



Swiss Semester GmbH

**Employment Policies
and
Faculty Handbook**

2024

PURPOSE OF THE HANDBOOK

This handbook applies to all employees of Swiss Semester GmbH (Swiss Semester). It is intended to provide a clear understanding of many personnel policies and practices at Swiss Semester.

Employees are requested to familiarize themselves with the contents of this handbook. This handbook is not all-inclusive but rather, provides general guidelines. This handbook does not purport to anticipate every question or situation about employment at Swiss Semester. All employees are encouraged to address questions to the director of the program (Director).

Swiss Semester retains all rights regarding the enforcement of its policies and procedures, including the ability to update them as necessary with or without notice. Furthermore, Swiss Semester reserves the right to deviate from its personnel policies or practices in any given situation, if the program, through its Director, determines that the circumstances so warrant.

When an individual accepts employment at Swiss Semester, he or she acknowledges that he or she will become familiar with the contents of the Parent and Student Handbook and Faculty Handbook as part of the terms of employment. The employee agrees to do their best to follow the policies and procedures set out in those handbooks.

OUR SPECIAL RESPONSIBILITY TO STUDENTS

As part of the decision to work in this special learning environment, the faculty of Swiss Semester accept as our first responsibility, the safety, health, and positive development of all Swiss Semester students. This choice offers unique opportunities but also carries significant responsibilities. Swiss Semester is a residential community founded on a covenant of trust and safety.

- we accept as our primary responsibility the healthy and safe development of our students and do all we can to promote their physical, intellectual, and emotional growth.
- we fully accept the trust placed in us by our students and their families.
- our policy is to provide an environment of safety and respect for all individuals who live and work here.

LIFE-THREATENING SITUATIONS

Students and faculty witnessing or coming upon a life-threatening situation should call 144 (Air Zermatt) or 117 (Zermatt Police) immediately and then notify the Director (079.335.7545). Students should always attempt to contact an adult for assistance when possible. Examples of life-threatening situations include:

- acute respiratory distress
- severe bleeding
- shock/anaphylactic reaction
- cardiac distress
- burns-serious/extensive
- poisoning
- unconsciousness
- injury involving large bones; severe head, neck, trauma/paralysis.

OFFERS OF EMPLOYMENT

All offers of employment with Swiss Semester are made by the Director. For all employees, offers of employment are contingent upon satisfactory completion of a background check that may include verification of education and experience and criminal background investigations.

All employees are employed “at-will.” Thus, the school can terminate the employment relationship at any time with or without cause.

PHYSICAL ABILITY

It is necessary that every employee be able to perform all the essential functions of the position to which they are assigned. If there are any restrictions that would prevent the performance of those essential functions, it is incumbent upon the individual to bring this information to the Director prior to the assignment. Inability to perform essential functions based on medical restrictions that cannot be reasonably accommodated could result in withdrawal of an offer of employment or if the employment has already commenced, in termination of employment with Swiss Semester.

ORIENTATION AND TRAINING

The Director coordinates the orientation for new and returning faculty. Generally, orientation will include a review of the program's history, community, policies, procedures, and themes. Orientation will take place before students arrive and will be at least three days in length. The Director will instruct employees in the responsibilities of their jobs and procedures, including those related to health and safety. Employees are expected to inform the Director of any training needs to ensure safe and effective job performance. First Aid certification and training can be reimbursed by Swiss Semester, if prior approval has been requested.

CONFIDENTIALITY OF PERSONNEL FILES

In the course of employment, employees of Swiss Semester may have access to sensitive and confidential types of information regarding students and families. All such information and files are the property of the program. No employee may disseminate or divulge such information or other information contained in any personnel or other such program file or record, except as reasonably necessary to perform his or her job duties as an employee of Swiss Semester. Upon demand of Swiss Semester at any time and upon termination of employment for any reason, the employee shall return to Swiss Semester all records, lists, files, passwords, documents, or other records or objects belonging to Swiss Semester which are in his or her possession. The employee shall not retain any copies, notes, or excerpts of such information. Violation of this confidentiality policy is considered very serious and may result in disciplinary action, up to and including termination, or legal process to demand the return of Swiss Semester property.

