

## 3.8 PERSONAL CONDUCT

LAS is made up of students from many different countries, each with unique morals and traditions. We value cultural diversity while at the same time teaching students to live as one harmonious community. When they join our community, students may be expected to step outside of their cultural norms in order to adhere to our values. Our core values provide the necessary structure for everyone in our community to grow over time.

The LAS student conduct curriculum teaches our students to respond with positive behavior to the challenges of adolescence. From time to time, when students struggle to live up to our values, the school response seeks to guide them toward improving as a community member and as a person in general. The LAS code of conduct is overseen by the Dean of Students' Office. Students who violate the rules will receive consequences; students who abide by the rules will receive rewards.

### 3.81 EXPECTATIONS OF CIVILITY AT LAS

The LAS community intentionally guides students to realize their full individual potential as both learners and people. As learners, students who join the LAS community are expected to embody the characteristics of the IB Learner Profile. As people, both inside and outside of the classroom, LAS students are expected to live by these core values: *acceptance, commitment, honesty, kindness, reflection, and respect*. We believe instilling these principles helps students to become *innovative, compassionate, responsible citizens of the world*.

Living in a boarding school community means conforming to the basic norms and expectations of that community. While LAS students are encouraged to express their individuality, they are expected to do so while considering the sensitivities of those people with whom they live such as classmates, faculty, staff, faculty and staff children, and the Leysin community.

#### 3.811 Personal Clothing

In public spaces on campus, students are expected to be fully clothed in appropriate attire.

- Clothing worn in common spaces should be suitable for a professional environment,
- Clothes must sufficiently cover a student's body,
- Clothes must be free from offensive language and drug or alcohol references,
- Wearing pajamas, or clothing worn to bed, in the dining hall or any common space is not allowed at any time.
- Wearing hats indoors is prohibited at all times during the academic day

#### 3.812 Public Displays of Affection

Students must exercise polite, respectable behavior in public. Kissing or other displays of affection in public or shared spaces is not allowed at any time.

#### 3.813 Smartphones and Headphones in Public

In an effort to cultivate a connected community, LAS encourages students to refrain from the use of smart phones and headphones at the expense of personal interaction. In public spaces and passageways where students can enjoy the fellowship of their peers, they are expected to put away their smartphones and remove their headphones.

### 3.814 Awareness of Community Space

Students must consider their behavior in all community spaces. Some examples of civil space awareness include:

- not cutting in line,
- adjusting word choice and volume to suit any given context,
- yielding space to passersby,
- cleaning up after oneself,
- being cognizant of the needs of small children and the elderly in the community.

## 3.82 RESPONSE FROM THE SCHOOL

### 3.821 Merits and Rewards

LAS rewards behavior that meets or exceeds our expectations. Such rewards might include increased Pass time, dorm freedoms, or other privileges as determined by Dorm Heads, Student Life Office, and the Dean of Students' Office.

### 3.822 Typical Rule Violations

Any student who undermines peace in the community is subject to behavior consequences. The following list represents the school's response to common rule violations. Consequences can be greater for repeated offenses. This list is not exhaustive, and consequences will be modified or created as needed. Dorm Heads can decide whether to replace any infraction with a *Community Contribution*.

#### School Night 19:00 Check-in

- Messy room
- Dress code violation
- Tardy to first period
- Bag left in corridor and not in cloak room (Savoy Campus)

#### Weekend One-Hour Early Check-in

- Dishonesty, disrespect, rudeness, intolerance, irresponsibility, or insensitivity
- Leaving a mess in a community space
- Littering
- Late to dorm check-in, study hall, or lights out
- Using technology after lights out (consequence will increase with frequency of offense)
- Engaging in disruptive behavior after lights out
- Misuse of study hall

### Two-Hour Early Check-in

- Repeated dishonesty, disrespect, rudeness, intolerance, irresponsibility, or insensitivity
- Missing Assembly or other mandatory school meeting such as Faculty Family

