

Regulations

Attendance and Absences

The present regulations govern tuition in all departments of the school as well as optional courses, remedial classes, homework support lessons, private lessons, instrumental Music classes and Games. They apply to all boarding and day students, irrespective of section and school year.

The school rules require that students attend all lessons without fail. Therefore doctors' or dental appointments as well as other non-school commitments are to be arranged, wherever possible, outside regular school times.

Students bear responsibility for any lessons they miss, whether they are excused or unexcused absences, and have the duty to catch up immediately on any subject matter not covered. This also applies to subject matter not covered because of leave of absence. Any tests missed have to be taken at an earlier or later date.

All absences - excused or unexcused - will be displayed on semester report cards. The report card testifies to a student's reliability, and a report with a record of unexcused absences may prove disadvantageous.

1 Procedure

1.1 Illness

The Convict (student hall of residence off-campus) and the parents of day students report absences to the Secretariat immediately. The boarding houses, the Medical Centre and the Secretariat list absent students in the Prüfungskalender.

If day students miss classes for more than three days, a medical certificate has to be handed in at the Secretariat. This certificate is placed in the student file and is the property of the school. The school may demand a consultation by the school's physician.

1.2 Recording students who are absent or arrive late at lessons

Teachers record absences or late arrivals of students on the appropriate forms. They put these forms into the box of the relevant head of boarding house (boarders) or the class teacher (day students) by the end of the school day. This absence slip is not necessary when the student's absence is listed in the Prüfungskalender.

An arrival after the ringing of the bell is considered late. Late arrivals of more than 15 minutes are treated as absences.

1.3 Monitoring absences/late arrivals and sanctions

The head of boarding house or the class teacher checks the absence and "late" forms and establishes whether the incidents are excused or unexcused. Subject teachers are informed within 24 hours via e-mail if an absence or late arrival is excused or unexcused. In the event of the first unexcused absence or the fifth unexcused late arrival the student receives a verbal reprimand and attends a compulsory Wednesday afternoon detention session combined with a meaningful task. Both excused and unexcused absences are recorded in the school administration system by the Secretariat.

1.4 Report to parents

The head of boarding house or the class teacher reports the first unexcused absence or the instance of late arrival on five occasions. The report goes via e-mail to parents with copies to the subject teacher, the class teacher, the Secretariat and the Deputy Head of School or the Head of International Studies.

1.5 Written reprimand

Students who collect a second unexcused absence or unexcused instance of late arrival on five occasions in the same semester will receive a written reprimand from the Deputy Head of School or the Head of International Studies. Matura students have to appear before the Deputy Head of School, students of the International Department before the Head of International Studies, when they are warned of the consequences their misbehaviour might have if there are any more unexcused absences and instances of being late. What is more, they are required to stay behind for a special studium session on a free Friday afternoon (end of regular lessons at 12:00 noon).

1.6 Missed tests

As a rule, tests missed are to be taken on the subsequent Wednesday during detention session. If students do not attend this session without excuse, a mark of 1 or 0 grade points will be recorded. Alternatively, if a test is missed without excuse the subject teacher may request the student to write the test during a free period.

2 Leave of absence

For foreseeable absences, a written request with a parental note must be submitted at least 7 working days in advance. Requests have to be signed by parents or legal guardians. Requests for absences which would involve the student missing lesson time are to be addressed to the Deputy Head of School or the Head of International Studies. Requests for absences which do not impact on the student's attendance of lessons must be directed to the Head of the student's boarding house. Reports not submitted in proper form or in due time are not dealt with.

Applications for leave which are approved are reported to the head of the relevant boarding house (boarders) or the Secretariat (day students). These then enter approved leaves of absence in the Prüfungskalender and in the school administration system.

Students granted leave are required to report to their teachers **before the leave takes place**, in order to gain information on any subject matter they will miss. They are themselves responsible for catching up with any subject matter.

2.1 Holiday extensions

Requests for holiday extensions are not normally granted. The School Management may make exceptions to allow for special circumstances.

Requests for courses of study which necessitate a holiday extension have to be submitted, with the relevant documentation, to the School Management. Course attendance has to be attested in written form by the relevant educational institution.

2.2 Rules for students exempted from Sport and Games

Students exempted partially or entirely from Sport and Games are to report in person with their permission from “KA” or doctor’s note to the teacher in charge before the lesson. They must also have their sports’ kit with them. In cases of longer-term incapacity, the teacher may dispense the student from this duty. Any absence from Sport for longer than 3 days of tuition must be accompanied by a medical certificate. The sports teacher responsible for the lesson is the person who decides whether the exempted student has to remain present during the session or should participate only partially or not at all.

2.3 After reaching the age of eighteen

Day students who have reached the age of eighteen may sign their absence books themselves. It is their responsibility to inform their parents. Class teachers or the School Management are entitled to demand that such entries be initialled by parents.

These regulations come into force on 1 August 2016 and replace all former versions.

Zuoz, 1 July 2016

For the School Management:



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Head of School



Dr. Zsolt Keller
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