



LISA Students' Handbook

Purpose: This complaint policy document serves as a framework for Lemania International School Altdorf (LISA) and is consistent with the stated principles and practices of the IB.

School Mission Statement:

Lemania International School Altdorf believes in the curious nature of every child and our mission is to develop students as competent, curious, and engaged global citizens who help to create a more caring and peaceful world.

We are convinced that curiosity of other cultures fosters intercultural respect and understanding in an international environment.

We believe that curiosity together with open-mindedness and compassion leads to excellence in achievement and every students' realization of his or her true potential.

We believe that curiosity, in combination with a principled framework, encourages students in their learning process in key ways:

Core Values and Guiding Principles

Innovation. We lead in *innovative and creative* problem solving, across local and global settings.

Respect. We endeavour to understand ourselves and our unique perspectives whilst respecting the perspectives, values and culture of others.

Accountability. We take personal ownership of our actions and take responsibility as citizens of the world.

Communication. We understand the importance of multilingual communication, audience adaptation, and the virtue of listening in cooperating with others.

Reflective. We learn to understand our strengths and weaknesses through a guided process of self-reflection and personal development.

Academics. We strive for academic excellence and support our students to develop their individual abilities to the highest level of their potential. We provide a high quality international education, leading in pedagogy, innovation and global citizenship, within an intercultural environment.

Vision

We are committed to becoming an outstanding International Baccalaureate educational institution providing a challenging and well-rounded education to students from across the globe that imparts critical thinking skills, knowledge and a lifelong love of learning necessary for them to thrive as global citizens. We are committed to developing future generations of leaders prepared to tackle global challenges with confidence. We are committed to openness, inclusiveness, diversity, environmental sustainability, and excellence in achievement.



STUDENT'S HANDBOOK

19 April 2018

Principles

The purpose of this document is to provide our students with the necessary information that will enable them to complete their curriculum with respect to the rules and in the best learning conditions. Lemania International School Altdorf (LISA) strives to provide a superior living and learning environment through a safe and welcoming atmosphere that fosters personal growth and a sense of community.

A certain number of cultural and academic services are offered. They range from intranet access, posted local cultural events, school-organised outings and sport days, academic counselling, advice on Swiss work laws to transportation information and accommodation.

Our Professors and Administrative staff are available to respond to the everyday student needs. This will help them become familiar with and assimilate their new educational and cultural environment.

The following guidelines are offered to help our students take in our goals quickly and smoothly.

General Respect and Behavior

1. Campus Life		
1.1	Respect	Respect for others (students, professors, administrative staff, local population, authorities, etc.) and care for our work are essential elements for school achievement.
1.2	Courtesy	Students must knock at the door before entering a room.
1.3	Dress Code Personal Hygiene	<p>In general, and especially within the campus and during the classes, students are <u>not</u> allowed to wear hats of any kinds and must wear appropriate clothes and shoes.</p> <p>The students must maintain at all times a clean and decent appearance with respect to body and hair.</p> <p>Teachers will deny students access to their class(es) if the students' outfit and/or appearance are inappropriate.</p>

<p>1.4</p>	<p>Classroom Material</p>	<p>Students are expected to help keep classes clean and tidy.</p> <p>During each break, students will clean the blackboard, open the windows to aerate the room and remove any trash from their tables and the floor nearby.</p> <p>When they leave a class, especially at the end of the day, students must ensure that all doors and windows are closed and lights are switched off.</p> <p>They must also take all their belongings (paper, textbooks, exercise books, etc.) with them.</p> <p>LISA Management can charge the students and send them a bill for compensation of any damages they have caused.</p> <p>In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work.</p>
<p>1.5</p>	<p>Classroom Behavior</p>	<p>Students are expected to pay attention in class. Chattering is not acceptable. Teachers may give warnings to students.</p> <p>Food: Students are <u>not</u> allowed to eat in the classrooms. Chewing gum is <u>not</u> permitted either.</p> <p>Drink: With the <i>strict</i> exception of water, students <u>cannot</u> drink in class. They may buy drinks from the vending machine, but must drink them outside the classroom.</p> <p>Headphones: Students are neither allowed to listen to music nor to wear headphones around their neck during classes. Headphones must be kept inside their bags or lockers.</p> <p>Mobile phones: Mobile phones and their use are strictly prohibited any time during classes. They should be kept in one's book bags either turned off or silenced (no vibrate mode) - i.e. they should not be kept on the student desk.</p> <ul style="list-style-type: none"> - The first time a student is caught with his/her phone during class time, the teacher will confiscate it for one day. - The second time, the phone, will be confiscated for one week. <p>Whenever a teacher does confiscate a mobile phone, he/she will bring it to the Principal as soon as possible. The phone will be kept in a safe.</p>