### Full Weekend Night

- Chronic dishonesty, disrespect, rudeness, intolerance, irresponsibility, or insensitivity
- Insubordination
- Disruptive behavior
- Unwanted physical contact (such as uninvited wrestling)
- Repeated Missing Assembly or other mandatory school meeting such as Faculty Family

### One-Day Clipboard/ Clipboard Plus/ Full Weekend Clipboard

- Gross dishonesty, disrespect, rudeness, intolerance, irresponsibility, or insensitivity
  - Failing to leave the building when the fire alarm sounds
  - Late for ski check-in
  - Positive alcohol test (senior with drinking permission)
  - Not answering phone for Saturday or Sunday Check-in or Ski Check-in
  - Vandalism - Student is also financially responsible for damages
  - Bystanding
  - Repeated Missing Assembly or other mandatory school meeting such as Faculty Family
  - Unauthorized day Pass (leaving Leysin without permission)
- \*These offenses can earn any of the Clipboard responses from the school, depending on the seriousness of the offense as decided by the Dean of Students

### On-Campus

- Repeat gross violation of any school value
- Positive alcohol test (student without drinking permission)
- Consuming alcohol or alcohol found in room
- Bullying
- Sexual harassment
- Making threats
- In dorm or bathroom of another gender
- Engagement in the escalation of physical violence

### Off Campus

- Fighting
- Leaving the dorm at night without permission
- Overnight traveling without authorization
- Unsafe behavior
- Blatantly disregarding a restriction/ gross disregard for serving restrictions

- Theft - single incident

## 3.83 RESPONSE FROM THE SCHOOL:

### 3.831 Glossary of Terms

1. Conversation/Warning: A student is told verbally or via email about the rule he or she violated in an effort to guide them toward making a better behavior choice in the future.
2. School night 19:00 Check-in: the student must check-in with dorm staff 45 minutes early and remain there for the evening. Students must remain in their own room. No friends are allowed to visit. The student's roommate(s) is the only other person allowed to be in the room. The student may not order food deliveries, or have other students order food for them.
3. One- hour early check in: A student must check into the dorm one hour earlier than their grade-determined late check-in time on a weekend night.
4. Two- hour early check in: A student must check into the dorm two hours earlier than their grade-determined late check-in time on the weekend.
5. Full night in the dorm: A student must check into the dorm at 19:00 and remain in his or her room for the entire night. Students must remain in their own room. No friends are allowed to visit. The student's roommate(s) is the only other person allowed to be in the room. The student may not order food deliveries, or have other students order food for them.
6. Clipboard: For a full weekend day, the student must sign in with the AOC or Rover hourly starting at 09.00 and ending at 17.00.
7. Clipboard Plus is a full day of hourly check-ins plus a night in the dorm.
8. Full Weekend Clipboard: Two Nights in the Dorm and two days of Clipboard.
9. Partial Clipboard: A student must sign in with the AOC or Rover hourly for an assigned number of hours.
10. On-Campus Suspension: Early school night check-in every day of the week, two full weekend clipboards, and four nights in the dorm.
11. Off-Campus Suspension: A student must leave campus for a week. If a student is unable to return home, a Leysin homestay for one week will be provided at a rate of up to CHF 1000 for the week.
12. Community Contribution: Service to the dorm done in place of an infraction as assigned at the discretion of the Dorm Head. This is awarded for the purpose of student growth and only when the Dorm Head deems it appropriate.
13. Bystanding: A bystander is a student who observes a conflict or wrongdoing and fails to speak up and oppose the offense. The offense can be something serious or minor (anything from theft to plagiarism to cutting in line) and could occur once or repeatedly. Students are *bystanding* when they fail to speak up to an adult or a classmate in an effort to stop wrongdoings. The consequence for bystanding correlates with the degree of witnessed offense.
14. Insubordination: refusal to follow directions

**Note:** Dormitories in which students live may have additional rules for resident behavior. LAS reserves the right to add or modify consequences as needed for specific circumstances.

