



2026-2027

HIGH SCHOOL
RESIDENTIAL LIFE HANDBOOK

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RESIDENTIAL LIFE AT TASIS

Every student has the right to expect peace, reasonable privacy, respect for feelings and belongings, and a tranquil living environment in their dorm room. As the dormitory is a student's temporary home, as well as the more permanent home of the dorm faculty, consideration for others and community spirit are especially vital. When cooperation and understanding prevail, dormitory life becomes the source of meaningful and lasting friendships.

Learning to live with others is an important part of boarding school life, and the dorm offers a chance to meet people one would otherwise never meet. We avoid rooming two students of the same non-English language group in the same room to facilitate an appreciation of other cultures.

BOARDING FAQ

For more information about the boarding program please see the [Boarding FAQ](#) on our website.

CONTACTING YOUR CHILD

As a boarding student, your child is often very busy. It is a great idea to set up a regular time when you can connect. FaceTime and WhatsApp are all regularly used by families to stay in touch. If you already have a system that works for you, great! Please be ready to adjust a bit to meet your child's schedule. The basic parameters of your child's schedule are outlined below.

Students are often free and available to communicate. However, there are times when students may lose access to their electronic devices, such as after using them inappropriately or repeatedly failing room inspections. In these situations, students are asked to inform their families of the periods during which they will not have access to their devices.

Weekdays

Classes run from 8:00 to 16:00, and most students have a study period or two.

Sports and activities generally run from 16:15 to 19:00, Monday–Thursday. These rotate and depend on the specific sports and activities signed up for. Some sports, especially in the winter, may meet later.

Study hall begins at 20:00, but students must be checked into their dorms and be ready to study by 20:00, so we ask that students aren't distracted during this window.

Power down is between 22:15 and 23:00, depending on the grade. For us, lights out means students are quiet, in bed, and trying to sleep. Phones are supposed to be away from

students, charging on their desks. Students should not be sleeping with their phones, and we ask for support from home by not waking students with communication.

BOARDING CONTACTS

The Dean of Residential Life

The Dean of Residential Life, [John Gordon](#), oversees all aspects of the Residential Life Program.

Student Travel

If you are having difficulties using Reach or wish to make an unusual travel request, contact the Student and Residential Life Coordinator at hs.student.travel@tasis.ch.

The Dorm Head/Assistant Dorm Head

Get in touch with your child's dorm team leader (dorm head or assistant dorm head) when there are major issues regarding life in the dorm. These may include roommate disputes, questions about living conditions, and concerns about your child's general health and well-being in the dorm. Email is the most efficient way to contact dorm heads, and information will be sent to families before the start of the year.

Dorm Parent on Duty

In the case of an emergency, if you cannot get in touch with your child outside of school hours, call the duty phone. Please be mindful of the daily schedule during the school day and overnight hours.

Duty phone numbers for each dorm will be updated before Orientation.

The Duty Administrator

The Duty Administrator (DA) oversees all the dorm parents who are on duty on a given night and can always be reached at +41 79 337 38 57. The DA carries the DA phone at all times, including when he or she is teaching, and should be contacted in the case of an emergency or any time the School needs to be notified of changes to travel plans when in transit. Please only contact the DA during the school day and during overnight hours if it is absolutely necessary.

MOBILE PHONES

All boarding students are required to have a smartphone with 4G/5G capabilities. These phones should include a generous data allowance so students do not have to rely on wifi for connectivity; this is particularly important when they are away from campus (for example, in downtown Lugano or when traveling). This is to ensure we can reach students as necessary and for general security purposes. It is the student's responsibility to ensure that the School has an accurate, up-to-date phone number on file to ensure he or she is contactable when off-campus. Any changes to this number must be communicated to the School promptly.

If students plan to visit a location where mobile network coverage is limited or unavailable, they must inform their dorm parent beforehand. This helps ensure their safety and allows the School to plan accordingly in the event of an emergency.

Students who are under the age of 16 should ensure their phone plan is sorted before their guardians leave on move-in weekend, as contracts will often require adult consent.

Many phones can be “unlocked” to take a SIM card from anywhere in the world. Swiss SIM cards can easily be purchased in Lugano.

Please remember to buy adapters for all electronic devices, including computers, hair dryers, portable electronic devices, etc. Switzerland outlets are 230 volts and take two round pins. It is important for students to adhere to our safety standards when using extensions. Connecting extensions to extensions can lead to overloading of the outlets, which can be dangerous. Therefore, we request that students avoid such practices and use extensions responsibly.

Certain electronic devices must be approved by the TASIS electrician. Students should always check with their dorm head before purchasing items for their room.

WEEKDAY CHECK-IN

All Grade 9 boarders must attend a breakfast check in Monday to Friday mornings at 07:45.