Employees are entitled to review the contents of their own personnel files in the Director's possession with reasonable notice. He or she may request copies of any document but may not remove any document from the file. Employees may add written statements to their own files in order to add information or respond to any item in the file with which they may take issue.

Employees need to provide Swiss Semester with a name and telephone number of a person to contact in the event of an emergency. Employees will be required to complete a health questionnaire prior to the employees' arrival at Swiss Semester. All employees are expected to be fully vaccinated at the start of the program.

CONFLICT OF INTEREST

Employees are expected to comply with the Swiss Semester's "Conflict of Interest" statement.

Conflict of interest is defined as:

- the unauthorized use of property of Swiss Semester (including but not limited to materials, services, media, information, work time, relationships with students, their families, or vendors, or use of the Program's name) that results in any employee's personal financial or in-kind gain or advantage, apart from compensation paid by Swiss Semester;
- an employee's acceptance of money, gifts, or other goods and services, that would give the donor, or could reasonably be perceived to give the donor, an unfair advantage in any Swiss Semester process or activity; or
- any instance in which an employee's activities, in the sole judgment of the Director, would result, or could reasonably be perceived to result, in detriment to Swiss Semester.

Any instance of potential, actual, or perceived conflict of interest of which any employee becomes aware must be disclosed to the Director immediately. Resolution of conflicts of interest shall be solely at the Director's discretion.

DISCIPLINE

The objective of discipline is to provide encouragement for correction, rather than punishment. It is the intent of Swiss Semester to be fair and consistent in its treatment of employees. Disciplinary action generally is enforced for such problems, as less-than-satisfactory work performance, risky behavior, violation of the Swiss Semester's standards and expectations of faculty, or other reasons of a similar or more serious nature. Employees are expected to perform their duties according to Swiss Semester guidelines. Disciplinary action will be handled on a case-by-case basis at the discretion of the Director. A record of all disciplinary action will be kept in the employee's personnel file.

Offenses for which an employee may be dismissed immediately include, but are not limited to the following:

- insubordination and/or failure to accept or follow supervisor's instructions, unless there is a legitimate question of legality or safety. In such a circumstance, the employee is expected to report the incident immediately to the Dean of Faculty or the Director.
- gross negligence of duty.
- unauthorized absence or failure to give proper notice of absence from work.
- being under the influence or in the possession of drugs or alcohol.
- falsification of forms, records, or other official documents
- improper handling or the disclosing of confidential information or records, or violation of the electronic (e-mail) policy
- possession of or unauthorized removal or use of property belonging to Swiss Semester or another person; theft or willful destruction of such property.
- acts of physical violence or fighting, horseplay, abusive or threatening language
- performing duties in a careless, reckless, or unsafe manner; safety violations of any kind.
- unauthorized possession of firearms, dangerous weapons, or explosive devices.
- demonstrating discourtesy to a student, faculty member, visitor, or guest of Swiss Semester; disruptive or offensive behavior that does not reflect the good reputation of Swiss Semester.
- inappropriate use of technology or internet use.

HAZING

Hazing will not be tolerated at Swiss Semester.

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act when:

- such act is or would be perceived by a reasonable person to be likely to cause physical or psychological injury to any person; or
- such act is a condition of initiation into, admission into, continued membership in, or association with any organization or group.

Every member of the Swiss Semester community must report hazing to the Director so that appropriate action can be taken.

A person violating this policy may be placed on probation or dismissed from Swiss Semester.

ABUSE

Employees are required to report any case of suspected abuse of students. Any employee with any knowledge whatsoever of suspected abuse or any concern about possible abuse, should report it immediately to the Director so that necessary responsive actions can be taken.

"Abuse" is defined to include sexual abuse, intentional physical injury, psychological injury and exhibiting emotional symptoms resulting from consistent mistreatment or neglect, or physically injured by non-accidental means.

"Sexual abuse" includes activities indicating a student's health or welfare is harmed or threatened, such as by the employment, use, persuasion, inducement, enticement, or coercion of a student to engage in any

explicit sexual conduct or any simulation of for the purpose of producing any visual depiction; or the rape, molestation, prostitution, or other sexual exploitation or incest.