### 3.832 Special Notes of serving Consequences

#### Unserviced Restrictions

- Any 19:00 School Night check-ins will turn into a one hour early check-in on Friday night.
- An accumulation of unserved offenses will be bundled by the Dean of Students' Office
- Five day boarders who accumulate unserved infraction hours are required to remain on the weekend until all hours are served.

Note: If a student does not serve their restriction, it will be doubled.

#### Second off Campus

If a student receives a second off-campus suspension, he or she will be required to withdraw from the school.

#### Withdrawal Procedure

A student could be asked to withdraw from LAS for several reasons. The most common is a major rule violation (theft, drug use, fighting, bullying, etc...), multiple serious rule violations, or continued poor academic performance. LAS will try to be as clear as possible in outlining the conditions that a student must meet in order to avoid their departure. A student's overall record can be taken into account when considering withdrawal, though in the case of major rule violations, the violation would take precedence over their record.

In cases where a student is in jeopardy of having to withdraw from school the parents will be contacted and given the contributing details. This is usually an email from the Dean of Students or the Dean of Academics. The correspondence will give details of the situation and usually give the conditions that the student must meet in order to remain at school. The Head of School can also choose to meet with the student to have a conversation and reinforce these expectations. In some cases an improvement plan will be created in order to give specific conditions that a student must achieve.

The conditions stated can both be explicit from our student handbook, such as two off-campus suspensions results in a withdraw, or created to match the particular situation. If a student is found not to have met these conditions the Dean will decide with the Head of School if a student will be asked to withdraw. Once this is decided the withdrawal process is started and the family is contacted by the Dean of Students and/or the Head of School.

#### Withdraw Policy

When a student withdraws for discipline reasons, the following will occur:

- The student will be placed in the care of a local guardian. This lodging is charged to the parents at 300 CHF / day to a maximum of 1000 CHF per week.
- The student will be permitted to come to school to pack their room. If his or her room is not totally clean or packed by the time they leave, a cleaning/ packing fee of up to 250 CHF can be charged.

- The student must return all LAS issued supplies: Laptop, iPhone, text books, etc. Failure to return these will result in a charge to the parents.

### Behavior Contracts

A student with repeated infractions will meet with the Dean of Students to draw up a behavior contract denoting specific expectations for future behavior, and the consequences if they are not met. After it is signed by the student and the Dean of Students or Assistant Dean of Students, the contract is sent to the parents.

### Directives from Faculty and Staff

Students are asked to follow the directions of any staff member immediately. If students feel they have been treated unfairly, they should politely email their complaints to that staff member (and copy their Faculty Family parents), requesting a time to meet to resolve these differences.

## 3.84 BULLYING AND SEXUAL HARASSMENT

### 3.841 Bullying

Bullying is defined as verbal or physical contact which intentionally or unintentionally harms an individual's ability to learn, their performance or personal wellbeing, or overall sense of safety and security. Bullying is a form of social aggression and can come from an individual or a group. Bullying can include remarks made that demonstrate bigotry, intolerance, and discrimination on the basis of gender, race, ethnicity, religious beliefs, sexual orientation or socioeconomic status. LAS is committed to maintaining a school environment where bullying has no place. Furthermore, any form of coercion or harassment, or a threat to the physical or emotional safety that insults the dignity of others or interferes with their capacity to learn or work, is unacceptable. This commitment requires a greater consideration and tolerance for diversity in our international community. At LAS, our students and faculty represent a broad range of cultures and religious beliefs which are tied to their standards for personal behavior; however, these differences do not excuse inappropriate or offensive behavior. Instead, they call for a deeper awareness and sensitivity to other people's rights and dignities.

