Study (except Wednesday: Study Hour)
18:30 – 19:15	Dinner
19:20 – 20:20	Study time for classes 1-4 (except Wed. – Leisure time/Extra Study)
19:20 – 20:40	Study time for classes 5&6 (except Wed. – Leisure time/Extra Study)
21:00	Junior houses close (SH, KH, MI)
21:30	Senior houses close (GH, MA)

## **5. Catering**

### **5.1 Meal Times**

Attending meals is compulsory. At the weekend, different rules apply, according to the individual boarding houses. In the dining hall, students are expected to tidy up their table after meals and to behave in a respectful and orderly manner.

### **5.2 Food Deliveries**

As a fully catered boarding school offering a nutritious and varied daily menu, the delivery and consumption of take-away food on the campus during the week is strictly prohibited.

On weekends, the delivery of take-away foods is at the discretion of the individual boarding houses and arrangements for any such deliveries must be discussed and agreed upon by the boarding house staff.

For reasons of hygiene, take-away food may not be eaten in rooms or school premises other than boarding house kitchens.

## **6. Orderliness**

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

Rooms are to be checked and their condition signed on receipt of the room keys as well as after handing the keys in again when moving out of the respective room. The student is liable for any damages caused to the room or its furniture. The rooms must be emptied, cleaned and formally handed over to the boarding house staff by the last day of school.

Students are responsible for keeping their own room 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 on each room daily. The house rules give details about this procedure. Student-owned furniture and room decoration have to be approved by boarding house staff. Rooms are to be left tidy before leaving for weekends and holidays.

Common rooms, terraces and kitchens have to be left in perfect condition after use.

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

## **7. Study Hour**

Study Hour takes place as stated in paragraph 4, as well as during free periods occurring in the 1<sup>st</sup> or 2<sup>nd</sup> long lesson in the morning. Free periods in the afternoon or during the 3<sup>rd</sup> long lesson in the morning count as leisure time.

On Saturdays, study time takes place from 08:15 until 11:00 with a 1 hour break for brunch. On Sundays, heads of boarding houses reserve the right to hold study time from 19:00 until 21:00.

Extra study time may be awarded according to the individual boarding houses and is compulsory.

## **8. Visiting students' private rooms**

Students who visit another boarding house always report to the person on duty when arriving and leaving. Students may only enter private rooms with the permission of their occupants. It is the responsibility of students to bring guests to the member of staff on duty.

5<sup>th</sup> and 6<sup>th</sup> class boys have access to girls' rooms in the Chesa Arpiglia (but not in the junior girls' boarding house), 5<sup>th</sup> and 6<sup>th</sup> class girls have access to boys' rooms in the Grosshaus (but not in Kleinhaus or Spencer House) at the following times:

- Monday-Friday: 13:00 to 21:25
- Saturday and Sunday: 11:30 to 21:40

Room doors have to be kept open and the rules of general decency and propriety have to be observed. Intimate contact is not allowed and will be punished with an Ultimatum.

Girls visiting Kleinhaus and Spencer House are only allowed to visit at the times below on condition that they check in at the house office and that they visit on the community rooms. The same rule applies to boys visiting Mädcheninternat and Chesa Arpiglia.

- Monday-Friday: 13:00 to 20:55
- Saturday and Sunday: 11:30 to 21:25

## **9. Sports**

### **9.1 Sports Grounds**

Students may use the sports grounds of the Lyceum Alpinum in their leisure time in accordance with the provisions made. The fitness room may only be used in the presence of a sports teacher or after having passed the official introduction session. No media players or mobile phones are allowed to be used on sports grounds.

Sports areas are to be left in good order after they have been used. Students must be aware that the Guidelines for Users of the Sports Grounds are to be respected.

### **9.2 Winter Sports**

Winter sports are compulsory for all students. Sports wear 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.

In winter, 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 students while playing ice-hockey, skiing or snowboarding, during Games as well as outside school hours.

### **9.3 Sports supplements**

Students may only possess and consume sports supplements when these have been approved by the Head of House, the Medical Centre and the Games Master. If necessary, the school doctor will advise on this decision.

## **10. Leisure time and leaving the campus**

### **10.1 Leisure time**

Afternoon hours without lessons, the time after dinner and weekends count as leisure time. Leisure and the right to go out can be restricted for academic or disciplinary reasons. The heads of boarding houses may order students to attend at special boarding house weekends (even outside community weekends) and at other boarding house events.

### **10.2 Going out**

On weekday mornings and Friday evenings, no students are allowed to go into the village. Students who leave the campus without permission will be 'gated' for at least one week and receive a verbal reprimand. Students who leave the campus in the night, however, will be punished with an Ultimatum and a 'gating' order for a duration of three weeks.