All employees should keep in mind that the threshold for reporting abuse and neglect is triggered by having merely “reason to suspect.” Any employee with a question about whether to report any matter should promptly address it with the Dean of Faculty or Director.

BULLYING

Bullying among children can have serious consequences. Swiss Semester will not tolerate any bullying, whether verbal or physical in nature.

Any employee who has witnessed or has reliable information that a student has been subjected to bullying, including insults, taunts, or challenges should promptly report this behavior to the Dean or Faculty or the Director.

HARASSMENT

It is the responsibility of adults charged with any aspect of the care of students to ensure that interactions among all members of the community are safe, healthy, and constructive. Adults associated with Swiss Semester must ensure that they model attitudes and behaviors that reflect their awareness of this obligation and must create an environment in which the best interests of students are the highest priority.

Any form of harassment, including written or verbal harassment, will not be tolerated. Harassment may include easily identifiable acts of verbal, written, or physical abuse. It may also include more subtle, but equally damaging, forms of harassment such as graffiti, epithets, and remarks or “humor” that stereotype individuals. No matter what form it takes, harassment of any member of this community is unacceptable and will not be tolerated.

SEXUAL HARASSMENT

Swiss Semester condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. All sexual advances (overt or otherwise) between adults and students are prohibited, on or off the “campus”, even if the student encourages or appears to encourage such advances. Sexual behavior between adults and students is considered a severe breach of trust and will be dealt with accordingly.

Sexual harassment is defined to include any sexual advance by an adult to a student, or by a student to an adult, or by an adult to an adult, and it is prohibited. The legal definition of sexual harassment also includes conduct or communication that is gender-related, pervasive, and unreasonably interferes with academic performance, residential life, or participation in Swiss Semester activities by creating an intimidating, hostile, or offensive environment. Faculty behavior with respect to students must be above suspicion at all times.

Individuals might unintentionally act in a manner that others experience as sexually harassing. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for harassment, it is prohibited.

Any person who believes that he or she has been subjected to sexually harassing behavior may

- confront the offender in an effort to stop the offensive conduct, and/or
- report the incident and access formal procedures immediately, or
- notify one of the individuals listed below that an informal resolution is being sought, so that Swiss Semester can monitor and follow up if necessary.

People to approach: teacher, advisor, and/or Director

An investigation of all reported incidents will be undertaken immediately. All information will be handled with the highest degree of privacy possible under the circumstances and with due regard for the rights and dignity of all parities.

However, anyone who brings a complaint must understand that, in order for satisfactory and comprehensive resolution to be reached, certain information about the complaint must be shared with those individuals involved in and necessary to the investigation. Such individuals will be warned that any inappropriate sharing of information associated with the claim, its investigation, or its resolution will be grounds for disciplinary action up to and including dismissal.

Swiss Semester will actively teach each and every member of the Swiss Semester's community about the proper roles and relationships that comprise community life. We set forth and seek opportunities to talk about the importance of boundaries and will continue to do so throughout the semester. Swiss Semester is committed to training as a means of preventing instances of sexual harassment and sensitizing all members of the community to the crucial importance of this topic. We require all members of the Swiss Semester community to accept and communicate the importance of proper relationships.

APPEARANCE

The importance of personal appearance and good manners cannot be overemphasized. All employees are expected to be well groomed. Employees are asked to wear articles of clothing that are neat, clean, in good repair, in good taste, and are suitable for their activity.

CONDUCT

Certain standards of work performance and conduct must be maintained in any work environment. Generally, these standards are recognized and observed by individual members of the work group without any need for action. When an employee does not observe these standards, counseling or an oral reminder by the Dean of Faculty or the Director normally results in his or her doing so in the future. When an employee does not respond to oral reminders, more formal discipline may be necessary, up to and including dismissal.

Employees should conduct themselves, at all times, in a courteous and professional manner so as to reflect the superb reputation of Swiss Semester. Whether on or off the Swiss Semester's premise, employees are urged to extend courtesy and a warm welcome to all authorized visitors.

GRIEVANCES

It is expected that all employees of Swiss Semester treat others in the same manner and with the same courtesy as they themselves like to be treated. For this reason, all employees should receive fair and considerate treatment at all times.