### 3.842 Sexual Harassment

Sexual harassment is unwelcome physical contact or verbal taunts that are or can be perceived as sexual in content or nature. Often sexual harassment can come in the guise of jokes. Furthermore, sexual harassment can take different forms depending on the harasser and the nature of the harassment. Male or female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

Examples of possible sexual harassment include, but are not limited to:

- Unwanted physical contact such as touching, pinching, brushing up against, patting or rubbing of a person's body
- Touching a person anywhere or in any way after that person has indicated objection to such physical contact
- Intimidation, taunts, slurs, jokes or condescension based on a person's gender, sexual orientation or sexual behavior
- Gesturing obscenely or suggestively with hands, face, or other body part
- Continuation of unwanted attention after a person has indicated an objection to such behavior
- Pulling, ripping, or removing clothing or exposing someone's body in any way
- Behavior such as lying down suggestively in hallways, classrooms, common areas or school vehicles in a way that intimidates or prevents others from comfortably using the area
- Willfully and repeatedly following, watching, and/or harassing of another person
- Telling sexual or dirty jokes
- Circulating or showing videos or websites of a sexual nature

### 3.843 Off campus expectations

LAS is committed to each student's physical and emotional safety, and thus any behavior that takes place off campus, that impedes a student's sense of safety while on campus, is subject to discipline review.

### 3.844 Consent

Both on and off campus, students are expected to remember that *consent is required* when it comes to any and all gestures or relationships of a sexual nature. *Consent* is a clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in a particular activity. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical, reputational, financial pressure, threat, intimidation, or fear (coercion or force). Consent cannot be offered if a person is under the influence of drugs or alcohol. LAS students in grades 9-12 will attend a workshop on consent and healthy relationships.

### 3.844 Responding to Sexual Harassment and Bullying

1. Students should immediately report bullying or sexual harassment incidents to a LAS faculty member.
2. LAS faculty member will document the incident and email that report to the Dean of Students' Office.
3. The Dean of Students' Office will conduct a full investigation of the incident where necessary.
4. Counseling and mediation is the first course of action, but all formal disciplinary sanctions also may be implemented, including dismissal from LAS.
5. All parties will be monitored after the incident has been investigated and resolved.
6. Parents of the offending student(s) and victim(s) will be contacted.

7. Repeated incidents will result in dismissal from school.

## 3.85 FIGHTING and VIOLENCE

At LAS, we strongly promote honest, open dialogue and peaceful conflict resolution. Physical violence of any sort between students will not be tolerated at any time.

### 3.851 Firearms or Weapons

Use or possession of firearms, including blank firing guns and starter pistols, will result in immediate dismissal from LAS. Small, foldable pocket knives with blades or tools less than six centimeters in length are permissible. If a student threatens or attacks another student with any weapon, he or she will receive an off-campus suspension or dismissal from the school.

## 3.86 ALCOHOL

LAS students in grades 7-11 are prohibited from drinking or possessing alcohol at any time. Students are regularly breathalyzed at dorm check-in, and LAS reserves the right to breathalyze at random. If a student tests positive on the breathalyzer, then a second reading will be taken approximately ten minutes after the first reading. These two readings are considered the official result and the school will respond accordingly.

Policy for underclassmen and first semester seniors:

- First offense: On-campus suspension and parent notified
- Second offense: Off-campus suspension
- Third offense: Recommended dismissal from school

### 3.861 Alcohol Possession

Any possession of alcohol (including empty containers) is considered an alcohol violation. This consequence can be escalated depending on the quantity and type of alcohol found.

### 3.862 Alcohol Privilege

Students in grades 12/13/PG with parental permission may earn the privilege of drinking alcohol in moderation during the second semester. We grant this privilege, which may be withdrawn at any time, only after students complete an alcohol awareness course.

**The following guidelines apply:**

Students with drinking privileges may only consume alcohol at The Cave on designated evenings, usually Friday and Saturday from 19:30 to 22:30. Only beer and wine may be consumed in moderation. Hard alcohol (spirits) is forbidden. Alcohol must never be consumed or bought off-campus and must never be consumed or present in dormitories.



All students will be breathalyzed at weekends and at other times without warning. BAC (blood alcohol concentration) must not exceed 0.05 at any time.