1.6	Drugs Alcohol	<p>Drugs and alcohol are <u>strictly forbidden</u> anywhere within the LISA Campus.</p> <p>Possession, use or consumption of ANY drugs or alcohol will result in <u>immediate expulsion</u> from Lemania College Altdorf.</p> <p>For medical and safety reasons, as precautionary means to detect illegal drugs consumption, the LISA Management reserves the right to ask students to undergo medical check-ups, at any time while they study at LISA.</p> <p>In case of reasonable doubt, the LISA Management may ask a medical practitioner to run blood tests to confirm or infirm alcohol use/intoxication. Parents will be warned prior to this decision.</p> <p>Medical tests will be performed by a recognized doctor, practicing in Switzerland.</p>
1.7	Smoking	<p>Cigarette smoking is strictly forbidden within LISA Campus for all students at any ages.</p> <p><u>Note:</u> If a student is caught smoking, he/she will be suspended and his/her parents will be notified.</p>
1.8	Personal belongings	<p>Personal belongings should neither be left in classrooms nor in the main hall or other public areas.</p> <p>In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work</p>
1.9	Lunch areas	<p>After lunch, students are expected to clean the tables and re-arrange them before leaving the room.</p> <p>In case of repeated warnings, LISA Management or staff members may demand that the student clears and cleans those areas on his/her personal free time.</p>
2. Administration		
2.1	Schedule	In general, classes start at 8:20 am and end at 4:40 pm
2.2	Calendar	<p>At the beginning of the semester, each student will receive a weekly timetable and a yearly calendar.</p> <p>The calendar is shared via Google Drive and is updated on a regular basis. Students are asked to pay attention to the changes and therefore should check their calendar regularly.</p>

2.3	Timetables	Timetables are shared exclusively via Google Drive and are updated often. Students are asked to check them regularly for changes.
2.4	Punctuality Lateness	<p>Students should arrive 5 minutes before the beginning of each class so that they can make themselves comfortable and be ready when the class starts.</p> <p>Lateness is absolutely <u>not</u> acceptable.</p> <p>If a student is late for class, his/her attendance to that class will not be counted. If a student is more than 5 minutes late, he/she will stay in the library for the remaining of the period and study.</p> <p>In case of chronic lateness, the student will be asked to spend time in detention.</p> <p>In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work.</p>
2.5	Absences Sickness	<p>Students are required to attend 150 hours of teaching for Standard Level (SL) subjects and 240 hours of teaching for High Level (HL) subjects.</p> <p>If they do not reach those minimum requirements, the teachers council will not allow them to take their exams.</p> <p>In case of absence, the student must:</p> <ul style="list-style-type: none"> - Inform the Principal before 8:00 am by telephone +41 76 562 91 58 by email: s.morard@lemaniaaldorf.ch - Provide a justification regarding the absence. - If the absence is not justified, then the student will be considered as absent for the periods concerned. <p>In case of an absence of more than 3 days, a medical certificate must be brought or sent to the Principal.</p> <p>All classes are compulsory and students are expected to fix their personal appointments (doctors, dentist, hairdresser, etc.) outside class/study hours.</p> <p>Any absence justified with such an appointment will be accounted for and will increase your percentage of absence.</p>