WEEKNIGHT CHECK-IN AND STUDY HALL

Weeknights (Monday-Thursday)

Early check-in

Grades 9 to PG - 19:30–19:50

The exact check-in window within these times is determined and communicated by each dorm to their residents. Once students check in to their dormitory in the evening they are expected to be in their dormitory for the night unless they have permission from the dorm parent on duty to be elsewhere.

Study Hall

Study hours begin at 20:00 and are strictly observed Sunday through Thursday evenings. All students who are in good academic standing are required to study in their assigned rooms, the library, or other approved study areas as designated by the dorm parent on duty.

Any student who is struggling academically will receive an intervention from the dorm, academic office, or Dean of Student Support. This may take the form of an assigned study

location or leaving their phone with the duty dorm parent to avoid distractions. These measures are in place to support and encourage students to achieve their academic goals.

All students are expected to check in with their dorm parent at the beginning of study hours. If they have prior permission to be away from the dorm, students should indicate where they will be doing their work. If they leave the dormitory with permission, they are expected to remain in that area for the duration of the evening.

Study hall should be dedicated to study. Thus:

- mobile phone use is not allowed.
- students must be at a desk or table (at the dorm parent's discretion).
- showering, sleeping, etc. is not allowed unless with dorm parent permission.
- group work can be done in designated areas only, and with permission.
- all use of technology should be related to class work.
- any in-person tutoring is done in an approved location with dorm parent consent.

Please note:

- on study nights, students wishing to study away from their dorm must get permission from their dorm parent at check-in.
- any student going to another dormitory to study must also check-in with the dorm parent on duty in the dorm being visited.
- the majority of group work should be done outside Study Hall hours. However, small group and partner work among boarding students can be permitted at the discretion of the dorm parent on duty.
- students leaving the dorm to study in another location must check in upon their return.

Late check-in

(approximate; some dorms may adjust this time)

- Grade 9 21:15
- Grade 10 21:45
- Grades 11–PG 22:00

Students going to bed prior to power down (but after study hall) should request to the dorm parent on duty.

Low Lights & Power Down

The campus-wide power down regulation ensures that all students obtain sufficient sleep to be alert and healthy for classes and other activities the following day. Low Lights means the main light is off and the bedside light is on and students are in their final stages of getting ready for bed with their technology put away. Power down means all lights and devices should be turned off. Below are the following times that need respecting:

Weeknights (Sunday through Thursday)

	Grade 9	Grade 10	Grade 11, 12/PG
Low Lights	22:00	22:00	22:30
Power Down	22:15	22:30	23:00

(approximate; some dorms may adjust this time)

Late Lights

Occasionally students will not finish all academic work by power down and wish to continue studying. Starting at grade 10 and at the discretion of the dorm parent on duty, students may request additional study time (late lights). All lights should be out by midnight. There are no late lights allowed on Sundays.

Prefects and PGs are granted late lights automatically, without having to ask the dorm parent on duty. In all cases, students who abuse their late lights privilege may lose the privilege.

Curfew

Students must be in their dorms from late check-in until power down and in their own rooms from power down until 06:00 the following morning.

Due to the nature of the layout of the TASIS campus, “on campus” is defined as:

- being present on the main campus.
- being present in a School building away from the main campus (Hadsall, Coach House, Casa Italiana, the Business Office, Casa Norma, Giani, Scuderia, and Focolare).
- traveling to or from any of the surrounding School buildings away from the main campus.

WEEKEND CHECK-IN

Students have face-to-face check-ins on weekends to ensure safety and accountability. Friday through Sunday, students may sign-out using SISO [to visit the Lugano area](#) as long as they are in good standing with the School.

Grades 9 and 10

Friday: 21:30–22:00 late check-in

Saturday: 17:30–18:00 early check-in. Students may leave campus until late check-in
21:30–22:00 late check-in

Sunday: 19:30 check-in

Grades 11 and 12, and PGs

Friday: 22:30–23:00 late check-in

Saturday: 17:30–18:00 early check-in. Students may leave campus until late check-in
22:30–23:00 late check-in.

Sunday: 19:30 check-in

- Students must be in their dorms from late check-in until 06:00 the following morning.
- Students are expected to be in their own rooms 30 minutes before power down.
- Main room lights must be off 15 minutes before power down; bedside table lights only.
- Bedtime routines should be completed 15 minutes before power down.

Weekends (Fridays and Saturdays)

** Some dorms may adjust the time accordingly.*

	Grade 9	Grade 10	Grade 11, 12/PG
Low Lights	22:30	23:00	23:30
Power Down	23:00	23:30	24:00

Weekend Sign-In, Sign-Out (SISO) Procedure

TASIS has an online system for “signing in and signing out” (SISO) off campus. The following procedure details the SISO expectations for our boarding students.