Students may only go beyond the limits described below with the permission of the member of staff on duty.

Students in classes 1-3 may leave the campus at the following times (extended timings are indicated for class 4 in brackets):



Wednesday:	12:00 - 16:45 (21:00)	Limits: Zuoz village
Saturday:	11:15 - 18:30 (22:30)	Limits: Engadine
Sunday:	10:00 - 18:00 (21:00)	Limits: Engadine

Class 4 students are nevertheless expected to attend dinner at school.

Students in 5<sup>th</sup> class are allowed to go to the village of Zuoz each day from 13:00 to 17:00 if they do not have lessons. The same applies to 6<sup>th</sup> class from 12:15. Moreover, both classes may leave the area of Zuoz in the following periods:

Wednesday:	13:00 – 17:00 and 19:00 – 21:30	Limits: Engadine
Saturday:	11:15 – 23:00	Limits: Engadine
Sunday:	09:00 – 21:00	Limits: Engadine

6<sup>th</sup> class students may sign out on all weekday evenings with the exception of Friday.

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

## **11. Weekends, requests for leave of absence and travel days**

### **11.1 Arrival and Departure**

Binding arrival and departure dates are coordinated in the school calendar. Departure for holidays is after the last lesson or the closing ceremony, and return is by 21:00 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 at least one week in advance. Failure to meet this requirement will result in disciplinary consequences.

### **11.2 Representing the school outside the campus**

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

### **11.3 Leave on community weekends**

On community weekends, all students participate in one of the various programmes. Sunday night dinner is compulsory for all students.

### **11.4 Leave on normal weekends and privileges**

On normal weekends, students may leave after Study Hour on Saturday. Students with a grade average of at least 4.75 (Matura 5<sup>th</sup> and 6<sup>th</sup> classes), 5.0 (Matura 1<sup>st</sup> – 4<sup>th</sup> classes), 5.75 (all DIS classes) may leave on Friday after classes with the permission of their parents and the discretion of the Head of House. This does not entitle them to return to the house on Friday night after normal close time. All students have to be back at school on Sunday evening. Sunday night dinner is compulsory for students in classes 1 to 4. The individual house rules provide further details concerning weekend absences and privileges.

### **11.5 Weekend leave on long weekends**

On long weekends, all students may leave the school on Friday after the 3<sup>rd</sup> long lesson, at noon. They have to return on Sunday evening. Applications for weekend leave have to be submitted in writing to the head of boarding house by the preceding Wednesday, stating destination and means of transport.

### **11.6 Special Requests**

Requests for inviting several students to a fellow student's birthday party or similar events must be approved in advance by heads of boarding houses.

## **12. Cars and Motorcycle**

Students must be aware that the Guidelines for student use of vehicles are to be respected.

## **13. Taxi**

Travelling by taxi is only allowed either when authorised by the boarding house staff or when arriving from or departing to holiday destinations with luggage. Taxi companies may only stop on one of the parking lots outside campus. During the week and within Zuoz area including to and from school and sports events, free time and shopping, taking a taxi is not allowed. Special requests are to be placed with the boarding house management in advance.

## **14. Computer and Internet**

The Lyceum Alpinum promotes a sensible handling of information technology. An important part of this is the correct use of the internet, subject to specific regulations stated in the house rules. Computers and printers are available in the boarding houses and in the media centre for students to do their homework. See attached information 'Guidelines for the Use of Private Computers in the Data Network of the Lyceum Alpinum Zuoz' as well as the 'Electronic Notebook Policy'.

Students are not allowed to make any recordings of other members of the school community unless permitted by staff. Photography is permitted outside of classes as long its purpose reflects the school's philosophy.

## **15. Telephone**

Students may apply via their parents to have a telephone connection in their room. There is also a separate fax connection in each house.

Students are allowed to use mobile phones in their free time. Use is prohibited during 'lights out' at night and Study Hour, during lessons and in the dining hall. In the event of transgression, mobile phones are confiscated for at least three days.

## 16. Personal money

We expect students to manage their pocket money responsibly. At the start of the school year, boarding house staff advise parents on necessary expenses and a deposit which can be kept in the boarding house safe. Students under sixteen may have debit cards. Only students over the age of 16 are entitled to credit cards. Parents are expected to fix reasonable limits on either type of card. Students may not keep cash in their room greater than the values outlined below:

DIS1/M1	CHF	50.-
DIS2/M2	CHF	100.-
DIS3/M3	CHF	150.-
DIS4/M4	CHF	200.-
IB1/M5	CHF	250.-
IB2/M6	CHF	300.-

## 17. Voucher system

The boarding houses can issue vouchers for purchases in Zuoz (railway station, Electric Engiadina, Sport Willy etc.). If substantial sums are involved, parents are consulted beforehand.

## 18. Valuables

Valuable objects that are not immediately necessary have to be deposited with the school administration or with the head of boarding house. Students have to lock their doors when leaving their rooms. Each student bears responsibility for the safekeeping of their personal items. The Lyceum Alpinum disclaims all liability for theft. The same applies to the clearing out of rooms before holidays or when leaving the school.

## 19. Smoking, Alcohol, Drugs

### 19.1 Smoking

Students under the age of 16 caught smoking will be awarded a written reprimand and be confined to the house for three weeks. Students over 16 may only smoke in 5<sup>th</sup> and 6<sup>th</sup> grade with parental approval – i.e. they have a smoking pass. If they are caught smoking without such a pass, they receive an oral reprimand. A restricted smoking area has been allocated where smoking is allowed at certain times of day. Students without a smoking pass are not permitted to enter this area.

Smokers are responsible for keeping the smoking area as well as the neighbourhood of the campus and the village in a clean and orderly state. The School Management can temporarily close down the smoking area if it is dirty or not used according to the rules.

Smoking on the campus is prohibited. Smoking in a high risk area such as in a building or woodland is punishable with an Ultimatum and students and parents may be liable for costs arising.

## 19.2 Alcohol

The possession and consumption of alcohol is prohibited anywhere on the school grounds. Exceptions have to be authorized by the School Management. On school days, students are forbidden to drink alcohol in the mornings and before lessons in the afternoon. All Lyceum Alpinum staff may order alcohol tests at any time. The findings of these tests are binding. The consumption of alcohol is prohibited for students under the age of 16. Students over 16 may drink alcohol in very moderate amounts during leisure time in the evenings and at weekends. The limit of blood alcohol level accepted has been set at a maximum of 0.5 ‰. The penalty for transgressions is a written reprimand and a 'gating' order for three weeks.

## 19.3 Drugs

The possession and consumption of any kind of illegal or recreational drugs are unacceptable in our community and will not be tolerated.

Both boarding and day students are regularly tested for drug consumption (urine tests). The results of these tests are analysed by officially recognized scientific laboratories on behalf of the Lyceum Alpinum. Their findings are binding. Any student who has evidently consumed drugs will be expelled from the school immediately.

## 20. Medical Centre

In order to ensure the best medical care possible, the school doctor and nurses have to be informed to full extend about students' illnesses, allergies, current therapies, regular takings of non-prescription medicine and prescription medicine and specialist treatments. Parents have to fill in a health form when students enter the school and submit a copy of their child's vaccination certificate. Parents (as well as students over the age of eighteen) are obliged to keep the school informed with regard to any current medical situation. In the event that a failure to communicate relevant information leads to complications, parents (or students over the age of eighteen) will bear responsibility.

The Lyceum Alpinum Zuoz has an on-campus Medical Centre which is run by a nurse in close cooperation with the school physicians. Conduct in the Medical Centre is subject to special regulations. Medical confidentiality is guaranteed.

Students who are taken ill are not to stay in their rooms. They go to the Medical Centre after reporting to the boarding house staff. Students who have been discharged from the Medical Centre are not permitted to leave the campus on the same evening. There will be no medical consultation without a written note by boarding house staff (blue form).

The school doctor or the nurses are authorised to write a note excusing a student from sports classes. The student must show this note without delay to the boarding house staff and to his sports teacher. The nurse in charge of the Medical Centre can issue a note excusing a student from sports classes for a short period. Any long-lasting absence requires the clarification through the school doctor.

Medical certificates and permissions to be excused from sport which are based on indirect or tele-diagnosis are not accepted. In general, the School Management reserves the right to take deci-

sions based on advice from the school doctor. An approval from the School Management is required for consultations with doctors and other medical experts that have not been arranged through the Medical Centre. The appointments are to be arranged in a way which is not affecting the education.

The only medicines which students may keep and take in their rooms without a doctor's or nurse's permission are those in Category D. Other medicines will be confiscated.

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

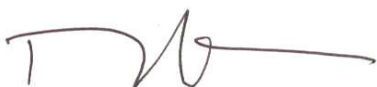
## **21. Concluding remarks**

These boarding house rules are an integrating part of the school contract and are binding for all members of the school community.

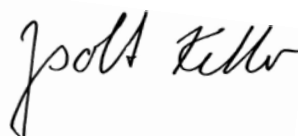
These boarding house rules come into force on 1 August 2015 and replace all earlier versions. The binding version is available on the school website.

Zuoz, 17 July 2015

For the School Management:



Balz Müller  
Head of School



Dr Zsolt Keller  
Deputy Head of School