2.6	Request for leave	<p>As a rule, no request for leave will be granted.</p> <p>However, a leave might exceptionally be granted provided that a formal written request has been made to the Principal, <u>at least three working days prior to the leave.</u></p> <p>The Principal will refuse to grant a leave if he considers that the reason is not serious or if another solution can be found. He will automatically refuse leave requests made less than three days ahead.</p>
2.7	Health Insurance	<p>Health insurance is compulsory and a legal obligation for all residents in Switzerland. This applies to all students.</p>
2.8	Mentor	<p>Each student will be assigned a Mentor at the beginning of the school year.</p> <p>Whenever necessary, students should feel free to contact the Mentor in charge and/or the Boarding Director or the Principal.</p>
2.9	Photocopies Scan	<p>Students will ask the Administration office when they need to make photocopies or to scan documents.</p> <p>LISA Office (main building) opening hours are: Monday to Friday, between 08:00 am to 06:00 pm phone +41 41 871 00 00</p>
2.10	Library	<p>A <u>library</u> is available for all LISA students. Opening hours: 8:00 am – 8:00 pm. See the “Pearls of Research” booklet for detailed information.</p>

3		Academics
3.1	Regular study	Students are expected to study regularly after class time.
3.2	Quoting Plagiarism	Quoting is an important step in caring about Academic Honesty and is required by all students. See the Academic Honesty leaflet. Plagiarism is <u>not</u> tolerated and may lead to expulsion.
3.3	Deadlines Homework	Homework should be handed in on time. Deadlines are very important and students should strive to respect them. Teachers will not accept students' work that is past the deadlines. Late homework will be considered as failed. A remediation may be proposed by the teacher on exceptional occasions. The student will get after-school detention for a week in order to finish the work. In case he/she cannot meet this second deadline, the student will get a Saturday detention. In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work
3.4	Assessment	The academic year is divided into 2 semesters. At the end of each semester, students receive a transcript of grades, which are taken into account to decide whether the students may proceed to the next semester (see Pearls of grading) or not. Students should arrive five minutes early and have their material ready for the test. During tests or exams, if a student finishes earlier, he/she is allowed to read silently or to do his/her homework. iPads are only allowed with the teacher's permission. Lateness will not be tolerated. It will be sanctioned and the student will not be allowed to take his/her exam. If a student misses a test for medical reasons, he/she will have to re- sit it during the next weekly detention period.
3.5	Grades	Grades are confirmed by an Examination Jury at the end of each term. The Jury's decisions are communicated personally to the students. See Pearls of grading for additional information on average calculation.

4	IT	
4.1	Copyright	<p>The IT Policy acknowledges the best practices to be applied for efficient and reliable solutions.</p> <p>The student is informed that the software is protected and copying software covered by a copyright is illegal.</p> <p>LISA will neither be held responsible for any damages caused due to software copying nor for any legal proceedings resulting from copyright violation.</p>
4.2	Computers	<p>Computers are available in the library during opening hours. Opening hours: 8:00 am – 8:00 pm.</p>
4.3	Emails	<p>Students are expected to check their emails every day and to reply to the staff in a timely manner.</p>

5 Laboratory		
5.1	Laboratory use	<p>The laboratory is a specific place and hence specific rules apply. Students should pay extra attention to whatever they are doing when they are in the lab.</p> <p>The rules of the laboratory have been explained to students and are published.</p> <p>Any student who does not behave by those rules will be expelled straight away from the laboratory. Extra homework will be given to that student before he/she can reintegrate the laboratory.</p>
5.2	Emergencies	<p>Fire: 118</p> <p>Ambulance: 144</p> <p>Toxicology information: 044/251 51 51</p> <p>Poisoning: 145</p>

Campus Life – General Sanctions

In case of non-compliance with the rules and regulations of LISA, LISA Management reserves the right to issue a warning to the student.

Some warnings may be cancelled if, firstly, the offense is not considered serious and, secondly, the student has changed his/her behavior regarding the fault.

When a second warning has been issued, the student will be expelled from the LISA campus with immediate effect without any reimbursement of money paid to LISA towards the tuition or lodging fees.

The LISA Management reserves the right to issue a collective warning to several students at the same time.

The LISA Management may also expel a student with immediate effect and without issuing a warning if a student is found guilty of an offense of a serious nature such as:

- use, possession or dealing of illegal drugs (cannabis, cocaine...)
- theft / misbehavior / drunkenness
- use or possession of any kind of weapons, even artificial ones
- threatening or actual use of physical violence
- illegal activity or violation of Swiss laws

Depending on the level of violation of the law, a student may be expelled not only from the LISA campus, but also from the country.