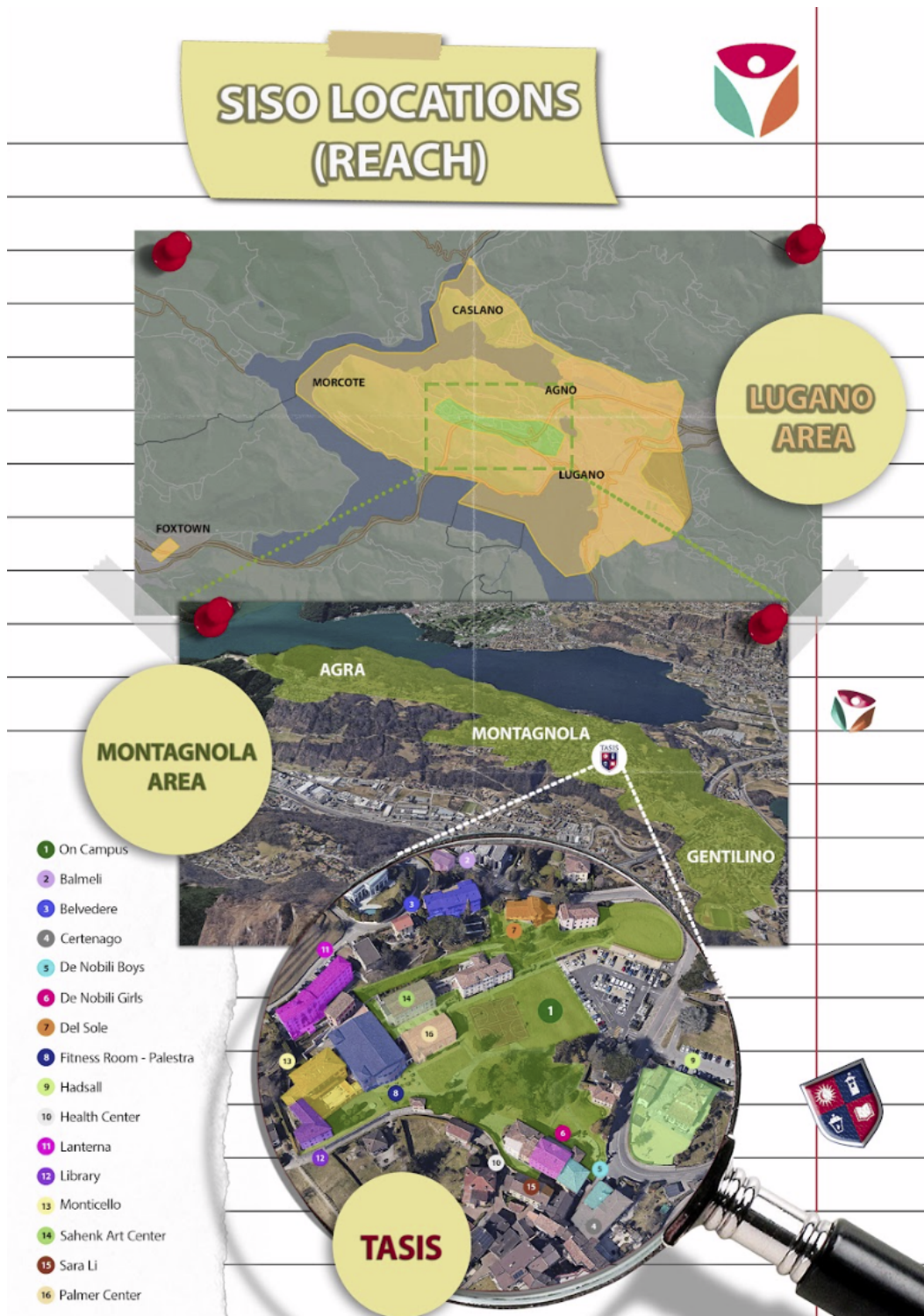
When leaving or returning to campus, all students must officially SISO using the Reach app on their mobile phone before leaving campus.

The DA, the Student Life office, and dorm parents will do spot checks throughout each day.

Consequences

- Students who are found to have failed to use the system properly may be issued a campus restriction.
- The first offense results in a warning.
- The second offense results in a Friday campus restriction.
- The third offense results in campus restriction.
- The fourth offense results in a 3-day internal suspension.
- Failure to answer or return a call from a dorm parent within five minutes results in campus restriction for the rest of the weekend.

Map of SISO Locations



Special Off-Campus or Late Check-In Permission

Special off-campus or late check-in permission (e.g. for dinner with parents) may be obtained from the Duty Administrator and dorm parent on duty. If granted, the student must correctly SISO their location.

WEEKEND TRAVEL

Travel is a fundamental part of a TASIS education. Exploring new destinations and returning to favorite places helps our students become confident, savvy travelers. We encourage and promote travel whenever possible, and expect our students to act responsibly and respect this privilege.

SUPERVISED TRAVEL

All students who meet the School's other requirements (disciplinary, academic, and administrative) may travel when under appropriate adult supervision. TASIS knows that parents are the best choice for that supervision. Adult supervision may, however, also be provided by other persons designated by the parents as long as they are 26 or older.