The following consequences for BAC Level 0.05 - 0.08 will be implemented in each case without discussion:

- First offense: Clipboard and parent notified
- Second offense: On-campus suspension and loss of drinking permission for one month
- Third offense: Off-campus suspension and permanent loss of drinking permission
- Fourth offense: Recommendation for dismissal

Consequences for BAC level above 0.08 are as above, starting at the 2nd offense level.

### 3.863 Alcohol in The Cave

Students are expected to drink alcohol sensibly. These rules are in place to give students the experience of drinking alcohol with limitations.

- Students will be breathalyzed prior to being served alcohol in The Cave.
- Students may consume a maximum of one drink per hour.
- Students may drink a maximum of three drinks per night.
- Alcoholic drinks must remain in The Cave. In nice weather, drinks may be taken onto the terrace outside of The Cave.
- Students may only drink the beverages served in The Cave and may not bring their own drinks into The Cave.
- A student may not give any alcoholic beverage to another student.

## 3.87 SUBSTANCE-FREE LIVING AND DRUG TESTING

LAS maintains a zero tolerance drug policy. If students are found using or in possession of drugs, they will be dismissed from the school immediately. LAS drug tests a randomly selected group of approximately ten students monthly.

LAS reserves the right to request a confidential medical examination (such as urine analysis) of any student at any time, and without warning. Testing will take place through the Health Center with the results communicated to the Dean of Students. A positive result will be tested a second time to confirm it is not a false positive. If the second test also is positive, the student will be considered to have used drugs. The sample will then be sent to an outside laboratory for a third round of testing. If this third test proves positive, the student must immediately withdraw from school.

Students are expected not to use drugs while away from school on break or over the summer. If a student tests positive while at school for drug use that occurred outside of school, they are still considered in violation of the school's drug policy.

If a student refuses to submit to a drug or alcohol test or attempts to use someone else's urine, they will be considered in violation of school policy and will face immediate withdrawal.

LAS reserves the right to classify new products and activities as drugs or drug use; students who are found to have used drugs may be subject to immediate withdraw. LAS also reserves the right to consider the abuse of prescription drugs, or any chemical agents being used in a drug-like manner, in violation of our drug policy.

### 3.871 Nicotine Use

LAS has a strict no-tobacco products policy that is enforced with all students, regardless of their age.

Nicotine products are proven to have a significant harmful health impact. We urge our students to quit at their earliest opportunity and to counsel their fellow students to do the same.

Nicotine products include, but are not limited to, JUULing, vaping, dokha, shisha, spice, and tobacco pellets.

If students are found consuming or in possession of any nicotine products, they will face the following consequences:

#### First offense:

- Letter home to parents
- Healthy Habits class (2 weeks)
- Random nicotine drug testing (at the expense of parents)

#### Second offense:

- Letter home to parents
- Healthy Habits class (4 weeks) with culminating project
- Random nicotine drug testing (at the expense of parents)

#### Third offense:

- Letter home to parents
- Healthy Habits class (4 weeks) with culminating project
- Random nicotine drug testing (at the expense of parents)
- Full Weekend Clipboard

#### Fourth offense:

- Letter home to parents
- Healthy Habits class (4 weeks) with culminating project
- Random nicotine drug testing (at the expense of parents)
- 1 week On-Campus Suspension

#### Fifth offense and after:

- Off-campus suspension

### 3.872 Possession of Nicotine Products

If a student has nicotine products discovered in their room or in their belongings then this is considered a nicotine violation.

### 3.873 Suspicion of Smoking

If there is reasonable suspicion that a student is using nicotine product LAS can issue a smoking violation.

### 3.874 Group of Nicotine Users

Students found among a group of nicotine users can receive a nicotine infraction, even if it cannot be determined that they were also using. If a group is approached, and nicotine use is taking place and the user cannot be identified specifically, all students in the group will receive a nicotine violation. (See section 3.822). This is in accordance with the LAS Bystanding policy, in our Response from School Glossary. campus within the town of Leysin, smoking between classes or while in the vicinity of the school is prohibi

### 3.875 Groups in Toilet Stall

Students grouped together in a toilet stall will earn a nicotine infraction.