In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work.

6. Boarding School	
6.1	<p>General behavior</p> <p>Students are expected to behave according to the Campus and School rules and regulations fully described here above.</p> <p>Honesty and respect are key components of communal life; e.g. lying, cheating or stealing are very inappropriate behaviors.</p> <p>Every other week, the boarding school management makes an evaluation of each student (general behavior, homework, participation to sport and activities, etc.).</p>
6.2	<p>Respect</p> <p>Students should be able to study quietly and relax within the boarding school premises.</p> <p>Therefore, boarders are expected to take care of the material put at their disposal and also must show respect to others, especially to the people in charge of cleaning the premises.</p> <p>Students will inform the boarding school management in case of damages or problem.</p>
6.3	<p>Study Halls</p> <p>Students do their assignments in the study room under supervision. Silence is required and hence the use of iPod, MP3 or similar is strictly forbidden.</p> <p>Since students are expected to stay at their desk during the whole study time, they should use the restrooms before or after it. And of course, they will clean the classroom when they leave.</p> <p>Should a student disturb the others during that dedicated time, he/she will have to attend another study time session of the same duration either on a Wednesday or a Friday afternoon.</p> <p>The same disciplinary measure will be applied to students who do not attend the Study Halls.</p> <p>Each student has a school agenda in which he/she records his/her homework and all deadlines related to homework.</p>
6.4	<p>Cell phones</p> <p>Electronic Devices</p> <p>Students may have one cell phone only and must give its number to the boarding school supervisor at the beginning of the academic year. Boarders may use their cell phones outside study and meal times.</p> <p>It is strictly forbidden to use any electronic devices between 11:00 pm and 07:30 am.</p> <p>Whenever necessary, especially if their “overuse” prevent students from studying and/or getting adequate rest at night, the supervisor will confiscate cell phones and/or any other electronic devices at night and return them in the morning.</p>

6.5	Noise	<p>The Swiss regulations strictly prohibit making noise between 10:00 pm and 7:00am.</p> <p>Any violation of this law may be subject to penal complaint.</p> <p>Boarders are forbidden to take a shower or a bath after 10:30pm.</p> <p>Please note that no visit from one room to another and for any reason is allowed after 10:30pm.</p> <p>Mobile phones, computers, USB keys, Internet, iPod/MP3, etc., should be used with moderation and headphone must be used. Boarders may listen to <u>music</u>, but the sound should be kept low enough for the music not to be heard in the hallway.</p> <p>Should a boarder break this rule, the electronic device will be immediately confiscated for a duration at the discretion of the boarding school Management.</p>
6.6	Bedrooms Hygiene and rules	<p>At the beginning of the academic year, each student renting a room will sign an <u>inventory and statement of state of repair</u>. The signature of this document is binding.</p> <p>This document is the only document the school will refer to in case of dispute regarding material damage.</p> <p><u>Furniture</u> (bed, desk, chair, wardrobe) is in working condition and cannot be shifted. It was arranged to make the evacuation easier in case of emergency and to facilitate the cleaning of the room.</p> <p><u>Every morning</u>, boarders clean their sink and their room, make their beds and air the room. When leaving their room, boarders must switch the lights off and close the windows.</p> <p>The boarding school supervisors check the rooms every day.</p> <p>Messy, untidy rooms will not be cleaned by the staff.</p> <p>Whenever his/her bed is not made in the morning, and if his/her room cannot be cleaned, the boarder will be sanctioned and hence asked to clean it thoroughly him-/her-self.</p> <p>If a boarder is caught a second time not doing his/her morning tasks, he/she will be requested to clean all bathrooms and toilets on his/her floor and his/her bedroom as well of course.</p> <p><u>Linen</u> are changed weekly by the boarding school.</p> <p>Boarders can decorate their room, but it should be done with taste.</p>