Although parents retain the right to take custody of their child, supervised travel with an adult other than a parent is always contingent upon good academic and disciplinary standing.

Specifically:

- Students on Disciplinary Watch, Attendance Restriction, or Academic Restriction may not travel except when their parents come to the School to check their child out for the weekend. Students may, with advance permission, also be allowed to go to their home, but students are not permitted to travel to any other location, or to be supervised by any other adult.
- Students on Disciplinary, Attendance, or Academic Restriction may not invite others to travel with them.
- Students on Disciplinary, Attendance, or Academic Restriction may not travel as a guest of another student.

Requirements

The general conditions for travel include the following:

- Parental permission is required for all travel, whether supervised travel or independent travel.
- Students must submit an online leave request through Reach for all travel, whether day or overnight.
- Failure to submit all the required information on time will result in disapproval of a request to travel or assignment of a restriction on the next open weekend.
- Only a parent or legal guardian is authorized to approve a leave request through our Reach program. Students may never approve their own requests even if they have access to their parents' accounts.

- Students are expected to depart after classes on Friday and return on time for Check-in at 19:30 on Sunday. If students are sick the following day after traveling, their travel may be restricted the following weekend.
- Although discouraged by the School, if a student has to miss any classes, he or she is required to complete an attendance Form. These can be collected from the Student Life Office. Failure to complete the form correctly can lead to unexcused absences.
- The School determines whether the absence from class is excused or unexcused. The determination is recorded on the attendance form and entered into Veracross. Unexcused absences are assigned consequences. Ten absences from one class in one semester, whether excused or unexcused, result in a risk of losing credit in that class.
- If, after submission or approval of a travel request form, any change of itinerary or accommodation occurs, the student must call the School immediately and report those changes by speaking directly with the Duty Administrator. The same rule applies to any delay in return. Failure to inform the School of changes is considered a serious offense and will result in external suspension.
- Students will be issued their travel documents only if they have met the School's conditions for travel. All passports must be returned to the custody of the School immediately upon return from travel.
- In all cases where students are checking out to the local area (including Lugano and Milan, or less than 100km from TASIS) and in all cases of last-minute travel regardless of destination, the School requires that supervising adults present themselves to the Duty Administrator prior to allowing students to travel.
- In no case is a student permitted to be in the Lugano area when signed out to be elsewhere.
- Students who are checked out are not permitted to be on campus unless they have received temporary approval from their dorm parent.
- During the week, students may check out only with their own parents.
- Students excused from class for illness on Friday will lose permission to travel that weekend.
- Students who are excused for illness the Monday following a personal travel weekend will lose the privilege to travel over the upcoming weekend. Nurses make the final decision.
- Students must provide a phone number they can be reached at during their travels, and they should answer the phone if contacted by the DA or dorm parent. If a student is unable to answer the phone immediately, he or she must make a reasonable effort to contact the DA as soon as possible (by phone, text message, WhatsApp, and/or email). Failure to contact the DA will result in a travel violation.

All students are required to follow school rules and expectations when traveling.

TASIS assumes no responsibility or liability for the student's safety, welfare, or actions while they are off-campus.

The student is expected to exercise personal responsibility and adhere to the school's code of conduct even while off-site.

Any incidents, accidents, or injuries occurring during the time out, or while at the premises, are the sole responsibility of the student and their family.

Inviting a Guest or Traveling as a Guest

Students traveling with their parents, or with another approved adult, may invite one guest to travel and stay in a hotel or be their guest at home. Siblings may invite one guest each, with a maximum of two guests per host family.

Both the ability to invite other students to travel with you, and traveling as a guest are always contingent upon good academic and disciplinary standing. Specifically, students on Disciplinary, Attendance, or Academic Restriction may not invite others to travel with them.

Authorized Adults and Host Invitations

To ensure student safety, the School requires that the name of the adult picking up the student be submitted in advance. The individual must present valid identification to the Duty Administrator upon arrival. If someone other than the authorized person arrives to pick up the student, the School will contact a parent or guardian to confirm permission.

Please note: The School retains the right to determine who qualifies as an authorized adult. Drivers are not considered authorized adults for check-out purposes.

Host Invitations

All host invitations must be submitted through the Reach Leave Request by the boarding student before they depart from campus.

To help maintain a safe and smooth weekend experience, students are expected to follow all boarding regulations, including those related to curfew, smoking, alcohol, driving, and general conduct. Violations will result in loss of travel privileges and appropriate disciplinary action.

When a boarding student is checked out by an approved host, the student is required to stay overnight at the host's designated accommodations. Failure to comply will be treated as a travel violation, and hosting privileges may be revoked for the host family.

Weekend/Overnight Travel Request

All students who desire to travel overnight, whether independently or under adult supervision, need to submit an online Overnight Leave Request in Reach. These requests must be submitted by any student planning to spend any night away from school, including those students traveling on a School-sponsored trip.

