

## 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 its Philosophy and Objectives statement. The key values they encompass are Learning for Life, Self-Discipline, Commitment, Fair Play and Cosmopolitanism.

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 and verbal violence, including instances of so-called 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 “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 classes 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 Optional courses**

Enrolments for optional courses have to be in writing and for a period of a semester or a year. Regular attendance is required. The School Management will only approve a premature withdrawal in exceptional cases and upon written request.

### **2.3 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.

## 2.4 Classbook

In all classes in Grades 1 to 4 a student is appointed to keep a classbook. This provides an overview of the tasks the class has to complete, such as tests and homework; it also serves to record absences.

## 2.5 Tests

The term “test” refers to work which demands significant preparation time.

The number of tests per semester should not, as a rule, be below the number of weekly short lessons (40 minutes) in the relevant subject. At least two test marks are required as a basis for a semester report grade. Teachers have to set test dates in writing, in agreement with their classes. The weighting of the test towards the final grade has to be declared.

In order to avoid an excessive number of tests - especially towards the end of a semester - early planning is necessary. As a rule of thumb, a maximum of two tests per day and five tests per week is permissible. Students who miss tests have to take them at a later date.

## 2.6 Information to parents

The school organises parents’ days, parents’ evenings and information events. In addition to regular info-bulletins by the Head of School and the Newsletter, parents receive 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 first 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

There are special rules concerning final-year students.

## 2.7 Mobile phones and other electronic devices

Mobile phones and any other electronic devices must be switched off and stored out of sight at all times. They may only be used during lesson time with the express permission of the teacher. Students contravening this rule will be required to surrender the device to the teacher. It can be collected on the third school day.

# 3 House Rules

## 3.1 Working conditions

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 drink are not allowed in classrooms or in 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.

### **3.3 Liability**

All members of the school community are duty-bound to maintain perfect order and to treat school property with care and respect at all times. They will be held accountable for any damage to property or for deliberately creating disorder. 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**

The possession of motorised vehicles by students is discouraged. In exceptional cases well-founded applications may be granted. All motorised vehicles and bicycles must be parked in the designated parking area. The Lyceum Alpinum may charge a parking fee.

## **4 Alcohol, smoking, drugs, weapons**

### **4.1 Alcohol**

The possession and consumption of alcohol by students is prohibited anywhere on the school premises. The School Management may grant exceptions for special school events.

### **4.2 Smoking**

Students under the age of 16 are prohibited by law from smoking. Students over the age of 16 are only allowed to smoke in grade years 5 and 6. There is a designated smokers' area where smoking is permitted at certain times. Students without a Smoker's Pass are not allowed to enter this area. Transgressions of this rule will be sanctioned with a written reprimand.

### **4.3 Drugs**

At the Lyceum Alpinum the distribution, possession or consumption of illegal drugs is strictly prohibited.

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.

Students who have been found to distribute, possess or consume illegal drugs will be expelled from the school immediately.

### **4.4 Weapons**

Weapons and their imitations, 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 their subject teachers, class teacher, the head of their boarding house or the 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 from their class teacher, head of boarding house or the School Management about decisions that affect them directly.

## **5.3 Wishes, suggestions, complaints**

Students and parents have the right 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, teachers and staff have the right to display messages and to express their opinions by means of notices on designated bulletin boards. Such notices have to be signed in person and have to carry the date of the publication; they may not contain anything offensive or anything detrimental to the good functioning of the school.

Messages of another nature (petitions, posters, flyers, announcements by megaphone or loud-speaker etc.) and the organisation of exhibitions, collections and sales on school grounds have to be approved by the School Management.

## **5.5 Class spokesperson**

Each class appoints a class spokesperson, his or her deputy and a classbook keeper.

## **5.6 Tasks on behalf of the school community**

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

## **5.7 Student Organisation**

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.

## **5.8 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

- Exclusion from lesson (with detention and extra work assignment)
- Community work (up to four hours)

#### Level 2

- Verbal reprimand

#### Level 3

- Written reprimand
- Community work (more than four hours)

#### Level 4

- 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.
- Ultimatum with a warning of expulsion

#### Level 5

- 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: up to level 3
- School Management: up to level 5

### **6.2 Notification**

Measures pertaining to level 4 and above have to be communicated to the person concerned in writing and 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 a punishment which they find unjustified.

### **6.4 Right to be heard**

Before a punishment pertaining to level 3 and above is carried out, 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 4 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 Concluding remarks**

The School Management reserves the right to issue further regulations.

These School Rules come into force on 1 August 2012 and replace all earlier versions.

Zuoz, 23 June 2012

For the Board of Directors:

Sebastian Pawlowski  
President

Dr. Ulrich Körner  
Vice-President