		<p><u>Food and Drinks</u>: are allowed in the rooms, but in reasonable quantity only.</p> <p><u>Alcohol, alcopops, energetic drinks, such as Red bull, Monster, etc., are strictly forbidden.</u></p>
6.7	Alcohol Drugs Weapons	<p>It is <u>strictly</u> forbidden to possess, use or consume any:</p> <ul style="list-style-type: none"> - alcohol - drugs - dangerous objects, any kind of weapons, knives, etc. <p>Students caught doing any of the above (<i>non-exhaustive list</i>) will be expelled from Lemania Campus Altdorf at once.</p>
6.8	Smoking	<p>Smoking is strictly forbidden within Lemania Campus Altdorf, boarding school and buildings for students at any age (incl. windows and balconies).</p> <p>Note: If a student is caught smoking, he/she will be suspended and his/her parents will be notified.</p>
6.9	Meals	<p>All meals are served at the boarding school's refectory and are mandatory</p> <p><u>Breakfast</u>: students take turns going to the buffet</p> <p>Lunch and dinner: students wait until the main meal is served to them.</p> <p>At the end of their meal, students will clear the table and ask for permission to leave the table.</p> <p>Please note that, during meals, it is strictly forbidden to use and/or listen to cell phone, iPhone, iPod, iPad, radio, and other electronic devices.</p> <p>The first time a student is caught using his/her phone and/or other electronic device during a meal, the supervisor will confiscate it for one day.</p>
6.10	Activities Leisure	<p>Students are expected to attend sports activities: football, basketball, volley-ball, pool, ...</p> <p>Table football, library, TV room and a room with various games are available to the students at the boarding school.</p> <p>Mandatory excursions are also organized monthly.</p>

6.11	<p>Absences</p> <p>Lateness</p>	<p>Parents must inform Mr. Idir Kaid, Director of the boarding school (+41 76 378 78 11) by 7:00 pm on Sunday if their son/ daughter will be absent or late.</p> <p>A note signed by the parents is brought by the boarder when he/she returns to the boarding school.</p> <p>Students must catch up with any missed classes as soon as possible:</p> <ul style="list-style-type: none"> - Boarders will do so on the following Saturday morning(s) - Non-resident students will do so on either Wednesday/Friday afternoon(s) or in the evening. <p>The 2nd time a student is sick, whether she/he has a real or bogus medical certificate, he/she will have to make up for the missed classes.</p> <p>Unjustified absences lead to warnings.</p> <p>In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work.</p>
6.12	<p>Requests for leave</p>	<p>As a rule, no request for leave will be granted.</p> <p>However, a leave might exceptionally be granted provided that a formal <u>written</u> request has been made to the Principal, <u>at least three working days prior to the leave</u> with copy to the Boarding School Director.</p> <p>Please use form “Request of leave” available on Google Drive. The Principal will refuse to grant a leave if he considers that the reason is not serious or if another solution can be found.</p> <p>He will automatically refuse leave requests made less than three days ahead.</p>
6.13	<p>Contact</p>	<p>Parents may call any time between 7:30 am and 6:00 pm:</p> <p>Lemania Campus Altdorf administration offices (+41 41 874 00 00 or</p> <p>Mr. Idir Kaid, boarding school director (+41 76 378 78 11) and leave a message for their son/daughter.</p>

The following misconducts lead to detention, warning and/or expulsion:

- Possession and/or use of illicit/illegal and/or non-authorized substances (drugs, medicine...), and/or dangerous objects (weapons, knives etc.)
- Leaving the boarding school after lights out and/or before the official wake up time, theft, violence, vandalism, hooliganism, etc.
- Use of tobacco, smoking outside the specifically designated outdoor areas possession and/or use of alcohol
- For boys: entering any of the girls reserved section of the boarding school
- For girls: entering any of the boys reserved sections of the boarding school
- Verbal or physical violence, disrespect towards any other boarder or adult/person, any fraud, cheat and/or lies (plagiarism, falsified documents, copyright violation...),
- Room, lack of hygiene, not cleaning/tidying up, etc.,
- Accumulation of punishments, which do not generate any positive effect and/or improvement on the behavior or the work for school
- Constant lateness, lack of punctuality

In case of repeated warnings, an incident report will be filed and copy sent to parents. Students may be given extra home work.

Each case is presented to the Board who will decide which sanction will be taken. A summary of each sanction given to a student is included in his/her personal file.