Parental permission is needed for all travel. Additionally, the information needed to complete a Weekend Leave request on Reach includes, but is not limited to:

- Name, age and relationship of person visiting
- Full address and phone number of the destination
- the Dean of Student Life or Academic Dean's approval if the student is on Academic Restriction or Warning
- Any other documentation deemed relevant by the School

Weekend travel requests are due on the Tuesday prior to the weekend of travel, before power down. All travel documents (including itineraries and hotel confirmations) must be received by Thursday of the week of travel. Parental and host permissions must be received prior to departure. Students are expected to depart after classes on Friday and return on time for check-in at 19:30 on Sunday.

Day Travel Request

High School students may only take day trips outside the Lugano area by completing a day trip request in Reach. Students must travel with at least one other person.

Failure to submit day travel requests is considered a travel violation. All required permissions are due before departure from campus and must have parental permission. On certain closed weekends, day trips may be allowed, but it's best to visit the Student Life Office to inquire about your request.

Day trips must return by early check-in.

Holiday Travel - Winter and Spring Holidays

Holiday Travel requests are normally due two full weeks prior to the beginning of the vacation period. All travel rules remain in effect during holiday travel. In particular, the School maintains its expectations regarding parental permission, adult supervision, and presence in the local area.

Signing Out

In all cases where boarding students are not sleeping in the dorm, or when leaving on a day trip, they must sign out with the Student Life Office or the Duty Administrator.

MISSING CLASSES FOR SPECIAL CIRCUMSTANCES

Circumstances might require a student to miss classes. These travel requests are considered on a case-by-case basis and require approval by the Head of High School and the Dean of Student Life. Students must pick up an attendance form from the Student Life Office and return completed forms two full days (48 hours) before departure. Approval to miss classes will be given rarely and reluctantly.

A student may leave the School during the class week or prior to vacation for serious reasons only. When students leave school and miss classes for reasons for which the School does not

consider an excuse, the absences will be recorded as unexcused and the student may be subjected to a consequence (see [Attendance](#)).

The following information is required and recorded on an attendance form:

- Notification from the parents
- Signature of the Academic Dean
- Signature of the Dean of Student Life
- Signature of the advisor
- Signatures of teachers whose classes will be missed
- Signature of Global Service Program advisor if these obligations will be missed
- Any after-school activities that will be missed

The School reserves the right to determine whether such a leave should be granted with or without academic penalty.

INDEPENDENT TRAVEL FOR SENIORS, PGS, AND PREFECTS

Seniors, postgraduates (PGs), and prefects may travel independently on the weekends after they have met all of the travel requirements.

Please note that all travel requests must be communicated using [Reach](#). Parents do not need a username and password, as you will receive communication via email you provided to the School.

Independent travel means travel without a supervising adult present. The School reserves the right to determine suitable destinations and conditions. Overnight independent travel, except for camping, is only permitted to destinations beyond 100km. In no case is a student permitted to be in the Lugano area when signed out to be elsewhere. With parental and Student Life Office approval, independent travel is allowed for seniors, prefects, and postgraduates under the following conditions:

- have no major rule violations
- have parental approval through Reach
- will not miss any class or school obligations
- are not currently on Disciplinary, Academic, or Attendance Restriction
- are traveling in a TASIS group of two or more if the students are the same gender and three or more if the group is co-educational

Consequences for Travel Violations

There will be a disciplinary response if students are found to be in violation of School rules while on travel.

Students who travel without meeting the School's travel expectations regarding supervision, permissions, or itinerary will likely be assigned an external suspension.

“Gated”

Students will occasionally be “gated” as a disciplinary consequence. Gated students may not travel, and may only be checked out locally if their parent comes to the School or they are returning home. A student also may be gated after returning from medical leave to support a successful return to campus and allow time to complete any missing assignments.

CLOSED WEEKENDS

The School has traditionally set aside a number of closed weekends for our boarding students to stay together as a community. These weekends afford our students the opportunity to bond with their peers, support their teams, attend dances, and participate in other activities as a school.

Boarding students may not go off-campus overnight during these weekends and may be required to stay on campus for special events during the day. The weekends listed below are closed during the 2026–2027 school year. Other weekends may be closed at the discretion of the Headmaster.

Fall Semester	
September 4–6	Orientation Weekend
September 11–13	Boat Dance
September 18–20	Dorm Hut Trips
September 25–27	
October 30–November 1	Weekend before Academic Travel
November 6–7	Weekend returning from/after Academic Travel
December 4–5	
December 11–13	Last weekend before end of semester
Spring Semester	
January 15–17	
January 22–24	
February 5–7	Weekend before Academic Travel
February 12–14	Weekend returning from/after Academic Travel

March 12–14	Weekend prior to Spring Holiday
April 9-11	First weekend back from Spring Holiday
May 14–16	
May 21–23	Spring Arts Festival
May 28–30	Graduation Weekend
June 4–6	Last weekend before end of semester

BEHAVIOR EXPECTATIONS IN THE DORM

We expect a high standard of behavior in our dormitories. Our community works best when we respect each other and follow the expectations set for us.

Minor behavior issues in the dorm may result in a consequence. Examples of behavior which would receive a consequence include:

- poor behavior
- disrespect of others
- failing room inspection
- not having a keycard to enter the dorm
- being late to check-in

An accumulation of consequences in one calendar month will result in a more serious consequence assigned by the dorm head or Dean of Residential Life. Two failed room inspections in one week will result in a consequence.

Consequences

Friday Cleaning Restriction

- The student must meet the weekend duty dorm parent after school.
- The student's room must meet room inspection standards within a given time frame.
- The student is expected to stay in the dorm until his or her room is approved.
- The student must help move snacks to the dorm and assist with any other tasks the duty dorm parent assigns (such as recycling).

Friday Campus Restriction:

- The student must meet the weekend duty dorm parent after school to collect the check-in sheet.
- The student can't go off campus after school

- No electronics are permitted until the following morning. Confiscated electronics will be returned at the dorm parent's discretion.
- The student must not use other people's electronics.
- The student must help move snacks to the dorm and assist with any other tasks the duty dorm parent assigns (such as recycling).
- The student will assist with on-campus activities (set-up, running of event, clean-up)
- The student must have his or her check-in sheet signed at specific times.
- The student must be in his or her bedroom from 21:30 onwards and may not host any friends.

Saturday Campus Restriction

- The student can't go downtown during the day.
- Electronics are not permitted until Sunday morning. Confiscated electronics will be returned at the dorm parent's discretion.
- The student must have his or her check-in sheet signed at specific times.
- The student must be in his or her bedroom from 21:30 onwards and may not host any friends.

Weekend Campus Restriction

- This includes all expectations for both Friday and Saturday Restrictions.

Meeting with the Dean of Student Life and/or Dean of Residential Life

- The School will arrange a meeting to discuss the various options/consequences for any poor choices made.

CLEANING GUIDELINES IN THE DORM

Students are responsible for keeping their personal dorm spaces clean, including beds, desks, floors, and storage areas. From Monday to Friday, school cleaning staff will empty trash bins and clean and sanitize the bathrooms. Common rooms are also cleaned daily during the school week. Each dorm is equipped with basic cleaning supplies, such as a mop and bucket, vacuum cleaner, and other essentials. If students have any questions or concerns regarding the cleanliness of their rooms, they should contact their dorm parent.

Cleaning Requirements Before School Breaks

During winter and spring holiday, the School conducts mandatory deep cleaning of all dorm rooms. To ensure that rooms are prepared for this work, dorm parents inspect rooms before vacations and Academic Travel. Students will receive information about cleanliness expectations in a timely manner.

Dorm parents follow a checklist which must be complete before students can receive their travel documents. Dorm parents will only approve the student in Reach if the standards have been met. Students who fail to clean their room or move belongings to the bunker for proper summer storage will be billed a cleaning or moving fee, ranging from CHF 50-300.

CLOSETS, LOCKS, & SAFES

Each dorm room closet includes a hotel-style safe inside for valuables. Should students also want to lock these closet, please ask the dorm parent for a School-issued combination lock.

The School is not responsible for lost or stolen items.

CO-ED VISITATION AND OPEN DORM

Boys may not enter girls' dormitories and vice versa other than for reasons explained in the [Study Hall](#) section. The dormitory areas of multiple use buildings are clearly marked with "Dormitory Begins Here" signs. Coed visitation may be allowed in designated areas of the dormitory buildings under the following conditions:

- Visitation occurs in areas accessible without passing through the restricted areas of the dormitory
- Permission from the dorm parent on duty
- Doors are open and lights are on
- Student conduct reflects respectful and reasonable social interaction

COOKING

Kitchens are available for student use outside of dining hall hours and the academic day with dorm parent supervision and at their discretion. Students must clean the kitchens after use. Students are not allowed to have coffee machines or any other appliances in their rooms. Students are allowed to purchase kettles with a Swiss plug for drinks and soup but must have the appliance approved by the TASIS security team. Improper use of a kettle may result in losing the privilege to have an approved kettle in your room.

DAMAGES AND BREAKAGES

When students arrive, their rooms will be in good condition. Students will complete a Room Condition report upon move-in. The School will bill students for any damage done to the room. If something breaks, goes missing, or does not work, please notify a dorm parent immediately.

DECORATIONS

Students should use judgment when decorating their rooms. Decorations should not include:

- anything that advertises or involves alcohol, tobacco, or drugs
- sexually explicit content
- violent or racist content
- inappropriate hand or body gestures

Please use Blu-Tack or similar substances rather than tape, nails, tacks, stickers, etc. on dormitory room walls.

Nothing may be hung or placed outside windows or on balconies. This extends to flags and laundry.

DORMITORY SEARCHES

TASIS may conduct searches of students' rooms, lockers, bags, etc. During searches, the School aims to minimize the compromise of student privacy and dorm security.