Employees may, on occasion, have a complaint regarding working conditions or decisions affecting them made by the Director. Usually such issues can be resolved by discussion with the Director or Dean of Faculty.

DRUGS AND ALCOHOL AND SMOKING

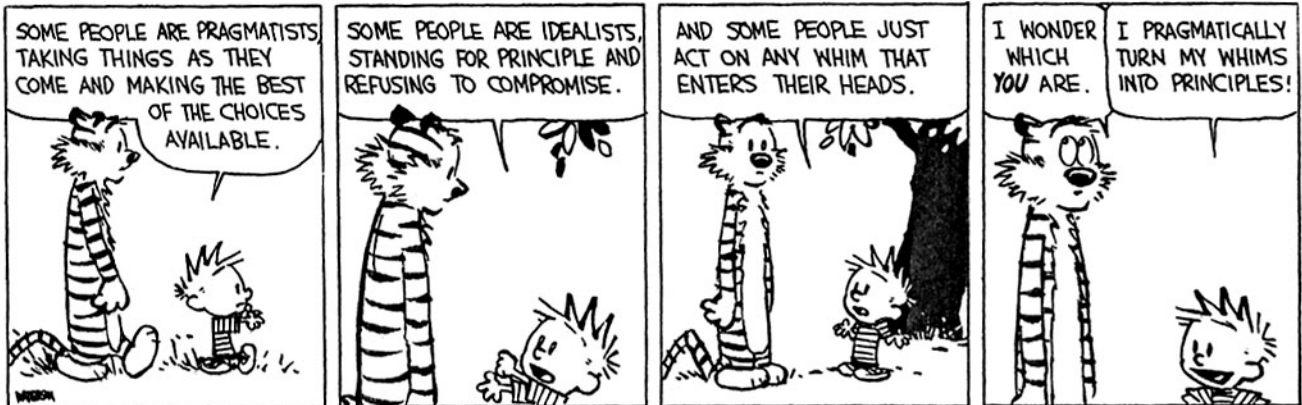
Illegal drugs are not to be brought to, distributed at, or consumed at Swiss Semester. Alcohol is not allowed on campus while Swiss Semester is in session with students. Employees must not report to work under the influence of illegal drugs or alcohol. Prescription drugs may be used as prescribed by the employee's physician. The employee must advise the Director if the use of such drugs may affect the employee's ability to work effectively and safely. Violations of this policy will result in disciplinary action, up to and including termination of employment. Smoking or vaping is not allowed at Swiss Semester.

SCHOOL PROPERTY

Each employee is expected to exercise due care in his or her use of Swiss Semester property, equipment, and supplies and to utilize such property only for authorized purposes. Also, supplies should be used prudently and economically. Swiss Semester property in the possession of the employee is expected to be returned in good working order on or before the employee's last day of work.

General

1. **The overriding goal of Swiss Semester is exceptional personal and intellectual growth for each student** (with the former as important as the latter). Swiss Semester's means to those ends have to do with challenge and extending capabilities. The words "I can't" have no place at Swiss Semester. Our greatest satisfaction will likely come from observing noticeable gains in confidence and independence—and the development, both physically and mentally, of an "I can and will do" attitude.



2. To be in control is important, not for its own sake or for any attendant sense of power, but as a means for everyone to safely get as much as possible from Swiss Semester (as opposed to devoting endless time to diversionary problems). Toward this end, **the early identification or anticipation of potential problems (and appropriate intervention) is highly desirable**. This program is much too short to wait and see and small problems all too often become large problems.
3. At Swiss Semester clarity of purpose is more of a challenge than usual because faculty turnover is built into the program. The importance of professionalism and the responsibility of faculty members to keep well informed so that just such a clarity of purpose will be apparent to students is paramount. There is no doubt that **clear expectations consistently enforced are in the best interest of everyone at Swiss Semester**.
4. Swiss Semester believes that details are important and that attention to them can make all the difference in the success (**and safety!**) of any given endeavor, *i.e.* **attention to detail, like high expectations, is of strategic importance at Swiss Semester**.
5. For many reasons, Swiss Semester is fast paced. For some faculty this may require, at least temporarily, a change of habit. Hopefully, all will consider the pace and intensity of Swiss Semester a reasonable price to be paid so that faculty and students alike can take maximum advantage of the many unique opportunities without any sacrifice in academic achievement; in fact, we want to take advantage of the ideal teaching environment to accomplish as much as possible. In short, **teachers should be prepared to work hard and move fast**. When all is said and done, Swiss Semester shall be surprised if anyone has any regrets.