Note: Students' Academic Records and reference letters (whenever requested by students) will both be written based mainly on their personal file!

Security / Safety

7.	Security	
7.1	Valuables	<p>Students should not bring/keep important documents such as passport, air tickets, expensive jewelry and/or large sums of money with themselves or in their rooms or anywhere within the Lemania College Altdorf campus.</p> <p>Valuables may be handed over to the Boarding School Director.</p>
7.2	Bank	<p>On arrival at LISA, students may open a bank account with a banking establishment in the region.</p> <p>Most banks also rent safe-deposit boxes for valuables, if desired.</p>
7.3	Responsibilities	<p>LISA will not be held responsible for any incidence of loss, theft or damage to the students' personal belongings within the LISA campus, the boarding school and/or in the classrooms.</p>
8.	Safety	
8.1	Safety	<p>Safety, whether collective or individual, implies that students respect the instructions regarding security and proceeds with caution at all times.</p> <p>Student should know that it is strictly forbidden to:</p> <ul style="list-style-type: none"> - use dangerous or faulty material (electrical wires, etc.) - damage Security material (extinguishers, alarm system, ...) <p>Students caught doing anything that may jeopardize individual and/or collective safety may be expelled immediately from the boarding school and possibly from LISA Campus as well.</p>
8.2	Medical issues Hospitalization	<p>Self-medication is strictly forbidden.</p> <p>Boarders must inform the boarding school supervisor if they need medication or a particular medical treatment (see questionnaire).</p> <p>Should a boarder be sick, the boarding school supervisor will call the doctor on call or another doctor designated by his/her family.</p> <p>Any sick boarder will be sent home to his/her family or, if necessary, hospitalized.</p> <p>In case of emergency, the student will be taken immediately to the most appropriate hospital and his/her parents informed.</p>

8.3 Emergencies	<ul style="list-style-type: none"> - General, dial 112 - Police Department, dial 117 - Fire Department, dial 118 - Ambulance, dial 144 - Intoxication Department, dial 145 - Hospital (Kantonsspital Uri) 041 875 51 51 or +41 41 875 51 51 from abroad - Boarding School doctor: Dr Gregor Waser, Gotthardstrasse 3, 6460 Altdorf, URI Tel. 041/874.80.40
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The up-to-date reference version of the Student Handbook - which is subject to change whenever necessary - is available online and is the document we will refer to in case of litigation.

We hereinafter confirm by our signatures that we have read and understood each of the pages of the student handbook (*Campus Life, General Respect and Behavior and Boarding School*), dated August 2017.

Date and place: _____ Signature: _____
Student

Student first and last names (print): _____

Date and place: _____ Signature: _____
Parent / legal representative

Date and place: _____ Signature: _____
**Principal
Boarding School Supervisor**

Programme

9. Management		
Principal Sébastien Morard	Lemania International School Altdorf St. Josefsweg 15 6460 Altdorf	s.morard@lemaniaaltdorf.ch + 41 76 562 91 58
Boarding School Director Idir Kaid		i.kaid@lemaniaaltdorf.ch +41 76 378 78 11
Main office		info@lemaniaaltdorf.ch + 41 874 00 00
Sébastien Morard	Head of School / TOK Teacher	s.morard@lemaniaaltdorf.ch
Andrew Muetze	Head of Languages / English Teacher	a.muetze@lemaniaaltdorf.ch
Idir Kaid	Boarding School Director/ French Teacher / Sports Teacher / CAS Coordinator	i.kaid@lemaniaaltdorf.ch
Dino Sola	Physics and mathematics Teacher	d.sola@lemaniaaltdorf.ch
Elizabeth Hunter	Economics Teacher / Business Management Teacher	e.majoulhunter@lemaniaaltdorf.ch
Ingrid Socorro	Biology and chemistry teacher / IGCSE exam officer	i.socorro@lemaniaaltdorf.ch
Yuqin Hong	Chinese Teacher	y.hong@lemaniaaltdorf.ch
Administration	Administration	info@lemaniaaltdorf.ch

**Lemania International
School Altdorf
Student's Handbook
25 August 2017**

Please note that according to quality management standards our policies are reviewed on a regular basis.