- The Headmaster and/or Duty Administrator approve all searches.
- If possible, two adults will conduct searches. One of those adults will be an administrator or a dorm head.
- Typically, the student will be present during any search of their room or property.
- Students may request a prefect to be present, if practical.

ELECTRONICS

Electrical devices used on campus should be in good working condition and be fitted with a Swiss plug or suitable adaptor.

Note the following:

- During Study Hall, music is allowed with headphones only, and in such a manner that no one else can hear it.
- At other times, the volume of music should not disturb others, which means that it should not be heard outside the room. Subwoofers are not allowed.
- Televisions are not permitted in dorm rooms. Computer monitor size is limited to 24"/60cm. One monitor is allowed per student, per desk.
- Projectors and game consoles are not allowed in student rooms but may be used in common spaces. Computer towers are not allowed in the dorms at all.
- Appliances such as hot plates, coffee machines, space heaters, refrigerators, etc. are not allowed unless approved by the TASIS Security team.
- Hair dryers and other hair accessories such as curlers and straighteners should have a Swiss plug rather than an adaptor. Please take care to open a window when using high powered hair dryers.

Grade 9 Electronics Policy

Sunday to Thursday, electronics are collected at low lights (22:00) before power down (22:15) and placed in lockable cabinets (with a personal code, like a hotel safe). Electronics can be picked up the following morning from 7:30.

On Friday and Saturday nights, all electronics can be kept in dorm rooms unless the student is on any sort of restriction.

As the year progresses and students demonstrate responsibility (being on the Headmaster's List, for example) and meet our academic expectations, they will be allowed to keep their electronics with them at other times.

LAUNDRY AND LINENS

The School offers a weekly laundry service for all boarders. Each dorm is assigned a drop off day and pick up day. Specifics will be shared by the dorm head. It is the students' responsibility to carefully follow laundry guidelines (sorting, emptying pockets, sending personally-owned items, etc.)

The School also provides laundry machines for students in two laundry rooms for a minimal cost. Payment is made via an app.

Laundry ID System

TASIS has an electronic laundry identification system using Datamars microchips. TASIS personnel apply microchips specific to each student to the laundry in the student's bag. All laundry must be tagged with these microchips.

These microchips are removed by the student and returned to a dorm parent at the end of his or her time at the School. If this process is not completed, the student will incur the cost of replacement chips.

We encourage students to take a photo of their laundry before sending it out. This simple habit can be very helpful in case any items are misplaced or mixed up, making it easier to identify and recover missing clothing.

Linens

The School provides all bedding, including sheets, blankets, and pillows. Sheets must be changed once per week, but can be exchanged any weekday via the duty dorm parent.

Students are welcome to bring their own linens if they prefer.

Missing Items

If a student finds that an item is missing, he or she must notify their dorm parent within 24 hours after the laundry is delivered or retrieved (if the student was checked out and late retrieving laundry). After this 24-hour window, the School is no longer responsible for any missing items.

When reporting missing items, students should provide the duty dorm parent with specific details, such as the size, color, and possibly a photo for clarity.

After this, the dorm parent will:

- ask the other dorm residents if the item has been accidentally misplaced in another bag
- check with the other dorms in case the item has been accidentally misplaced in another bag
- reach out to the laundry team (via the duty report) to ask about the item.

If required, the Director of Facilities will get involved.

MAIL

Mail should be addressed to:

Student Name

c/o TASIS

The American School in Switzerland

Via Collina D'Oro, 15

CH-6926 Montagnola-Lugano

Switzerland

Students pay for all shipping costs and customs duties for any packages they receive. The School will bill student accounts for unpaid customs and/or shipping charges.

MATTRESS POLICY

All student rooms are furnished with a standard mattress provided by the School. Students may choose to bring their own personal mattress for comfort, but they are fully responsible for its removal at the end of the year. The school does not provide storage or disposal services for personal mattresses, and any associated costs must be covered by the student.

MEDICATIONS

All medications must be registered with the nurses in the Health Center. All prescription medications must be kept in the health center and dispensed by the nurses. Medications are not allowed in students' rooms unless with the permission of the nurses.

NEIGHBORS

TASIS is situated in a small village community. Please be considerate of our neighbors and be mindful of excessive noise, especially after 20:00.

Much of the property adjoining the campus is privately owned. The Sant'Abbondio Cemetery and all private property and roads are off limits to students unless they are given specific permission to be in those areas.

OFF-LIMITS

If deemed necessary, an area may be put off-limits. When a dormitory is off-limits, only the people who live in that dorm are allowed to enter. Non-resident students may not enter a dormitory that has been placed off-limits even if accompanied by a resident of that dorm.

ORDERING FOOD

During the week Sunday through Thursday, no food can be delivered from off-campus establishments after first check-in (19:40). Any food order should be made before 18:00 and consumed before the 19:40 check-in. Food from off-campus establishments may not be consumed in dining areas during dining hours. On Fridays and Saturdays, students may order food but it must be consumed before the start of late check-in.

Food deliveries are only permitted at the main gate (Via Collina D'Oro, 15) and must be made by authorized food company drivers. For the safety and security of our campus, students are not allowed to meet delivery drivers elsewhere or accept food from unauthorized individuals."

PETS

Students may not have pets, including fish, in dormitories.

RELIGIOUS SERVICES

TASIS encourages students to practice their religions and helps students find an appropriate place of worship. English-speaking options are available and include a mosque, a synagogue, and Catholic and Anglican churches in the local area. Orthodox Christian services are also held in Lugano.

ROOM ASSIGNMENTS

Room assignments at TASIS are made reflecting a variety of priorities including grade level grouping, mixing nationalities and cultures, returning student preferences, Admissions Office suggestions, and dorm head judgment. Room assignment changes are as a general rule not allowed.

It is sometimes the case that rooming or dorm assignments are changed during the year in response to mid-year enrollment that necessitates such changes. The School reserves the right to make room changes at its discretion. In such cases, close attention is made to minimizing the impact of any changes and both students and parents will be informed of the change.

ROOM INSPECTION

Every Study Hall day a faculty member inspects each dorm room. Students are expected to keep their rooms tidy and clean. Specific guidelines will be posted in each dormitory to provide clarity and reminders for the students.

GUESTS

Family members of the same gender are allowed in the dormitory only if:

- the dorm resident first sends a message to the dorm chat messaging group announcing the visit.
- the guest is accompanied by the resident family member.
- they visit before check-in (later than this must be approved by a dorm parent).

STORAGE

For security and space reasons, students may store bulky items such as skis, trunks, and large suitcases in the Monticello bunker or in the locked storage space in each dorm.

Students may store personal belongings at the School during holidays (winter, spring) or breaks (summer). Items placed in storage cannot be accessed until the break has ended.

Limited summer storage is available in the bunker provided that students pack their belongings in suitcases, trunks, or boxes, label them, and bring them to the bunker at the appropriate times.

Students who withdraw or do not return for the following term are not permitted to keep belongings in school storage long-term. However, they may choose, at their own expense, to have their stored items shipped to them once the break has ended. Any unclaimed items will be considered abandoned and disposed of at the School's discretion.

TASIS provides basic security at the storage premises, but TASIS does not assume any responsibility for items lost or stolen while in storage. TASIS also does not assume

responsibility for items left in dormitory rooms or other campus areas at the end of a term or after a student's departure.

THEFT PREVENTION

TASIS does not tolerate theft and a student caught stealing is subject to dismissal. Caution is the best deterrent against theft. Each student closet has a safe inside for valuables.

Please remember the following:

- Do not borrow anything without asking the owner first.
- Do not keep large sums of money or other valuables in your rooms.
- Lock up wallets or purses.
- Give any valuables to the receptionist or Duty Administrator for safekeeping, or place them in the safe in your locker.
- Keep your wardrobe and the safe inside locked.
- Record serial numbers of valuable items.

If students discover an item missing, they should speak to the dorm parent immediately. In cases of a series of thefts, the local police may be called.

The School does not assume responsibility for the loss or theft of personal property.

UNOCCUPIED ROOM POLICY

- Students may not enter another student's room if the occupant is not present.
- Students may not give another student permission to enter or stay in the room if the occupant is not physically present in the room.
- If a student needs to retrieve a possession that is in another student's unoccupied room, he or she must ask the permission of and be accompanied by a dorm parent or prefect.

FIRE SAFETY

Fireworks and other explosives, candles, heating appliances and cookers, irons, incense, matches, lighters, lighter fluid, and cigarettes are not allowed in School buildings or on balconies or terraces.

FIRE PROCEDURES

Please be aware of the following procedures:

- If a fire is found and cannot be extinguished easily, sound the alarm in that building.

- When the alarm is sounded, close all windows and feel if the door is hot. Then leave the room immediately.
- Proceed quickly, quietly, and in an orderly fashion out of the building to the established meeting point.
- Stand quietly until you hear the all-clear signal or receive other instructions.

OTHER SAFETY CONSIDERATIONS

- Jumping out of windows or scaling walls or fences is a breach of our safety protocols. It is dangerous and prohibited. Anyone caught jumping or scaling a wall or fence will be assigned an appropriate consequence.
- Students are not permitted on the roof of any TASIS building.
- Possession of a weapon is a major rule violation and may result in suspension or dismissal.
- Helmets must be worn when riding a skateboard.
- Any student riding a bike must have a helmet and must have a complete online bike agreement. This is shared by the Dean of Residential Life at the start of the year.
- Any student wanting to swim or hire a boat/pedalo on the lake must have a completed online boat agreement. This is shared by the Dean of Residential Life at the start of the year.

VACATIONS

The School will be open for early arrivals and late departures before and after the winter and spring holiday to accommodate problems in scheduling student travel without missing class time.