6. **Swiss Semester has a strong preference for non-moody, upbeat people of good humor.** Life is indeed too short for complaining and whining! Look where you are and what you are doing!
7. **Swiss Semester is unapologetically old fashioned regarding certain things and contends that matters such as respect, politeness, and manners are an important part of consideration for others.**
8. **It is essential to the continued success of the program, that Swiss Semester students work hard** and are pushed and push themselves academically (as well as physically and in terms of personal behavior).



9. Expectations are intentionally high at Swiss Semester. It should be crystal clear in a program that is brief, intense, and in a sense always new, **that it is pivotal to start off with strict and consistent enforcement of rules.** Experience has shown that while easy to loosen up, it is very difficult to tighten up. To accomplish this, it is important that the faculty be very familiar with Swiss Semester rules and policies. Don't make things up as you go along; ask if you are unsure!



10. **Neatness and cleanliness (and punctuality) are necessary at Swiss Semester.** Faculty should set a proper example. Incidentally, it is very important that classes end neither early nor late, but right on time.
11. **Swiss Semester students are presumed to be trustworthy (and are held responsible for their actions and inactions); without such responsibility and accountability the program would have to be very different.**

Notes:

Academic



1. Swiss Semester is, in many respects, an ideal teaching situation, which results should reflect. Since travel is an integral part of the Swiss Semester curriculum, teachers are expected to design their courses accordingly. Also travel should be taken into account when assigning homework, *i.e.* don't overburden students with homework during trips.
2. **Academic expectations should be high and geared to able and achieving students.** Since time is scarce, it is a particular challenge of Swiss Semester to teach effectively without overwhelming students with work. There is a fine line between challenging and overwhelming.
3. Should a student experience some academic difficulty, he or she should be monitored closely and given as much extra help and encouragement as possible, without coddling. **Help early on with study habits can be especially productive. Encourage students to seek assistance as needed but not to become dependent. If needed, activity period will be given up for additional study time.**
4. **Every effort should be made to coordinate Swiss Semester courses with travel, activities, and Swiss Semester's themes (goals for personal development), e.g.** English and art history readings, geology labs, daily journals, and writing assignments. Past Swiss Semester students have greatly appreciated (and benefited from) the coordination between their Swiss Semester courses, between their courses and travel, and between their courses and what they did and observed on a daily basis. **The importance of such coordination in the Swiss Semester curriculum cannot be overestimated.**
5. Suggested homework is about four hours per week per course. Evening homework, as a rule, should not exceed 45 minutes per course.
6. **Study halls should be quiet (absolutely no talking!) so that as much as possible can be accomplished in the limited time available.** Students are to study at tables and are not to do non-course-related reading/writing during study halls (including evening study halls), nor are they permitted to use iPods or to consume food or beverages (except water). **It is essential that all teachers consistently enforce study hall rules. Discuss:** studying together, studying with teachers, dormitory supervision, access to teachers, classroom studying, and use of the library.
7. Written homework and tests should be reviewed, commented upon, and returned promptly.
8. Teachers are expected to require a competent level of English usage and to return papers for revision as necessary. **Sloppy work (including illegible handwriting) should be redone, and spelling and grammatical mistakes should be corrected.**
9. The English and art history teachers will discuss plagiarism, and all teachers are expected to take the steps necessary to ensure academic honesty. Make sure to review plagiarism before assigning a major paper. **Discuss:** activity period as it relates to tests and the use of language translators (no!), expectations for homework and group projects (how to ensure everyone participates equally).