### 3.876 Nicotine Users on or Between School Grounds

As LAS is an open campus within the town of Leysin, smoking between classes or while in the vicinity of the school is prohibited and will result in a consequence.

### 3.877 Smoking in the Dorm

Smoking of any kind in the dorm is a fire hazard and strictly prohibited. If a student is discovered smoking in a dorm, or if there is overwhelming evidence that smoking has occurred, the student will immediately receive an off-campus suspension.

If one faculty member smells cigarette smoke or nicotine vapor while in a dorm room, the students in that room will be confronted and the faculty member will call another staff member into the room. If the second staff member confirms the smell of smoke or vapor in the room, all students living in that room will receive an off-campus suspension for one week, unless those responsible step forward to receive their consequence.

Cigarette butts inside the room, on the balcony, in the garbage, outside of the window or cigarette marks in the bathroom are all considered reasonable evidence that smoking is occurring in the room.

#### 3.8771 Vaping in the Dorm

Vaping in the dorm is disrespectful to your roommate and others in the dorm. If you are found vaping in a room you will have to attend the health habits class and you will also have to serve an on-campus suspension.

### 3.88 CONDUCT ON CULTURAL TRIPS

Students are expected to practice the LAS core values and abide by all school expectations while on cultural trips. Careless or obstinate behavior by students not only creates added difficulties for the faculty in charge, it also has a negative impact on the other students in the group. The school therefore takes discipline incidents during cultural trips very seriously.

If violations occur, the students involved could have their activities curtailed for the remainder of the trip. When they return to campus, they could receive an off-campus suspension and lose the right to attend the next cultural trip. In addition, they could receive a failing grade for the cultural trip on their transcript.

#### 3.881 Off-Campus Suspensions and School Trips

If a student receives an off-campus suspension they will lose the right to attend their next school trip, either the fall cultural trip, spring break trip, or spring cultural trip.

Please note that while the spring break trips are not under the school's liability because we use an external company to provide them, we do consider them to be school sponsored trips since they are composed of our staff and students.

The student's parents are financially responsible for changing all travel plans, and LAS will not give a refund for exclusion from the trip.

### 3.89 LAS STUDENT CONDUCT CODE

While students are enrolled in LAS they are expected to follow the rules. A student can be held accountable for their behavior, even while not under the school's care, in accordance with our student handbook.

#### 3.891 The Honor Council Process:

1. The Dean of Students, and Assistant Dean of Students will refer certain cases to the Honor Council. The decision to refer a case can be based on the presence of a certain level of doubt, or where a clear recommendation by the Honor Council will be in the best interest of the LAS community. While the Honor Council serves as an independent body of the administration, it supports the goals of the LAS Honor Code.
2. The Assistant Dean of Students selects a minimum of three participating student members and two faculty members to convene the Honor Council for a hearing. (Participants for each hearing have been selected by faculty for their impartiality.) An Honor Council member has the right to ask to be withdrawn from the panel if he or she feels too partial to the case. The Honor Council is convened and deliberates each case at a convenient time set by the Dean's Office. The Honor Council can choose to recommend any sanction options.
3. A defendant will have the chance to present to the Honor Council and bring along one character reference as an advocate, such as a faculty parent or teacher, for their case.

Their advocate must not be directly involved in the case. If unable to attend the hearing in person, a written character reference may be submitted at the hearing.

4. Once presentations have been completed, the Deans, defendant, and advocate will be asked to leave.
5. After deliberation, the Honor Council needs a majority decision for a recommendation to be made to the relevant Deans (and in some cases, the Head of School).
6. The school's administrators are encouraged to support the decision, but have the right to amend it or ignore it.
7. All Honor Council hearings are confidential.