10. In each course it will be up to the teacher to make clear to the students how the grade in the course is determined, *i.e.* weighting for tests, exams, participation, *etc.* The final exam, which should be two to two and a half hours in length, should count 15% - 25% of the final grade.
11. Practically all Swiss Semester students have earned A's and B's (mostly A's) at their home schools. The quality of the students and the limited studying time will often lead to lower grades at Swiss Semester. This is fine as long as the student is working to capability, and the Director is kept informed of students receiving less than a "C". Teachers should make every effort to encourage effort rather than grade. Too much emphasis on grade can often lead to students who are less willing to take risks.
12. Effort ratings—as a measure of class participation, attention, preparation, attitude, *etc.*—range from 1 (outstanding) to 3 (unacceptable). Do not use +'s and -'s. **It is expected that nearly all effort ratings will be 2's**; the caliber of student generally precludes 3's and a lack of time makes 1's difficult to attain. Grades range from A+ to F; numerical grades should be converted to letter grades for the Swiss Semester Comments:

A+ = 97 - 100	A = 93 - 96	A- = 90 - 92
B+ = 87 - 89	B = 83 - 86	B- = 80 - 82
C+ = 77 - 79	C = 73 - 76	C- = 70 - 72
D+ = 67 - 69	D = 63 - 66	D- = 60 - 62
	F = below 60	

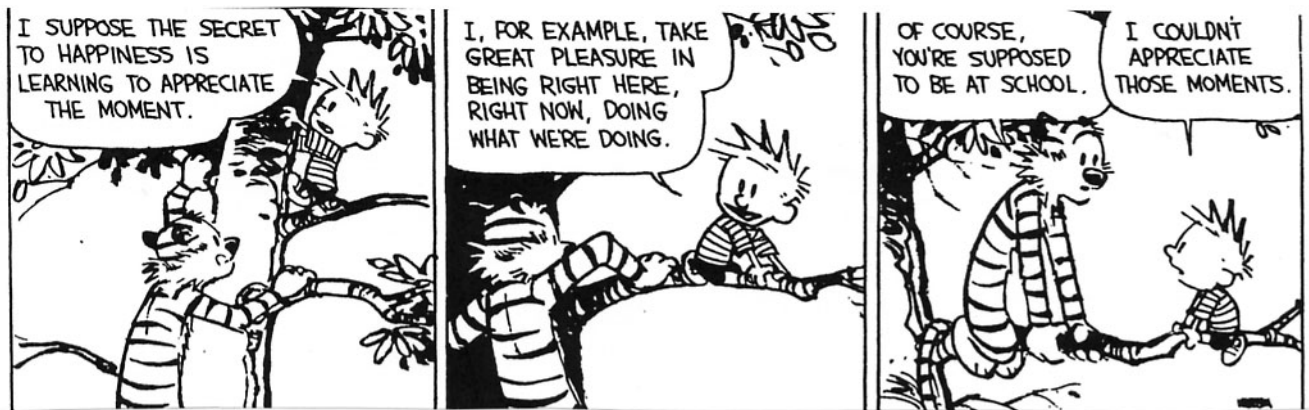
13. Test and major assignment days are assigned by subject, and it is important that they be honored (exchanges are permissible):

art history	Mondays
English	Tuesdays
geology	Wednesdays
mathematics	Thursdays
foreign languages	Fridays

14. Teachers are responsible for the condition of their classrooms and should be very sensitive to any misuse of furniture. Classrooms should be decorated, and some posters are available for this purpose (only certain ways of hanging posters are permitted, so please check before the fact). Of course, classrooms should be carefully monitored for neatness and cleanliness. **Discuss:** lights and student chores.
15. Review availability and use of library, digital equipment, photocopier, computer, internet access, *etc.*
16. Discuss computer use by the students—none.

Notes:

Grades/Comments/Advisor Letters



1. **The advisor program exists to ensure that all students receive necessary academic and social support.** Encourage your advisees to make good use of you. It is also a way to keep parents informed and to respond to their concerns. Advisor dinners and "happenings" serve an important function and should be treated as something special. Be a proactive advisor. Each faculty member should help advisors keep abreast of academic and social concerns. Advisors should meet officially with their advisee's at least once a week and unofficially every two or three days.
2. **Early awareness of academic, social, or behavioral difficulty is critical, and time at faculty meetings will be devoted toward identifying "problems" early on and planning appropriate responses. Make sure to follow up promptly after faculty meetings.**
3. It is important that the following deadlines be met:
 - September 16 Advisor "letters of introduction" due
 - October 23 Advisor letters due
 - October 28 Mid-semester grades and comments due
 - December 6 Advisor letters and course outlines, updated text inventories, and exams due
 - December 9 Final grades and comments due (or earlier!)
4. **Advisor letters are very important. Take the time to do them well. The best advisor letters are written by those who put themselves in the position of the receiving parents. Advisor letters should have personal touches that show familiarity with the student.** Advisors should concern themselves with personal/social adjustment and growth—rather than predominantly academic progress. The student's name (rather than "he" or "she") should be used as much as possible. Make sure there are no surprises in the advisor letters. In other words, all suggestions made on the advisor letters should have already been talked about with the student.
5. **The best report card comments are as specific and helpful as possible regarding problems (opportunities!) and desired corrective action.** Comments should be clear, informative, free of generalities (and spelling and grammatical errors!) and as upbeat as possible. Make sure students are aware of deficiencies before the comments are mailed. Again, there should not be any surprises. **Mid-semester comments are written to students; final comments to parents.**
6. Teachers are expected to use the computer for advisor letters and report cards (and drafts, if necessary, submitted a day before letters are due).

Notes:

Residential

1. While unfamiliar to many, residential duty is an essential responsibility and has a great deal to do with the success and viability of Swiss Semester.
Discuss: duty schedule, a "presence" and location, appropriate boundaries, evening study hall, lights out, sign out book, open door policy, food in rooms, loudness and music in rooms, consistency, *etc.*
2. All teachers are expected to emphasize consideration for other people, as well as care of property. Student rooms must be taken care of, and noise kept to acceptable levels. Expectations should be clear and consistently enforced from the start. Conscientious and daily room inspections are CRITICAL (see related guidelines).
Discuss: inspections (who and when), special Sunday afternoon cleaning and inspection; acceptable noise levels, *etc.*
Also discuss: rearranging furniture, decorating walls, lights, curtains, balconies, boots, skis, radios, storage, change of linen, care of salon/study hall, "library," returning newspapers, games and books, *etc.*
3. It is important to complete the moving-in process the first weekend (luggage and out-of-season clothing should be put into storage). **Any damage during the semester should be reported immediately to the hotel and appropriate Head of Dorm.**
4. There will be no changing of roommates.
5. Guests of teachers are not permitted to stay in the hotel and apartments. The hotel has been willing to offer very reasonable rates for rooms for these guests.
6. Consistency in the enforcement of lights out, room inspection standards, *etc.* (and in related disciplinary action) between girls and boys is VERY IMPORTANT.
7. The boys are not allowed in the girls' hotel and the girls are not allowed in the boys' hotel.
Discuss: travelling, faculty visiting, *etc.*
8. Review telephone procedures for students and faculty. **Discuss:** faculty phones (mobile phones, Wi-Fi capabilities, and e-mail)
9. Review emergency evacuation procedures at the start of the program.

Notes:

Social

1. At all times and in all places, encourage respect for people and property. Swiss Semester students are expected to be polite and friendly. Always address, in some manner, instances of inconsideration of others, self-centeredness, and misuse of property (OTHERWISE YOU MAKE YOURSELF PART OF THE PROBLEM!).
Discuss: etiquette on the trail and in stores and restaurants, group dynamics, cliques, school dress, guidelines and appropriate dress for trips, *etc.*
2. Swiss Semester's local reputation largely depends upon its students' behavior and attitudes off campus as well as at school. All must address shortcomings, for example bad language, boisterousness, extremes in dress, misuse of hotel property, *etc.* (or, again, you become part of the problem).
3. In general, the guiding presumption should be one of trustworthiness and responsibility unless proven otherwise; shortcomings should be confronted quickly (and publicly if need be) and as constructively as possible.
4. To avoid endless do's and do not's, major rules will be the same as at home schools *e.g.* no lying, cheating, bullying, stealing, *etc.* In case of any uncertainty, students will be encouraged to ask before they act.
5. Students (and teachers) are not to chew gum in public (and teachers are asked to enforce this rule); hats are not to be worn indoors. Music players are only to be used in private rooms or when we are travelling on buses; they should be played so as not disturb others. These players may not be used in rooms during study halls.
6. Teachers will be assigned as heads of tables for meals (eventually some weekend meals are exceptions). Teachers should encourage good table manners, appropriate eating habits, interesting conversation, thoughtful treatment of the hotel personnel, and an acceptable (low) level of noise. It is very important to all to have mealtimes be as pleasant and civilized as possible! Work hard to make topics of conversation educational and interesting—get involved.
Discuss: guidelines for meals, table manners, *etc.*
7. Our discipline system will be based upon warnings and reprimands, loss of privileges, probation (with letter to parents and home school), and expulsion. Ongoing low-level harassment is a sign of incompatibility and can lead to expulsion. It is CRITICAL that teachers are consistent in enforcing policies and rules.
Discuss: consistent punishments for some typical infractions, *e.g.* tardiness, failure to sign out, messy rooms, *etc.*
- 8 **Discuss:** guidelines for parent visits.
9. All types of exclusive behavior, *e.g.* cliques and romances, are contrary to the inclusive family nature of Swiss Semester and are strongly discouraged. All should address any such inclinations when first observed.
10. **Discuss:** appropriate and inappropriate interaction between students and teachers, setting boundaries.

Notes:

Miscellaneous

1. **Teachers are expected to be dressed professionally.** Some female teachers have felt most comfortable teaching in a skirt and blouse/sweater or dress, and some male teachers have been most comfortable in a coat and tie. However, because of our very fast pace, outdoor program, and somewhat informal atmosphere, most women have found it easiest to teach in slacks and blouses/sweaters and men in slacks and shirts/sweaters. It should be noted that on city trips faculty are expected to wear more formal attire (coat and ties for men and comparable “professional” attire for women). Neatness and cleanliness are very important and there are irons and ironing boards in each residence.
2. Brief, daily assemblies (Monday through Friday) are held to help give maximum flexibility in planning events, to get the word out, and to share special experiences. All are encouraged to help make these family gatherings as upbeat and educational as possible, and all should feel free to make use of them as needed.
3. While teachers are expected to be flexible with regard to schedule changes, the overall time devoted to classes will be considered sacred.
Discuss: typical schedules, possible changes, *etc.*
4. Faculty meetings will be held almost every week; **emphasis will be given to the early identification of problems and to agreeing upon appropriate strategies of intervention.**
5. **Teachers are not to smoke at school or when with students outside of school. The same expectation exists regarding the consumption of alcoholic beverages, including wine with meals. Alcohol should not be kept in hotel rooms or apartments.**
6. "Official," *i.e.* reimbursable, expenses should be necessary and reasonable and, if significant, approved in advance.
7. Except in emergency situations, students are expected to use school mobile phones. Monitor use of phones to make sure there is not excessive use by individuals—often an indication of a larger problem.
8. Swiss Semester has acquired accident and health insurance for all faculty members and students unless the faculty member already has Swiss health insurance (please notify Director if you already have Swiss insurance).
9. Pay days will be on or about the end of the first week of September, October, November, and December. Please provide the Director with your bank information in order to transfer the funds appropriately.
10. **Safety is a very serious consideration and should always be paramount in our thinking, i.e. BE STRICT ABOUT ALL SAFETY-RELATED ISSUES!**
Discuss: special dangers (balconies, crevasses, avalanches, rock falls, precipitous drops, moraines, *etc.*) and health concerns, what to do in an emergency, accident reports, medication, first aid procedures, what to take on hikes, *etc.*
11. **Discuss:** boots, rental ski equipment, shopping in general, laundry, bank accounts, walkie-talkies, *etc.*

Computers and Technology and Supplies

Swiss Semester has:

Old Apple PowerBooks
iPad

In addition, there is at least one laser printer:

Brother (USB) (black and white)
Color Laser (color)

As well, there will be:

Plenty of digital projectors
Rented business photocopier
Digital cameras
Scanner
GPS units
Laminator
Mobile phones for each faculty member
Walkie-talkies
Computer external speakers
First Aid kits for each faculty member

The faculty will have access to a high-speed internet connection (Wi-Fi setup) at school.

Notes:



