



LEYSIN AMERICAN SCHOOL IN SWITZERLAND

LAS Student & Family Handbook

2024 - 2025

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1. INTRODUCTION

1.1 WELCOME

Welcome to Leysin American School. Located in the stunning Swiss Alps, LAS brings together students from over fifty countries to live and study in a community that promotes a global perspective and a family atmosphere.

For over 60 years, we have nurtured the talent of our students, motivating them to achieve their best in academics, sports, and arts. Our success stems from the vision of founders, Sigrid and Fred Ott—to create an international high school in a secure, inspiring location, where young people can reach their academic and personal potential, and become true “citizens of the world.” Under the leadership of the third generation of the Ott family, this vision continues to guide our mission of promoting international understanding among young people and excellence in boarding school education.

It is in this spirit that we educate our students at Leysin American School. We believe that they have a great contribution to make in the 21st century, both as future leaders in their countries and around the world.

1.2 SCHOOL GOVERNANCE TODAY

In 2005, the Ott family decided to cede majority ownership of the school to the LAS Foundation for the Advancement of International Education, a non-profit philanthropic organization overseen by the Swiss government.

The Foundation has two operational goals—first, to maintain LAS’s current mission of offering high-quality education to its students; and, second, to pursue fundraising support for student scholarships, special projects, annual funds, and capital campaigns.

The current governance of the school is organized in the following manner:

- The LAS Foundation for the Advancement of International Education provides any necessary developmental support to the school.
- The LAS Board is responsible for the operations, development, and financial affairs of the school. This Board reports directly to the Foundation Board.
- The school also maintains a separate 501(c)(3) charitable foundation in the United States. This foundation receives vital donations from LAS alumni, alumni parents, current parents, and friends who are US taxpayers.



1.3 OUR PURPOSE AND OUR COMMITMENT

Our Purpose and Our Commitment can be referred to as “Guiding Statements.” The LAS Purpose covers why LAS exists and what we do, including the values that drive the school. The LAS Commitment defines the benefits to LAS families (students and their families) by living the LAS Purpose.

1.31 LAS Purpose

LAS Vision

LAS prepares students for a lifetime of leadership by encouraging them to exemplify our values and mission as they develop a broad international understanding that will allow them to make a positive impact in the world.

LAS Values

LAS values are founded on the principle of RESPECT:

- **Respect for Self and each other:** We nurture a sense of belonging for all forms of identity embodied within our community to be treated with dignity.
- **Respect for the environment:** We care for our place and engage in sustainable practices to preserve our surroundings and our planet for future generations.
- **Respect through generosity:** We act within our community, locally, and internationally, to contribute to the betterment of our world with humility, empathy, and kindness.

LAS Mission Statement

Developing innovative, compassionate, and responsible citizens of the world.

- By **innovative**, we mean being creative and open-minded while developing a passion for learning.
- By **compassionate**, we mean demonstrating a strength of character through a true sense of kindness and caring.
- By **responsible**, we mean making thoughtful decisions that take into account the community and the environment.
- By **citizens of the world**, we mean a state of mind that promotes international understanding through a shared respect for everyone, regardless of their culture.

1.32 LAS Commitment

LAS is committed to providing an 'Education with Impact' by:

- Developing the **Whole Child** through individualized education & experiential programs
- Shaping transformative leaders through **Innovation, Creativity, & Entrepreneurship (ICE)**
- Embracing a diverse **Global Family** with shared values and behaviours (actions/conduct)



High quality learning is achieved at LAS when students are valued, challenged, have ownership of their learning and passions and are able to transfer their knowledge/skills to current contexts and throughout their lives.

1.49 School Pledge

As a member of the LAS community,

I pledge to be an innovative, compassionate, responsible, citizen of the world.

I am innovative.

I am an inquisitive risk-taker, seeking knowledge.

I am compassionate.

I am an open-minded, respectful, caring communicator.

I am responsible.

I am ethical, reflective, and balanced.

I am a citizen of the world.

I will honor my own culture while embracing and respecting others.

I will uphold our community values with the highest regard.

1.5 CONFIDENTIALITY

LAS reserves the right to determine the level of confidentiality in regard to information about enrolled students. While LAS strives to keep student information as private as possible, the school must balance the safety and security of the student with any legal requirements when deciding on disclosure. As a boarding school, the staff that works here are committed to acting *in loco parentis* in the best interest of student safety and wellbeing. To ensure a quality duty of care, information is shared in the form of dorm notes and pastoral notes in Orah, PowerSchool, Magnus Health, and other software systems.

1.6 DISCLAIMER

The LAS Student Handbook contains a detailed outline of the established policies and procedures for LAS students. However, it is impossible to detail responses to every situation that might affect students over the course of the year. Therefore the administration reserves the right to amend this handbook as necessary, and to respond in good faith to situations using means not described in this handbook.



2. FAMILY GUIDE

2.1. PARTNERSHIP WITH PARENTS

We are excited to work with you, parents, in the best interest of your child. The partnership between the school, your child, and you, as parents/legal guardians, is critical to the success of your child’s academic, social and emotional development during their enrollment. The younger the student the more relevant the partnership between the school and parents is. As students grow older, they become increasingly independent while still relying on parental guidance.

The partnership is a relationship based on *trust* and *open communication* between the school, the parents, and the students. Boarding school education is an excellent preparation for life for students to grow independent from a young age. As a result, we encourage parents to both communicate openly with the school and their children so they learn how to solve problems largely by themselves. The scope of the partnership with parents is limited to their own child or children. Parents may only represent children of other families with their written parental consent as per Swiss Federal Data Protection Act.

The LAS Student & Parent Guide provides the framework with clearly defined expectations for the entire school community to live in harmony allowing every student to fully benefit from everything LAS offers and, thus “developing innovative, compassionate, and responsible citizens of the world.”

2.2. FAMILY COMMUNICATION AND VISITS ON CAMPUS

2.21 Family Communication

Each parent has access to plenty of information regarding their child’s progress at LAS, from grades, homework assignments, quizzes, and teacher comments, to school-sponsored trips, dormitory information, activities, and financial and health information. Links to all of this information can be accessed through the Parent Portal at las.ch/las-advancement/las-family-portal-new. We also partner with parents to help us guide their child during their time at school. This partnership between parents and the school is key to the success of every LAS student.

Platform	Information	Help
Parent Portal	This is the first step to access all platforms listed in this table.	Follow the link or click on FAMILIES (mobile) or the people icon (browser) on the website.
Orah	View School Pass type and give approval.	Dean of Students pfomalont@las.ch



PowerSchool	Find information about grades, teacher comments, dormitory comments, activity comments, and attendance.	LAS Registrar academicoffice@las.ch
www.las.ch/about/news-events	This page will lead you to the LAS News and Events Calendar.	Communications communications@las.ch
Magnus Health	Keep up to date with medical records and Health Center visits.	Health Center nurses@las.ch

Parents can follow academic grades and comments by teachers, dorm staff, faculty parents, and trip leaders. This information is available through our online portals. LAS reinforces this through direct discussions with parents throughout the year in Leysin or in the family's country of residence during our many global trips. The following group of people are available to you depending on your needs:

- **LAS Family Family Parents:** they generally will have a good overview of how your child is doing and will share information about LAS family life.
- **Admissions & Advancement:** The Admissions Directors, in particular, help parents navigate the rich and complex world of LAS. See Faculty Contact Information.
- **Academics:** Members of the academic team, including teachers, will assist parents. See Faculty Contact Information.
- **Student Life (activities, weekend travel, school-sponsored trips, special events, student conduct, travel services):** Different people will assist you depending on your question and needs. See Faculty Contact Information.
- **Residential Life:** Dormitory supervisors will help. See Faculty Contact Information.

Discussions and comments with parents are open, constructive, and aimed at helping each child succeed at LAS and in the future.

2.22 Family Visits to LAS

LAS parents are always welcome to visit their children during the school year to check on their academic and physical well-being. As a parent, you also may schedule conferences in advance with teachers—simply email academicoffice@las.ch at least one week before the date of your visit. Parent conferences are scheduled to take place during the school day and may include appointments with all of your child's teachers. If you would like to meet with other members of the faculty or administration, please email your request in advance to academicoffice@las.ch. To avoid any conflicts with your child's



academic schedule, please consult our travel policies and procedures before your visit and when leaving the LAS campus with your child.

2.3. FAMILY SUPPORT

2.31 LAS on The Road

At LAS our Admissions Directors, Director of Institutional Advancement, Head of School, and Dr. Steven & Mrs. Doris Ott, *the LAS grandparents*, and other administrators travel across the globe to meet parents in their home countries. This is a special privilege and opportunity for school administrators to learn more about the home countries of our students. These meetings offer the chance to discuss student progress, share information about what is happening at LAS, and discuss how best to support each student. School administrators also seek advice on how to make our school better. Many innovations at LAS began with suggestions from parents.

2.32 Family Volunteers

The school is excited and thankful to a growing number of parents volunteering their time and resources to support LAS. Here is how you can help:

- **Hosting events in your home country:** LAS families are part of an exclusive network of people around the world with similar backgrounds, interests, and values that are the draw to the school. Alumni events and family hosted events are very enjoyable and help promote our programs. Please contact advancement@las.ch for more information.
- **Promoting LAS within your circle of family and friends:** Most families learn about the school via word of mouth, and we would love to have you share your positive experience with your network. We are grateful for your support.
- **Participating in our speakers series:** Our students are always excited to learn what parents do. Families speak at the library open to all students are part of a class. If interested, please contact advancement@las.ch.
- **Hosting a group of students to visit family businesses:** Whether during the school year or on vacation, our students enjoy visiting and learning about other families businesses. For more information, contact advancement@las.ch.
- **Volunteering at key events:** Student Orientation in August, Family Winter Week in February, and Graduation late May are the main events when families can volunteer here on campus. Please contact advancement@las.ch for more information.

2.33 Donations

"A good education is about more than just academics. It is about learning to love learning and being willing to go beyond one's comfort zones. It is about developing passions, active participation, and gaining respect for diversity of all kinds. I donate to LAS each year because this is exactly the education my daughter received. LAS prepared her for a lifetime of asking questions, thoughtful consideration of



differing viewpoints and opinions, and an unreserved openness to the world and its diversity.” -Audrey Manley, P’21

The Impact Fund was established in July 2022. Since then the fund has supported faculty with over CHF 60,000 worth of grants, renovated four student spaces across campus, supported scholarship students to attend conferences around the world, brought four Alumni Visiting Scholars back to LAS, and funded five experiential field trips. With your support and philanthropic generosity, we can continue to grow the Impact Fund, deliver for our students, and strive for excellence in all we do. All donations to the Impact Fund directly benefit the student experience at LAS and allow us to accelerate our initiatives. For more information, please contact advancement@las.ch.

Each year, our graduating class has the opportunity to leave a lasting legacy at Leysin American School through the Senior Gift initiative. This tradition allows seniors to select a campus space for renovation, ensuring that future generations of LAS students can enjoy an enhanced learning environment. By contributing to the Senior Gift, the entire LAS community can participate in this meaningful project, supporting our seniors as they pay it forward and create a lasting reminder of their time at LAS. For more information, please contact advancement@las.ch.



3. RESIDENTIAL LIFE

3.1 ARRIVALS AND DEPARTURES

For new students starting school in August or January:

Our school semesters begin with a mandatory Orientation Week in August and an Orientation Weekend in January for new students. Both orientations provide an important introduction to boarding school life. During these sessions, LAS students will:

- Meet their Dorm Heads and peers, who will join new students in activities designed to 'break the ice' and make them feel welcome at LAS
- Participate in activities to get to know the campus better (August Orientation Week only)
- Receive all school materials and supplies (uniform, laptops, office supplies)

Parents will receive a detailed orientation package after their child has been accepted to LAS. We strongly request that students arrive on time and take part in all planned orientation activities, as this participation is critical to their successful transition to life at LAS.

Note: For more information regarding specific arrival and departure times, please see [Section 15 Academic Calendar](#).

3.11 Before Leaving LAS

Before each break in the LAS calendar (Winter Break, Spring Break, and Summer holidays), we require students to leave their rooms clean and orderly. If this is not the case, a cleaning fee of 500 CHF may apply. In addition, students departing at the end of the school year (and those students leaving LAS after the first semester), must return the items listed below. In the event any of these items are not returned, fees will be charged to the student's personal account:

- Laptop and charger
- SIM card
- School books (other than those purchased by students)
- Library materials
- Dorm fob

Using boxes provided by the school, all students must pack and clearly label their belongings before departure, as returning students will receive new room assignments the following year. Failure to properly pack items for either shipping or storage may result in an extra packing fee.

3.12 End-of-year Shipping And Storage

LAS uses an external contractor to ship or store student belongings over the summer months. Students can request this service through their dormitories at the end of the year. For additional information on costs and scheduling, please contact Eric Turner, Director of Residential Life.

Please note that no "on-site" summer storage is available in the dorms or on the LAS campus. Bikes, ski equipment, furniture, and other large items that will not fit into a box must also be stored with the storage company. Items left behind in dormitories or in ski rooms will be discarded or given to charity.



3.13 Mid-Year Shipping And Storage

LAS will store or ship belongings of students who depart during the year. If no further instructions have been received within 6 months of departure, these items will be donated to charity.

3.2 CLOTHING

Our alpine campus is located at 1,350 meters (4,400 feet) above sea level, with many hiking paths and ski slopes reaching even higher altitudes. Consequently, appropriate clothing and footwear for fall, winter, spring, and summer seasons are essential. While most items can be purchased in Leysin and nearby towns, we recommend that your shopping for listed items be completed prior to arrival.

3.21 Uniforms

All students must wear school-designated LAS dress during the school day.

- All students must wear the LAS polo shirt either in grey or white that must be purchased from the school store. Students may wear a school sweater.
- For bottoms, students must wear the school black pants purchased from the campus store.
- *Optional bottoms* for students are skirts that are purchased from the school store.

3.22 Non-uniform Clothing

Non-acceptable clothing for the uniform dress.

- Hoodies, including the old uniform hoodies.
- Leggings, sweatpants, and joggers.
- Skirts from previous years
- Hats

3.23 Uniform Determination

We reserve the right to determine what is appropriate clothing or not as part of the school uniform.

Note: Skirts must be no shorter than the length of a school ID card starting from the knee. The back hem of skirts should also meet the appropriate length. Skirts that do not follow these guidelines are considered a uniform violation.

3.24 Personal Clothing

- Winter coat and/or jacket
- Raincoat and/or windbreaker
- Two sweaters
- Two sweat or running suits, two shorts, two shirts, five pairs of black or white socks
- Hiking shoes
- Athletic outdoor shoes
- Athletic indoor shoes (non-marking are mandatory for use in the squash court, MMAC, and weight room areas)



3.25 Activities Clothing

All students take part in the afternoon activities program. Students should have at least two days' worth of athletic clothing along with any specialized sports equipment needed such as shin guards, volleyball knee pads, or mouth guards. LAS orders team uniforms, the cost of which is charged to the student's personal account.

3.28 Casual Dress

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

- Students may not wear clothing depicting drug, alcohol, or sexual references, or any type of offensive writing or graphics.
- Students may not, at any time, go to the dining hall wearing pajamas or clothing they wore to bed. Furthermore, clothing worn in common spaces should be suitable for a professional school environment, sufficiently covering a student's body.

3.29 Formal Dress for Banquets And Special Occasions

Formal dress is required at banquets and special occasions. For boys, this means dress pants, a jacket, and a collared dress shirt. For girls, this means a suitable evening dress or pantsuit.

3.3 LIVING AT LAS

3.31 Dormitory Philosophy

More than 60 years of experience in education tells us that if students feel at home in their living situation, they will be more able to perform to their full potential. For this reason, LAS views the idea of "family" as central to the well-being and character of our entire school community. Given the distance many of our students are from their parents and home, we ensure a stable, caring, and supportive family-like environment, where students receive adult guidance through frequent daily *in loco parentis* interactions.

In regard to the family-like environment of our dormitories, LAS dorms provide a unique opportunity for students to gain a deeper understanding of other cultures. Students from throughout the world learn to live together in a shared community, gaining a greater appreciation of the ideas, values, and histories of one another's respective cultures. Attending boarding school helps students become autonomous; at an earlier age, students learn to manage not just their academics but also their living space, schedule, and behavior. This experience ultimately reveals that, as people, we have more in common than our initial differences might suggest. This realization is the first step in becoming a true "citizen of the world."

3.32 About LAS Dormitories

- Each dormitory is equipped with a kitchen, common area, ski room, and laundry facilities.
- All dormitory rooms are furnished with the necessities for comfortable living and studying.
- The storage space in each room is limited, so please only bring a minimal amount of items.



- For safety and security reasons, all damages (whether intentional or as a result of normal wear and tear) must be reported to the Dormitory Head so that timely repairs can be made.
- Students will be held financially accountable for any and all damages to furnishings and rooms; a cleaning fee will apply for rooms that are left in a state that does not comply with section 2.431 of this handbook
- Additional furnishings and appliances are prohibited without the express consent of the Director of Residential Life.
- Students should expect to see faculty members of all genders in the dormitories and should plan to dress accordingly until the mandatory lights out.

3.321 LAS Gender Inclusion Policy

At LAS, we strive to create a safe, supportive, and inclusive environment where all members of our community feel respected and valued.

All students are free to express their gender and sexual identities in a way that feels comfortable to them. We recognize that gender and sexual identities are complex and fluid concepts and that each person's experience may be unique. LAS students can decide when, with whom, and how much personal information about their gender and sexual identities they will share.

We believe that every student should be addressed by the names and pronouns corresponding to their gender identity, regardless of whether their names or pronouns are recognized legally. As a community, we strive to provide a safe space for students to express themselves authentically.

LAS provides a variety of systems to support students in their journey toward self-discovery and acceptance. The Technicolor Fellowship is an affinity group for all students who want to discuss gender fluidity. Student leaders of different backgrounds that are committed to justice in all forms facilitate student inclusion through our S.A.F.E (Students Actively Fostering Equity) group. Visiting times in the dorms are vital to our community, and we want to ensure they are inclusive. Therefore, we have scheduled visiting hours when students of any gender may visit other dorms, and we have non-gendered toilets around our campus. In addition, we educate all staff on gender diversity and inclusion to create a more understanding and accepting community and ensure that all students at LAS feel welcome and valued.

Some aspects of the LAS program—such as dormitory assignments and sports teams—are assigned to a specific gender. In these cases, we will place students in the group that corresponds with the gender listed on their passports.

At LAS, we value diversity and strive to create an environment that welcomes and accepts all students. We encourage anyone who witnesses or experiences discrimination, harassment, or microaggressions to report such incidents using the options available at www.las.ch/lifestyle/youmatter so that we can address them immediately.

3.33 LAS Students Live In The Following Six Dormitories:

- The Esplanade Dormitory has six faculty apartments, 22 student rooms, and a student lounge with an equipped kitchen for student use and two big-screen TVs. Ping pong, pool and foosball tables, as well as gaming consoles, are available in the lounge. An exit on the dorm's south side leads to a grass area overlooking the mountains.



- The Beau Réveil Dormitory contains ten faculty apartments and 16 student rooms. It also has two lounges with fully equipped kitchens, a third lounge with desks for group study, a ping pong table, dual large-screen televisions, and couches on which to relax. There is also a ski room, music room, E-gaming room, bike repair room, and an art room in the building.
- The Savoy Dormitory is the largest LAS dorm, located in the Savoy building, which also contains classrooms, the main school kitchen, a cafeteria, the main Health Center, Black Box Theater, a library, the campus store, and school administration offices. The dorm itself contains ten faculty apartments, 32 student rooms, four student lounges with two equipped kitchens, two big-screen TV receivers, a music room, a ping pong table, billiards, and two ski rooms.
- The Beau Site Dormitory comprises the top three floors of the Beau Site building, which also contains the Math and Science classrooms. Beau Site is also home to the Valley View room and the Red Frog, two large general-purpose spaces with a student kitchen. Beau Site has eight faculty apartments, approximately 25 student rooms, and a large student lounge with a kitchen and dining area, couches, a large screen TV for relaxing and socializing, and a smaller lounge with a kitchen on the first floor.
- The Belle Époque Boys Dormitory houses boys. The Boys Dorm contains seven faculty apartments, 23 student rooms, a lounge with an equipped kitchen, a TV lounge, and a common ski room.
- The Belle Époque Girls Dormitory houses girls and is also located within the Belle Époque building, and contains five faculty apartments, 25 student rooms, a TV lounge with an equipped kitchen, an additional lounge, and a common ski room.
- Within the Belle Époque building (the former Grand Hotel of Leysin), you can also find classrooms, a dining hall, school administration offices, the Grande Salle concert and events hall, a library, The Cave students' club, a fitness room, and a large Art Center Studio.
- Note: Printers as well as laundry and ironing facilities are available in each dorm.

3.34 Community Activities And Entertainment

The village of Leysin hosts a number of outdoor activities throughout the year. There is also an English movie theater, small independent art galleries, athletic events, and occasional concerts representing many styles of music.

To begin exploring Leysin, visit one of the links below:

<https://www.aigle-leysin-lesmosses.ch/en/P41429/leysin>

www.tele-leysin-lesmosses.ch

www.myswitzerland.com

3.4 LIVING IN A DORMITORY

3.41 Supervision

Each LAS dormitory is home to several live-in faculty members known as Dorm staff. Dorm staff share on-call duties in their dorms on nights and weekends throughout the school year. In the case of an emergency, the Dorm staff on duty will be the primary contact in addition to the Dorm Head. Assigned student prefects, ambassadors, and senior proctors also are on hand to assist Dorm staff throughout the



evening. Students will become familiar with the apartment locations and contact numbers of the Dorm Head and Dorm staff in case of an emergency. Dorm staff often work with students of a different gender and must enter student rooms to inspect rooms for cleanliness or to enforce lights out and/or removal of electronic devices. All of our staff are respectful of student spaces and privacy, but the need to maintain a safe and appropriate dormitory environment takes priority.

3.42 Rooming Assignments

Rooming assignments for returning students are based on requests made at the end of the previous school year. Students may also submit roommate choices. While LAS will attempt to fulfill these requests, the overall LAS policy of boarding students from diverse backgrounds will prevail. In cooperation with the Director of Residential Life, Dorm Heads will place returning students according to our rooming policy. The assignment process is complex and involves factors such as seniority (the student's length of stay at the school), grade, and language balance in a given room.

Students may find themselves housed in a different dormitory than requested due to space issues, leadership positions, or age considerations. The Director of Residential Life must approve all dorm changes, while respective Dorm Heads must approve all room changes. No room or dorm changes are permitted during the first month of each semester, regardless of arrival date.

While LAS strives to keep students in their originally assigned rooms, because of unforeseen or impromptu circumstances, students may need to be moved during the school year. LAS reserves the right to make these changes as needed for the purpose of dormitory harmony.

3.421 Roommates

Living with a roommate offers a unique opportunity to learn about another background and culture and, potentially, form a bond of friendship that lasts a lifetime. At the same time, learning to share a common space, especially for teenagers, can be a challenging experience. Differences between roommates are not uncommon as they seek to reach that perspective of mutual respect and honest communication. Recognizing this fact, our experienced dorm staff works extensively with our students to mediate and foster positive roommate relationships. An initial period of adjustment is natural for any new roommate arrangements; therefore, LAS will not consider or make any requested room changes for students until one month after their arrival, regardless of their arrival date. After this period, a student may request a room change.

Since LAS maintains an open admission where new students can be accepted throughout the semester, students should realize that they might acquire a new roommate at any point in the school year. In this case, students must have their room ready 48 hours before a new roommate arrives.

3.422 Language Considerations

As best as possible, LAS seeks to room students with different mother tongues. This helps support our mission of creating global citizens. To support this approach, as much as possible, non-English speaking students will not room with speakers of their native language. However, given the logistical constraints, this is not always possible.

3.423 Mediation



People who live together occasionally encounter differences. The challenge then is how to resolve these differences positively through open communication. At LAS, we employ a formal mediation process to resolve any dorm-related conflicts that arise between two students. This process involves adults (dorm staff or faculty parents) setting up a forum for mediation and then supervising the meeting between the students in question. When a resolution is reached, it is reflected in a written statement that is shared both with the students and their faculty parents. With any student conflict, we complete this mediation process before any other actions are taken.

3.43 Cooking, Cleaning, and Decorating Rooms

3.431 Cleaning Rooms

Each dormitory maintains a professional cleaning staff to clean dorm room bathrooms and floors, wipe desktops, dispose of garbage, and provide clean bedding. However, we ask that students take responsibility for the following actions in keeping their dorm rooms tidy:

- Floors must be free of garbage, clothing, and other personal items.
- Study areas should be clear and shelves used for books only.
- Shower and toilet areas must be clean and clear of debris.
- Beds should be made daily.
- Laundry must be in clothes baskets.
- No open food or empty food containers should be present.
- All lights and electrical items should be turned off, and secure areas and room doors locked when the room is vacant.
- The room should be odor-free and students are expected to minimize odors created by perfumes, food, unwashed laundry, and body odor.
- Trash cans that have reached capacity should be emptied in the hallway bins.

Students who fail to meet these expectations may face disciplinary measures and will be held financially accountable for any damages to rooms.

3.432 Room Decorations

Room decorations depicting tobacco, alcohol, drug use, and/or paraphernalia associated with these activities are prohibited. Images featuring nudity, sexually explicit material, violence, discrimination, and/or racism are also forbidden. As members of an international community, students are expected to be mindful and considerate of how symbols and images that they display in their rooms could have an unintended effect on others. To prevent damage to room surfaces, we ask that students follow these guidelines:

- The dorm room door must be free from obstruction.
- Nails, tacks, and staples cannot be used on wooden surfaces.
- Stickers are not allowed on any surface in a room.
- Dorm Heads will explain decoration parameters specific to each dormitory.

3.4321 Candles and Open Flames



Candles and incense are not allowed to be burned in the dorm rooms because of the fire hazard, and the smoke could potentially activate the building's fire alarm. This also includes any other object which is flammable such as incense, etc.

3.433 Laundry Facilities

LAS students in grades 9-12 are responsible for their own personal clothes laundering. Each dormitory is equipped with adequate laundry facilities for personal laundry. Dorm staff will review laundry room etiquette with students at the beginning of each school year and through periodic reminders.

LAS also offers a weekly laundry service for bedding. Once a week, students should strip their bedding and leave it in the hallway for the housekeeping staff to collect. That same day, students will collect a clean set of bedding.

For students in grades 7 and 8, a laundry service is automatically provided at 150 CHF/month. In the life skills curriculum, they will learn to do their own laundry. They are expected to be able to do this on their own by graduation from Middle School. If they prefer not to use the service they can be exempt if they can demonstrate that they can do this task.

3.434 Cooking In The Dormitory

Each LAS dorm offers suitable kitchen facilities. As this communal space is shared by the entire dorm, students are asked to clean up after using the kitchen. Misuse of these facilities could lead to closure. With the exception of water boilers, students are not allowed to have any cooking appliances in their rooms. Water boilers must be unplugged when not in use. Each room has one shared, small refrigerator for storing food items.

3.435 Pets

Pets of any kind (including fish) are not permitted.

3.44 Guidelines For Electronics

3.441 Computer Usage

All LAS students receive a fully-equipped personal laptop computer to use throughout the school year. For this reason, we ask that students do not bring a second personal computer to school, as it may prove to be a distraction. We do encourage computer usage for academic pursuits and to communicate with friends and family, however, it is not permitted after lights-out curfews or for non-academic work (videos, video gaming, chatting) during study hall times or class time.

3.442 Video Gaming

LAS recognizes that video gaming can be both a fun and relaxing pastime and a distraction from academics, healthy sleep, and other responsibilities. LAS defines video gaming and the use of associated technologies as a privilege, as opposed to a right, which is allowed at specific times and places in the dorm. We encourage students to maintain a balanced life and thus encourage moderation when it comes to video gaming.



In Esplanade and Beau Réveil in-room consoles and gaming computers are prohibited. There are gaming centers in the lounge for students to play. In the other dorms, video gaming consoles are controlled and there are policies for when a student may have it in their room to play. If dorm staff believe a device is interfering with a student's academics, healthy sleep, or other responsibilities, LAS reserves the right to confiscate secondary gaming devices, including but not limited to personal and school computers.

Video gaming during study hall is also prohibited, as study hall is for the sole purpose of academic enrichment. Moreover, if a student's video gaming on his personal or school computer interferes with academics, healthy sleep, or other responsibilities, a specific case-by-case response from the school, as determined by the Dorm Head, will go into effect. For example, a student's computer could be stored away from the student overnight to encourage them to sleep. Or, if a student prioritizes video gaming over other school commitments, dorm staff might confiscate the device for a period of time and guide the student toward better prioritization. The school's response to repeated, chronic, or gross abuse of video gaming rules could include disciplinary measures from the Dean of Students Office and/or emotional support from the Health Center.

3.443 Grade 7, 8, and 9 Evening Phone Policy

The appropriate use of screen-based technology is learned gradually over the course of adolescence. Students gain autonomy as they mature.

Students in grades 7, 8 & 9 must turn in all cell phones at lights out Sunday through Thursday. They will be secured in a special charging trolley overnight. Phones can be retrieved the next morning during breakfast check-in.

3.444 Audio/Video/Desktop Printing Equipment

We do not permit televisions and extensive stereo equipment in dormitory rooms. Televisions are available for use in each dormitory lounge. Students may use external computer screens (max 25") for their laptops in their dorm rooms. School printers are available in each dormitory.

3.445 Grade 7, 8, and 9 Electronic Device Policy

We are committed to providing quality duty of care in regard to our youngest students' use of electronics.

Students in grades 7, 8, and 9 will be provided with a school MacBook. This is the only laptop that a student may use and possess.

We will be able to manage this device and set it up to give students the flexibility and access they need and want while also protecting them.

If a student in grade 7, 8, or 9 has their own computer with them, we will store it for them in a safe location until they leave school.

3.446 Technology Guidelines for Study Hall

Students in grades 9-12 should be studying at their desks in their dorm rooms. Electronics should only be used for educational purposes and the following activities are not permitted during Study Hall: Video chatting or checking social media, playing video games, or watching entertainment videos on personal



devices. We reserve the right to confiscate any electronic device for any amount of time if it is deemed an interference to a student's correct use of Study Hall.

3.45 Inappropriate Dormitory Visits

LAS dormitories are separated by gender, therefore unaccompanied students should never be found in a dormitory other than their own without the consent of the responsible Dorm Head or dorm staff of that dormitory. Guests or visitors to LAS are not allowed in our dormitories at any time without permission of the Dorm Head or dorm staff.

2.451 Sexual Relations

We believe that a boarding school is not an appropriate place for sexual relationships. If students are engaged in sexual relations they will be referred to the Health Center. The Health Center offers confidential counseling. We offer sex education sessions in our dorms.

3.46 Search Policy

We reserve the right to inspect or search personal belongings (including any electronic devices such as phones or computers) or dorm rooms at any time. We exercise this right in the event of suspected theft, tobacco, alcohol, or drug use, or other serious concerns. In these cases, students may be asked to turn out their pockets and have their jacket pockets, bags, or backpacks searched.

3.47 Day Students & Five-Day Boarders

Day students who attend the school but live at home should leave the campus following their last school obligation of the day. They should not return to campus until 07:00 the next day. If they have incurred any infractions, they must serve them on the weekend in the appropriate building. We expect day students to model the expectations of a LAS student while in Leysin.

Five-day boarders who travel home on the weekends should leave following their final school obligation on Friday. Those intending to stay on campus over the weekend must have their parents email their permission to the proper travel coordinator (grade 7, 8, and 9 Coordinators or the Assistant Dean of Students BEC or Savoy Campus) by 13:00 Wednesday. There is a fee of 150 CHF per day for five-day students who stay the weekend. Without receipt of this emailed permission, LAS cannot be held accountable for these students, who will be considered in the guardianship of their parents. If a five-day boarder has incurred any infractions, they must serve them first before leaving the campus for the weekend.

3.48 Ski Equipment

Spring Break marks the end of the LAS ski season. Students should prepare to take their skis or snowboard home at break or store them using Tornay Déménagements. All ski rooms will be cleaned at the end of the year, and thus skis, snowboards, and boots must be removed.

All items left will be donated to the Leysin community.



3.5 DORM SCHEDULE

As with every school, LAS students follow a daily schedule. Depending on the day and grade level, students should prepare to be in their dorm rooms for designated periods of time. Once a student is checked into a dorm for the night, they may not leave unless given permission by a member of the dorm staff. All students are expected to remain in their dorms until 06:00 the next morning. Any absence from the dorm during this time could result in an off-campus suspension.

3.51 Leaving Dorms For Class

Students cannot be in the dorms during the school day. Students are expected to exit the dorms in time to arrive before the start of their first class.

Furthermore, as LAS dorms are not staffed during the day, we consider it unsafe for students to remain in the dorms during the academic day unless special arrangements have been made. Therefore, dorms are closed during the academic day, and students are not allowed to return to their dorm rooms until the end of the academic day.

3.52 Study Hall

Study hall begins with a dormitory check-in between 19-19:30 every Monday through Thursday and at 19:15 on Sunday. Each dorm will outline the specific study hall expectations during the fall orientation. Students are expected to respect designated quiet times in all dorms throughout the week—during scheduled study halls, before school begins on weekdays, before 10:00 on weekends, and after 22:00 throughout the week.

3.53 Check-Ins And Lights-Out Times

Curfews and lights-out times ensure that students gain the proper sleep to function productively. Both are set according to each dorm and grade level.

3.54 Weekend Check-In

To ensure the continued safety of our students, we ask that all students formally check in between 11:00-11:30 on Saturdays and Sundays at either the Savoy or BEC cafeterias. During weekend days, faculty assigned to roving duty will make their rounds on the LAS campuses.

3.55 Check-Ins And Lights Out

Fall and Spring Schedule								
Grade	Check-in Mon-Thurs	Lights out Sun-Thurs	Check-in Friday	Lights out Fri-Sat	Check-in Saturday	Brunch Check-in Sat-Sun	Check-in Sunday	Check-in Sunday
7 & 8	19:00-19:30	22:00	19:00 & 21:30	22:00	19:00 & 21:30	11:00-11:30	16:00-17:00	19:00-19:30



9	19:00-19:30	22:30	19:00 & 22:30	23:00	19:00 & 22:30	11:00-11:30	16:00-17:00	19:00-19:30
10	19:00-19:30	22:45	19:00 & 22:45	23:30	19:00 & 22:45	11:00-11:30	N/A	19:00-19:30
11	19:00-19:30	22:45	19:00 & 23:00	23:30	19:00 & 23:00	11:00-11:30	N/A	19:00-19:30
12/13/PG	19:00-19:30	23:00	19:00 & 23:15	23:30	19:00 & 23:15	11:00-11:30	N/A	19:00-19:30

Winter Schedule								
Grade	Check-in Mon-Thurs	Lights out Sun-Thurs	Leave Dorms Tues & Thurs	Ski Check-in Tues & Thurs Sat & Sun	Check-in Friday	Lights out Fri-Sat	Check-in Saturday And Sunday	Brunch Check-in Sat-Sun
7 & 8	19:00-19:30	22:00	13:00	16:00- 17:00	19:00 & 21:30	22:00	16:00-17:00 19:00 & 21:30	11:00-11:30
9	19:00-19:30	22:30	13:00	16:00- 17:00	19:00 & 22:30	23:00	16:00-17:00 19:00 & 22:30	11:00-11:30
10	19:00-19:30	22:30	13:00	16:00- 17:00	19:00 & 22:45	23:30	19:00 & 22:45	11:00-11:30
11	19:00-19:30	22:45	13:00	16:00- 17:00	19:00 & 23:00	23:30	19:00 & 23:00	11:00-11:30
12/13/PG	19:00-19:30	23:00	13:00	16:00- 17:00	19:00 & 23:15	23:30	19:00 & 23:15	11:00-11:30

3.6 DINING HALLS AND MEALS

3.61 Meal Options

The LAS dining halls offer a wide range of menus, including several cultural options each month. At breakfast, students can select a hot food option, as well as cereal, juices, fruit, and milk. Soup, a comprehensive salad bar, charcuterie, and sandwiches are available at lunch, as well as a hot food option. A well-balanced hot dish is offered at the evening meal with a “dessert du jour.” Every mealtime includes a hot vegetarian option and non-pork meat option.

3.62 Etiquette



While in the dining halls, we ask that students maintain a standard of behavior that is respectful of other diners and the kitchen staff. Students should refrain from shouting and loud talk, and return their dishes and tray to the dish service before leaving. **Students should abide by the expectations of casual dress in section 2.25 of the student handbook.**

3.63 Off-Campus Dining

During the academic school day, students in grades 11 & 12 may eat off campus, however, dining locally does not serve as an excuse for tardiness or absence from classes. Students should plan ahead and allow for additional transportation time back to campus so they arrive at class on time.

3.64 Grade 7 And 8 Mandatory Meal

Grade 7 and 8 students have mandatory meals and must check in for breakfast from 07:30-07:50 every school day.



4. STUDENT LIFE

4.1 FACULTY FAMILY

The Faculty Family concept is an integral part of the LAS tradition. All students are assigned to a 'family' consisting of a faculty parent or parents as well as fellow students in their grade, both boys and girls. LAS families offer a variety of parenting configurations—there are some smaller single-parent families, while others are extended families with two or more parents.

4.11 Faculty Family Advising

Faculty Family advising is a regular time during the week when families gather. Faculty Family Parents serve as the student's advocate and provide another layer of pastoral support. This guidance includes informal counseling in choosing classes and activities, signing up for events, reading teacher comments, and understanding weekend options. Faculty Parents also help their 'kids' adjust to the school's expectations for student conduct and responsibilities, including:

- How to behave in assembly
- How to request travel permission
- Setting and reexamining goals for the year
- Examining one's conduct record
- Communication with parents
- Fulfilling the mission statement

Faculty Family advising occurs during the school day on Wednesdays either before or instead of assembly.

4.12 Faculty Family Socializing

The second role of the Faculty Family is social, involving students in activities they ordinarily might not do. These Wednesday evening events are also a wonderful opportunity for students to associate with others outside of their usual circle of friends. During the first month of school, Faculty Families have two days to plan an excursion to get to know each other. Throughout the year, Faculty Families also meet together for required school events, including special dinners, banquets, Earth Day cleanup, tobogganing, concerts, and the school musical. In addition, each Faculty Family receives a budget that they collectively decide how to use.

4.13 Missing Faculty Family

If students are absent without excuse from a Faculty Family event (meeting, assembly, or events), Faculty Parents will follow up as follows :

- First offense: A conversation with the student is had and documented.
- Second offense: A Friday night in the dorm is issued.
- The third offense: A Friday and Saturday night in the dorm is issued.
- Repeated absences: Weekend clipboard, parents notified and Behavior plan will be issued.



4.14 Changing Faculty Family

All students are asked to stay with their assigned Faculty Family for their first year at LAS, although it is our intention that students remain with the same Faculty Family throughout the duration of their time at LAS. To change Faculty Families for the following school year, students must make that request with the Director of Student Life during the Spring semester. All reassignments are made at the Director's discretion with the goal of preserving our philosophy of Faculty Family diversity.

4.15 Assemblies Or Class Meetings

Weekly school Assemblies or Class Meetings serve to promote school events, clubs, and projects—and to provide entertainment and learning opportunities for students. Students attend these mandatory events with their Faculty Families and are encouraged to participate in the programs as speakers and performers.

4.16 Special Events

LAS sponsors an active calendar of events throughout the school year to foster a sense of community, school spirit, and leadership development. These begin with school orientation events in August and then continue with school banquets, international week, prom, and the Cowbell Games (an all-school competition). We also provide support for many fundraising events planned by student clubs, dormitories, and groups.

4.2 LEADERSHIP OPPORTUNITIES AT LAS

LAS provides students with many excellent opportunities in leadership which will help them to become responsible, innovative, and compassionate. Students are encouraged from their youngest years to participate in service as a pathway toward leadership positions.

4.21 Residential-Based Leadership: Prefects, Ambassadors & Senior Proctors

Student leadership is an essential component in the life of a residential community like ours. Our student leaders play an important role in establishing and maintaining a welcoming and supportive atmosphere for all. The LAS Fred Ott Leadership Program was launched to give students the means to hone their leadership skills and give back to the communities in which they live—their dorms, school, and the world beyond. A formal application process is in place for any student wishing to join the Fred Ott Leadership Program.

Student leaders selected for the Fred Ott Leadership Program fall into three groups—Prefects, Ambassadors, and Senior Proctors. While each leadership group sets specific objectives, all are branches of the Fred Ott Leadership Program and will:

- Responsibly commit to working as a team throughout the year
- Maintain high ethical, academic, and behavioral standards
- Pursue projects benefiting the dorm and school community
- Benefit from a world-class leadership curriculum and training
- Act as the voice of their classmates at Student Council



1. **Prefects** are in charge of generating positive morale in the dorm as they assist the Dorm Head and Dorm Team with dorm-related duties and events. Prefects are selected in the fall, so any student new to LAS, as well as returning students, should consider applying to be a prefect.
2. **Ambassadors** are selected in the spring and will serve in the role throughout the following school year. Ambassadors begin their year of leadership and service on the Savoy campus by returning to school a few days early for a group leadership workshop and to help with Orientation Week. Throughout the year, Ambassadors, who are typically active in various community service endeavors on campus, also help in the dorm and run the dorm store.
3. **Senior Proctors** are also selected in the spring to serve in the role throughout the following school year. These students represent a combination of the qualities found in both Prefects and Ambassadors as they work together to enrich student life in the Belle Époque Dorm. Along with helping dorm staff as needed, Senior Proctors create, plan, and host major dorm socials throughout the year. They also manage the dorm store and work with the administration to improve life at LAS.

4.22 Student Council

Student Council (StuCo) is a student-run organization that serves as a voice for the LAS student community. StuCo maintains an effective channel of communication between the student body and the school's administration, soliciting student feedback on various school-related topics and lobbying the administration on students' behalf. StuCo strives to keep student morale high by organizing community events throughout the year.

4.23 The Honor Council

When a major conduct infraction occurs, during the academic day or within the realm of dorm life, the Dean of Students may convene the school's Honor Council for a hearing. The Honor Council, composed of both students and faculty, deliberates and decides whether a conduct violation has indeed occurred. The committee reports its opinion to the Dean of Students Office. In cases where a hearing is not justified, the Dean will determine the consequence.

The student members of the Honor Council have a clear sense of justice and personify the LAS Code of Conduct. They are ethical, capable, and courageous enough to determine when a classmate has erred. A student member of the Honor Council is undeterred by the potential social ramifications of his or her decision. Furthermore, the faculty Honor Council members deliberate with the student members of the Honor Council in a fair and ethical manner. Each hearing is overseen by an Associate Dean of Students. All outcomes are ultimately approved by the Dean of Students and the Senior Leadership Team.

4.24 National Honor Society

The National Honor Society (NHS) is a premier organization established to recognize outstanding high school students. More than just an honor roll, the NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Four main purposes have guided chapters of NHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and to develop character in



the students of secondary schools. These purposes also translate into the criteria used for membership selection in each local chapter.

4.25 Other Leadership Opportunities

- Big Brothers Big Sisters
- Sports team captains
- Club Officers (Habitat for Humanity, Model United Nations, Eco Club)
- LAS Alpine Club and the International Award
- Admission Diplomats

4.3 ACTIVITIES

Our activities program plays a vital role in both the physical and creative development of our students. The after-school program provides students with opportunities to master challenges across a range of team-based and individual sports, theater, music, clubs, and service organizations. These activities provide students with opportunities for leadership, skill development, and community service.

All students in grades 10, 11, and 12 are required to take a minimum of two activities per week each semester; students in grades 7, 8, and 9 take 4 activities per week. Students on sports teams fulfill their minimum activity requirement by attending two weekly practices and can take other activities if desired.

There are two activities terms: one in the fall semester and one in the spring. All after school activities take place Monday through Thursday, typically between the times 16:00 and 18:30. Most activities are between 75 and 90 minutes in duration. On the following page is a general list of activities offered, which may change due to interest, enrollment, and staffing.

4.31 After-School Activities:

Below you will find a chart listing some of the after-school activities which we offer. Note: activities may vary from year to year.



ACTIVITIES CHOICES			
Creative	Active		Service
Astronomy Club	Crossfit workout	Horseback Riding Intermediate / Advanced	Gardening
Yoga	Gardening	Rowing	National Honor Society
Digital Video Production	Badminton	Golf	Model United Nations
Dance - Classical / Ballet	Aerobics	Rugby	Student Council
Global Media Club	Friday Tennis	Indoor football	Village Tutoring
Private Music Lesson	Dance - Classical / Ballet	Strength & Conditioning	Environmental / ECO club
Makerspace - coding, 3D design and strategy board games.	Cindy's Workout	Table Tennis	Habitat for Humanity
Dance - Hip Hop & Contemporary	Recreational Football	Community Service	Event Planners
Open Art Studio	Judo and Jiu Jitsu	Mountain Biking Int/Adv	Community Service
Gardening	Climbing Wall / Bouldering	Mountaineering	
Math Club	Box Fit	American Flag Football	
Theatre Production	Yoga	Trampolineing	
Model United Nations	Hiking	Student Council	
Rock School	Mountain Biking Beginner	Environmental / ECO club	
Village Tutoring	Dance - Hip Hop & Contemporary	Habitat for Humanity	
Student Council	Horseback Riding Beginner	Event Planners	
Jazz Band	LAS SPORTS TEAMS		
Environmental / ECO club	Girls & Boys Football Team	Girls & Boys Basketball Team	
Choir	Golf Team	Rowing Team	
Habitat for Humanity	Girls & Boys Volleyball Team	Swimming Team	
Event Planners	Tennis Team	Cross Country Running Team	
Community Service	Ski Race Team	Ski/Snowboard Freestyle Team	

4.311 Exemptions to the Activity Requirement

- In the spring semester, full IB Diploma seniors are exempt from activities.



4.32 Athletics

LAS sports teams primarily train during the fall semester, with matches and tournaments both during the week and on weekends. Tryouts for the fall teams are held during the first week of school. Participating on an athletic team meets the two-day activity requirement.

The educational aim of the athletic program is to encourage students to:

- Acquire the ability to function in a team
- Muster the strength to continue even when facing failure
- Be a gracious winner
- Practice fair play and display good sportsmanship
- Develop interpersonal relationship skills including conflict management
- Build social skills and create new friendships
- Learn how to plan one's free time creatively and efficiently
- Discover how to balance recreation and work

4.321 Sportsmanship

Our athletic program strives to teach students how to win with grace and lose with dignity. Our student-athletes are encouraged to be respectful of our referees, teammates, opposing players, fans, and coaches. Our players also learn to avoid violent behavior and to be helpful and courteous at all times. At the end of every year, along with other recognized accomplishments, the most deserving student-athlete is given the LAS Sportsmanship Award.

4.322 Fall Sports Teams

- Boys and Girls Basketball
- Boys and Girls Volleyball
- Boys and Girls Soccer
- Swimming
- Tennis
- Cross Country and Track
- Golf

4.323 Winter Sports Teams

- Alpine Skiing
- Freestyle Skiing and Snowboarding
- Swimming
- Tennis

4.324 Spring Sports Teams

- Tennis
- Cross Country and Track

4.325 LAS Team Uniforms

LAS team uniforms and warm-up suits that are distributed to student-athletes cost approximately 200 CHF per sport. The student keeps the uniform and tracksuit at the end of the sports season and may use it again in future seasons.

4.326 Player Contracts

As a member of a LAS team, student-athletes represent the school in competitive events. Therefore, all LAS team members are required to sign and abide by a player contract.



4.327 Private Lessons

In conjunction with the Leysin community, LAS offers a number of special extracurricular activities such as horseback riding, kickboxing, and more. The additional fee for these activities will be charged to the student's account.

4.33 Activity Grades

All activities are graded and carry a credit for the student's year of participation. During the fall semester, the activity leader will enter a daily grade for each participating student. The winter ski term is based solely on attendance. Students who meet this requirement will receive a passing grade, while those who do not will receive a failing grade. The activity leader again grades during the spring term. Our attendance policy details the school's expectations for activity participation.

4.331 Attendance Policy and Attendance Codes

If a student misses an activity, sports practice, or a ski or snowboard lesson, they are expected to make up the missed session by doing a makeup run or workout (see 3.332). Missing one activity or ski lesson will result in a failing mark for activities. If a student was absent due to a health-related reason, they must make up the absence with a workout when physically able. If a student has one or more activity absences, they may also **not make the commendation list and therefore** lose Pass permission until these absences are made up.

- The attendance code «A» (Absent) means that a student was not present for an activity and will receive a failing activity grade until a makeup run is completed.
- The attendance code «H» (Health Center) or «D» (doctor's visit) means that the Health Center is excusing the student because of illness, injury, or a doctor's appointment. Students **MUST** come to see a nurse during clinic hours in order to be excused.
- The attendance code "Y" stands for an excused activity absence.
- The attendance code "P" stands for a parent-excused activity absence.
- Students who miss an activity to receive extra academic help or to make up a missed exam must make up the missed activity with a makeup run.
- During the winter term, a code "2" is used by the Health Center to denote that a student has been excused for the ski afternoon, but will still be required to make up the absence.

4.332 Make-up Workout

Wednesday Mornings in the MMAC or BE gyms.

- «A» attendance code absences can be made up by participating in a makeup workout.
- One workout will erase one missed activity (showing as the attendance code «U» after completion).
- Once the student is back down to zero unexcused absences, the grade will change to passing again.



4.4 SKI TERM

Because we are located in the lovely ski resort of Leysin in the Swiss Alps, LAS students have a rare opportunity to enjoy its alpine environment. Leysin is ideal for LAS students, with ski runs for all abilities and a snow park featuring a world-class half pipe.

4.41 Modified Daily Schedule

LAS offers a unique opportunity in that our 8-week winter term (January to March) features a special schedule. On Tuesdays and Thursdays, students are dismissed from school after lunch to participate in skiing and snowboarding activities.

4.411 Weekend Skiing

Students are allowed to ski on the weekend in Leysin. In order to ski students must:

1. Have weekend free-skiing permission
2. Check out with a rover or AOC in the morning
3. Be in a group of at least three
4. Have a phone on them
5. Wear the LAS ski jacket

4.412 Pre-season Skiing

Students may only ski in the pre-season if they are returning students who have been in either advanced or intermediate groups or if they are a new student with approval from the Student Life department.

4.42 Ski And Snowboard Lessons And Trips

Twice a week (Tuesdays and Thursdays), all beginners are enrolled in two-hour lessons. Intermediate and advanced students have one lesson and one day of free skiing each week. On weekends, students have the option to ski locally or to participate in school-sponsored ski trips to nearby resorts such as Verbier, Zermatt, Gstaad, Glacier 3000, and Les Diablerets.

4.43 Ski And Snowboard Teams

Skiers and snowboarders can join LAS ski and snowboard teams, which include an alpine ski team (racing gates), as well as freestyle teams for skiers and snowboarders. LAS teams take part in competitions with several schools during the winter season.

3.44 Mountain Safety

In various school assemblies, LAS students are taught mountain etiquette and safety guidelines, such as skiing in groups of three, keeping their cell phones with them at all times, and obeying slope closures and avalanche warning barricades. All skiers and snowboarders of an intermediate level or higher attend mandatory educational avalanche seminars and field courses on the mountain. In addition, a weekend-long avalanche training program (with certification) is offered to interested students and staff members.

4.441 Skiing or Snowboarding Off-Piste

Technically, the skiing term "off-piste" means "anything off a groomed run." At LAS, skiing or snowboarding off-piste is NOT allowed. Students caught skiing off-piste risk punishment and loss of skiing privileges, but more importantly, could face injury or even death by hitting a tree or rock, falling



precariously in deep snow, or being caught in an avalanche. While certain areas of off-piste terrain are much more dangerous than others, it would be imprudent for us to determine 'safer' off-piste areas. The ONLY exception to this rule is if a student has received parental permission to be in the company of a certified off-piste guide.

Skiing in areas that are OUT OF BOUNDS (including closed areas, areas marked off with signs and/or rope, or trails/runs that leave the resort such as the YELLOW TRAIL) is also strictly forbidden. Such areas are dangerous and contain a risk of natural and triggered avalanches AND potentially hazardous obstacles such as fallen trees or branches, rocks, and hidden fence posts. Mountain safety personnel do NOT control such areas.

4.442 Avalanche Awareness and Foundation Course

The LAS avalanche program is designed to provide students with information to better understand avalanche terrain, the dangers of avalanches, and the factors that cause avalanches. Armed with this knowledge, students will be more informed, more responsible, and make smarter decisions. However, these courses are NOT intended to provide special privileges to ski off-piste at leisure. Our school policy forbidding off-piste skiing and snowboarding remains enforced.

Students who are at an advanced level may choose to take the avalanche course taught by Swiss mountain guides, which includes an in-class session, an all-day session on the mountain, and three afternoons of guided skiing at nearby resorts.

4.45 Non-Skiing Students

In keeping with our longstanding tradition and the LAS alpine spirit, all students are required to participate in our winter program. However, we do recognize and understand that some students may not be comfortable with downhill skiing or snowboarding, or may suffer from physical conditions that prevent them from skiing. For these reasons, the Student Life Department offers an appropriate and alternative 8-week activity option in order for students to meet their semester activity credit.

4.46 Day Student Skiers

LAS expects day students to return to their home and therefore they are not expected at the 16:00-17:00 ski check-in.

4.47 Grade 7 And 8 Ski Program

Students in grades 7 and 8 will follow regular ski classes as all the other students. Advanced and intermediate skiers will ski supervised when not in classes. If the school receives reassurance that a student is able to ski unsupervised and has special permission from parents, he/she will be able to free ski on weekends in Leysin.



5. TRAVEL PASSES AND SCHOOL TRAVEL

A student leaving the campus with parental and/or school approval is called a Pass. A Pass can include a student leaving for a short time to attend an activity in Leysin, for the day to travel to nearby cities, or for overnight excursions or trips with the school or independently with parental and school permission.

5.1 CULTURAL TRIPS

LAS offers cultural trips to destinations in Switzerland and Europe in October and May, under the supervision of faculty. All students are expected to participate in these grade-level trips and will receive comments based on their contribution and performance during the trip.

Cultural trips provide an opportunity for students to explore and experience the history, cultural customs, and physical traditions of the countries visited, and to develop a sense of connection with their classmates. Students are expected to go on cultural trips as part of the LAS education program. Students who do not intend to go on a cultural trip must contact the Director of Student Life in advance with an appropriate explanation. The Director will determine if that explanation is legitimate. Cancellation fees may also be assessed.

5.11 Cultural Trips Offered

This list is tentative and can change for trips in 2024/2025.

Fall Cultural Trips

- Grade 7, 8 & 9 - Black Forest Trip, Germany
- Grade 10 - Outward Bound in Bavaria, Germany
- Grade 11 - French Immersion to Monaco, Spanish Immersion to San Sebastian, Arts Trip to Berlin, History Trip to Budapest, Science Trip to Zurich and Lucerne, University Trip to London
- Grade 12 - Theory of Knowledge Trips to Venice, Florence, Rome, and Bologna

Spring Cultural Trips

- Grade 7 8 & 9 - Cinque Terre, Italy
- Grade 10 - Amalfi, Sicily, Puglia
- Grade 11 - Madeira, Portugal Surfing, Croatia Kayaking, Dubrovnik, Cyprus or Malta
- Grade 12 - Athens

5.2 SCHOOL-SPONSORED WEEKEND PASS PROGRAM

The LAS Student Life Department offers chaperoned travel options virtually every weekend of the school year to a variety of destinations for recreation and cultural enrichment. All trips are publicized, and students may sign up at the Student Life Office. Many of these trips are at no expense to the student. Some have a cost that will be billed to a student's account and may also include a no-show charge of 30 CHF if the student signs up but does not attend a trip.

Special supervised weekend trips for Middle School students only are also a part of the weekend travel program.



Weekend city destinations regularly include Montreux, Geneva, Vevey, Lausanne, and Bern. Special trips to musicals in Zürich, art exhibitions, thermal baths in Lavey les Bains, the Geneva Car Show, the Red Cross Museum, CERN, and Swiss Festivals are often organized as a result of faculty and student requests.

Recreational outings include Aquaparc, canyoning, whitewater rafting, parapenting, canyon swing, hiking to mountain huts, paintballing, rock climbing, via Ferrata climbing, laser tag, and biking by Lake Geneva and are offered in the fall and spring. Popular winter ski trips include day and weekend excursions to world-famous Swiss resorts such as Verbier, Zermatt, Gstaad, Les Diablerets, Glacier 3000, and Les Portes du Soleil.

However, weekend skiing on our own mountain in Leysin is the most popular destination of all! The Weekend Pass Program provides a valuable alternative for parents who are concerned with permitting their children to travel. For a list of travel options, please contact the Director of Student Life at activities@las.ch.

Sign-up for these trips is done by the students through Orah.

5.3 PERSONAL TRAVEL PASS PROCEDURE

Parents and students are discouraged from booking flights or other travel plans before approval is received from the school. The school is not responsible for any loss of payment for travel plans that were made without prior approval.

Medical Pass is travel for the purpose of obtaining medical care or procedures that cannot be dealt with on school breaks (fall, winter, spring, or summer breaks). This Pass must be applied for and approved by the LAS Health Center via Orah.

Parental/Legal Guardian Visit Pass: If the parent or legal guardian of a student visits the campus, they may check out their child. They must personally come to campus to pick them up. They must sign them out with the Dean of Students' office or Administrator on Call.

University Pass: Grade 12, as well as grade 11 in their second semester, may apply for a University Pass. University Passes include official campus visits and tours as well as University placement tests (IELTS). An application for a University Pass must be entered at least two weeks prior to the travel date. The University Advising office will verify that the student has an official appointment (such as a tour) with the University denoted on the University Pass application and approve a maximum of two (2) University Passes per semester. In the event of University testing, the ELA Department Head will verify the test date and location before approving Pass.

5.4 GRADES 7, 8 & 9 PASS PROCEDURE

Passes for our grade 7 and 8 students are designed to accommodate more frequent visits with parents. General passes for students in grades 7, 8, and 9 must be communicated in advance and approved by the Associate Dean of Students - Savoy Campus.



5.41 Golden Pass Program

The Golden Pass Program begins after the Fall cultural trips. The Golden Pass gives extra privileges to those students in grades 7-9 that have excellent academics and attendance, and demonstrate citizenship in our community. Golden Pass status is revised weekly and is similar to the Commendation list used in grades 10, 11, and 12. The most exciting privilege that can be earned is day travel permission.

After winter break, grade 9 grade students on the Golden list for the week may apply for day travel as per the same rules as grade 10 students .

Prior to issuing a Golden Pass travel promotion, parents must be notified and give permission for their child to go "off-mountain" (leave LAS's campus during the day). To activate day travel, parents have to approve the request in Orah, followed by the Grade 7, 8, & 9 Coordinators.

On the day of travel, all students must sign out with the AOC (Administrator on Call) to confirm the pass. If a student has a health promotion on the day before the request she/he will not be able to go on a day trip and will lose the privilege for the week. A student who earns the Golden Pass is not mandated to travel off-campus.

5.42 Grade 10 Weekend Travel Passes

Students in grade 10 may apply for weekend travel once per semester. In order to travel a student must be on the Commendation list. They must also have a guardian, an adult of at least 25 years old, who they will stay with while away for the weekend. The guardian must be vetted by the school with proper documentation. This request must be made at least one week in advance.

It is of utmost importance that grade 10 students learn to navigate and learn about the safety and personal responsibility that comes along with overnight travel passes, permission to travel will not be approved during travel weekends scheduled for students in higher grades.

5.43 Grade 11 and 12 Personal Travel Passes

Personal Weekend Pass: students in grades 11 and 12 and PG who are on the Commendation List are allowed day or overnight passes on specific OPEN weekends denoted on the LAS school calendar. These OPEN weekends vary from grade to grade.

All appropriate information must be submitted in Orah by Wednesday at 13:00 prior to the upcoming travel weekend. Please note—Pass requests are not automatically approved. The Dean of Students' office will notify students via Orah that a Pass request is approved or denied after requests are thoroughly vetted.

5.431 Parental Responsibility

While traveling students are still responsible for their conduct as students of LAS. Any incidents that occur during these leaves can affect a student's standing. Parent acknowledgment through approving the travel in Orah means that they accept the risk of their child's personal travel, thus accepting the liability and responsibility for any exceptional situations that could result. This includes legal and medical issues. If your child requires emergency assistance while on personal travel, this is provided by LAS at the family's expense.

5.44 Personal Pass Dates



The LAS school calendar features two types of Passes, both of which are only permitted on OPEN weekends:

1. Overnight Weekend Pass: A student on the Commendation List may travel away from Leysin overnight on designated dates.
2. Day Pass: A student on the Commendation List may depart Leysin on a weekend day as early as 9.00 and must return to the dorm by 19:30.

Closed Weekends: All weekends not designated as Day or Overnight Pass Weekends are Closed Weekends. Students are not permitted to leave Leysin.

5.45 Commendation List

1. Academic: A student must meet or exceed the academic standards of LAS and all travel permissions have to be approved by the academic deans and the dean of students office.
2. Learning Behavior: A student cannot have any 1s in behavior grades the previous week.
3. Missing Assignments: The Associate Dean of Academics reviews the list and has the right to remove students from the commendation list for excessive missing assignments.
4. Attendance: A student must have fewer than two absences from his or her classes for the previous week. For the purpose of calculating an absence, two tardies equal an absence.
5. Conduct: A student must have served all of his or her restrictions for the previous week.
6. Activities: A student must have no missing activities.
7. If, during the week, a student earns a Friday night or greater for an infraction then their pass is revoked as they have lost the privilege to travel that weekend.
8. A student must earn one merit.

Note: If a student is ill on Thursday or Friday, Pass privilege will be reevaluated by the Health Center and Dean of Students in order to assess suitability for travel. If a student returns from an overnight weekend Pass and is not in good health from the weekend or has slept in on Monday morning, their Pass permission for the next Pass weekend is lost.

5.455 Commendation List Procedure

All students are responsible for tracking their eligibility on the commendation list. The list is published on Monday after school. Once published it is final except in the case of bureaucratic errors.

5.46 Day Pass Requirements

- Students must be on the Commendation List.
- Students must have parental day pass permission.
- Students must fill out an online Pass request in Orah.
- Grades 10 and 11 must travel in groups of at least 2.

5.47 Overnight Pass Requirements

- Students must complete an online Pass request in Orah before Wednesday, 13:00 CET.
- The travel form must be accurate and complete.



- Parents must approve the request in Orah before Friday, 13:00 CET.
- Any errors with the commendation list have to be cleared by Wednesday 13:00 CET.
- Students may not stay overnight in Leysin.

5.48 Change of Pass Plans: Early Return

If plans change and an early return to school is necessary, the student must call the AOC and provide the student's expected arrival time back on campus. Once the student arrives back at school they should check in the dorm to have their pass ended.

5.49 School Response for Late Returns Following Overnight Pass

On a personal trip students are expected to return by 22:30 on weekends and 19:30 on Sundays.

If a student was scheduled to return on time and through no fault of their own are delayed, they are responsible to contact the school as soon as the delay happens and provide proof of the delay. This will be examined by the DOS office to determine if consequences apply.

Consequences for late returns from Pass

Regular Pass Weeknd, time returned:

- 1 hour late: 1-hour early check-in
- 2 hours late: Friday night in the dorm
- More than 2 hours: One Day Clipboard and loss of next overnight pass opportunity

5.5 EARLY DEPARTURES AND LATE RETURNS

Students who need to leave the dorm prior to 06:00 must hire a LAS driver to let the student out of the dorm and transfer them to their destination. Students unable to return to their dorms before 23:00 will be charged CHF 100 per person to assist them in opening the main dorm door, helping them with their luggage, and making sure that they are able to access their rooms.

5.6 SCHOOL BREAKS & PASS ARRANGEMENTS

For mandatory school breaks (fall break, winter vacation, spring break, and the school year start and close), parents must submit student travel plans to travel@las.ch or Orah at least two weeks prior to travel. LAS provides courtesy transportation on official travel days to and from Geneva Airport.

Any airport transfer arrangements made outside of the official travel schedule will be charged to the personal account at an approximate cost of 350 CHF one way (Geneva airport only).

- Students in grades 11 & 12 may spend the night before their flight in a hotel with parent approval.
- Students in Grades 10, 11, 12/13/PG may take school transportation or arrange their own transportation with parental permission.
- Students in Grades 7, 8, and 9 must take a LAS-designated shuttle, or a parent-approved adult (over the age of 25) collects them from campus.
- Unaccompanied minors (Geneva Airport only): In order for a student to travel as an "Unaccompanied Minor" (UM), their parent or guardian must contact the airline and complete the necessary steps for this service. The parent must then request an escort in Orah.



Confirmation from the airline should be sent to the LAS Travel Office (travel@las.ch). LAS will then arrange for a staff member to accompany the student to or from Geneva Airport. Our fee for this UM service is 150 CHF for up to 5 hours. Additional UM time will be charged at 30 CHF/hour.

5.61 Departure

During Winter Break, students are permitted to depart school as soon as they have finished their last exam, provided that they have met all of their obligations at school and in the dorms.

Parents or guardians must provide travel information to travel@las.ch or enter both permission and travel details in Orah. Students in grades 7, 8, or 9 must have a parent-approved adult (over 25 years old) collect them at LAS or have them taken to the airport with LAS transportation.

5.62 Early Departures

Early departures before the end of school will be considered absences and could affect a student's grades. Both the Dean of Students and the Associate Deans of Academics must approve any such requests for early departure.

5.63 Arrival

Parents or guardians must enter arrival information in Orah at least three days in advance of a student's intended arrival so that LAS can organize transportation needs. LAS cannot guarantee a pickup service if arrival information is received less than three days prior to the arrival date. Students are expected to arrive at Geneva airport by 21:00 on arrival day.

5.64 Airport Booth

For the school's August Orientation, a staffed LAS booth will be located in the information area immediately outside of the baggage claim at Geneva Airport.

All other returning students at Geneva Airport should meet the LAS transportation chaperone, who will arrive at the airport 30 minutes before the bus's scheduled departure time.

5.65 School Closure

When the dorms are closed, students are not allowed to remain on campus. With advanced notice, the school might be able to provide alternative short-term stays for students. Each day comes at a cost that is billed to the parents.

School opening and closing dates are found on the public school calendar.

6. STUDENT HEALTH

6.1 ON-CAMPUS HEALTH CENTER

Mission Statement for the LAS Health Center



The Health Center's mission is to provide holistic healthcare to the students of LAS, including preventative measures, and the treatment of illnesses, accidents, and mental health issues. The Health Center staff promotes continuity of care as well as cultural sensitivity, collaborating with all departments within the school as well as local healthcare providers to achieve an optimum standard of care for each and every student while minimizing the disruption to academics and after-school activities.

General Information

There are health centers on both the Savoy and Belle Époque campuses. The Health Center staff consists of 3 full-time nurses, and 2 counselors, who provide 24-hour coverage 7 days each week when school is in session. There is a lead Nurse who is in charge of overall policy and operations, a Health Center Assistant who provides administrative support and student transport, and the Health Center staff report to the Director of Residential Life. The staff are experienced, trained medical professionals and we request that parents trust and support the Health Center's decisions. Please be mindful that the doctors, nurses, and other medical professionals are guided by Swiss professional practice standards and this might vary from the medical culture in your own country.

The nurse on-call (NOC) remains within a 30-minute driving radius of campus when on duty. The counselor on-call (COC) remains within 1 hour of campus when on duty. Both duty numbers are only to be phoned in the event of an emergency.

Automated External Defibrillators

There are five Automated External Defibrillators (AEDs) available around campus. These are maintained and checked regularly by the nursing staff. The locations are the following: Savoy building 1st floor, Beau Site foyer, Beau Reveil foyer, MMAC gym floor -1, and BEC main floor hallway across from Dean's office.

6.2 CONTACTING THE LAS HEALTH CENTER

Parents wishing to contact the Health Center staff should call **+41 24 493 4833** during school hours or email our nursing staff at nurses@las.ch. In the case of an emergency, parents should call the Administrator on Call at **+41 79 386 9305**.

6.3 NURSE CLINICS

We ask that students schedule an appointment to see a nurse, or walk in to the clinic either before school or during lunch (except during Tu/Th ski days when there is only a morning clinic). Students are strongly encouraged to attend the Health Center at these designated clinic times, except in case of emergencies. This is to limit the amount of classes that students miss, as well as to respect the administrative work that the health center must handle.

If a student must come to the health center during class time, they are required to bring a note from their teacher and be in LAS uniform.

Students should attend the health center on the campus where they attend classes. For example, 11-12th graders must use BEC health center and 7-10 graders use Savoy health center. If a student is too ill to achieve this, exceptions may be made.



6.4 DOCTOR APPOINTMENTS

Once a week, the school doctor, from Leysin Med, visits LAS to see students by appointment. If a student needs to see a doctor at any other time, the Health Center staff can schedule that appointment for any other day, except Sundays. The students are driven to local appointments by the Health Center assistant and attend the appointment independently, depending on the nature of the visit and age of the student. A report from the doctor is reviewed by the nurse after each student's appointment, prescriptions are picked up from the pharmacy if needed, and a report is then entered into the student's record for parents to view.

6.5 HEAD LICE

All students, new and returning, should be checked for lice by their parent/guardian, and treated, if necessary, *before their arrival to LAS*. If a student is diagnosed with a severe case of head lice/nits while at LAS, they may be required to be treated at a specialized facility to treat and remove the lice, at the expense of their student account.

6.6 Accident and Health Insurance for Boarding Students

All boarding students at LAS have mandatory Swiss accident and health insurance coverage. The premiums for this insurance are included in the school fees. This policy starts on the first day of the Academic Year for new students and terminates at the end of the month the student terminates enrollment at LAS. The policy guarantees basic medical care for accident and health in Switzerland, and emergency care outside of Switzerland up to double the cost of the equivalent care in Switzerland.

This policy does NOT cover:

- first-class hospital rooms (standard room care is excellent in Switzerland)
- continuing medical treatment outside of Switzerland
- treatment after the student has left LAS
- repatriation to the student's home residence
- costs for eye doctors, dental & Orthodontists
- medicines from the School Health Centre

There is a mandatory insurance contribution of CHF 300 per student per semester. The first year a student attends LAS, a contribution of CHF 300 will be charged from September to December. Another contribution of CHF 300 will be charged in January for that calendar year.

LAS is not liable or responsible for any medical costs that are not covered by Swiss insurance.

Doctors and hospitals mainly send their bills directly to the Swiss Health Insurance Company. For medicines/treatments not included in the policy cover, LAS pays all the bills and charges the student's personal account. Any insurance refunds will be credited to the student account minus the insurance deductible.



Any boarding students already covered by Swiss Health Insurance must provide a copy of their insurance certificate, which should be sent to the LAS Insurance office insurance@las.ch.

If a student falls ill on vacation outside of Switzerland, the health insurer will pay for your emergency treatment. The level of coverage depends on the country. For more information, visit [Health Care Benefits](#). LAS encourages families to consider additional coverage for their children for non essential medical intervention outside of Switzerland during vacation time.

Click on [Information Advisor International Health Insurance](#), for additional information.

6.7 CONFIDENTIALITY

6.71 Nurse Confidentiality

The nurses are guided by the code of confidentiality of their licensure and the Swiss protocol governing the profession.

Health Center staff keep parents informed about routine medical care, such as doctor's appointments, nurse visits, and medication prescriptions via email notifications from Magnus Health unless a student requests and is entitled to confidentiality regarding a particular issue.

Students may request that treatment related to their sexual health, contraception, counseling services, and drug, alcohol, and tobacco use be kept confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

6.72 Counselor Confidentiality

The counseling relationship and information resulting from it remain confidential, consistent with the legal and ethical obligations of licensed counselors.

The counselors recognize that her/his primary obligation for confidentiality is to the student but also balances that obligation with an understanding of the legal and inherent rights of parents/guardians/ in loco parentis to be the guiding voice in their children's lives. Information may be shared with other members of the Health Care, Student Concerns Teams, and/or other faculty if the counselor feels they need to know or if sharing the information will enhance the safety and well-being of the student.

In addition to the information above counselors are required by law to inform others and take the necessary actions if:

Imminent Harm: If a student poses an immediate and serious risk of harm to themselves or others, counselors have a duty to protect and may need to disclose relevant information to appropriate authorities or individuals who can intervene and ensure safety.



Child Abuse or Neglect: Counselors are mandatory reporters and are required to report any suspected child abuse or neglect to the designated child protection agencies as outlined by local laws. This duty to report extends to cases where the counselor has reasonable grounds to believe that a child is at risk of harm.

Elder Abuse or Vulnerable Adult Abuse: Similar to child abuse, counselors may be obligated to report any suspected abuse or neglect of elders or vulnerable adults as per the laws and regulations in their jurisdiction.

6.73 Faculty Confidentiality

Faculty are also bound by ethical codes of confidentiality and agree to exercise professional discretion in the sharing of medical information in order to care for students in a pastoral capacity within the boarding school environment.

6.74 Medical Records

LAS uses Magnus Health SMR (Student Medical Record) to manage medical records. There are many benefits to this system, including less paperwork for parents to complete each year. The system allows for secure, accurate record keeping that is accessible to parents and LAS staff who function *in loco parentis*. As this is a web-based system, you have continuous access to health records as well as the ability to make updates when needed. All medical records are confidential and any hard copy files are housed in a locked storage area in the Health Center. When a student visits the Health Center to see a nurse, a treatment note is logged and an email will be sent to the parent/guardian on file, notifying them that the student has been seen for a health issue and that they must log in to Magnus Health to view the details of the student's visit.

6.8 OFF-CAMPUS MEDICAL CARE

All off-campus medical care is coordinated through the Health Center team. Examples of off-campus medical care may include dental, orthodontic, vision, medical specialist, medical imaging, or psychiatric appointments. If a student's need is non-urgent, the Health Center staff will make an effort to arrange the appointment at a time that does not interfere with the student's academic commitments and will ensure that consent for these appointments has been received. In some cases, this may include the recommendation that the student see a specialist in their home country while on school holiday. We ask parents who have arranged a private medical appointment for their student to inform the Health Center staff as soon as possible. This information will give us a full picture of the student's health and avoid duplication of services.

Health Center staff will arrange student transportation to non-urgent medical appointments with a LAS driver. In some cases, students are not sent with a chaperone aside from the LAS driver who will transport them, then help them check in to the reception, but not go into the consultation with them. In some cases, based on the age and responsibility level of the student, and/or the nature of the appointment, it may be that the health center advises a staff chaperone. A parent may also request this. If the hiring of a staff chaperone is approved by the parent, a fee of 37.50 CHF/hr is charged to the student account. The fees for a LAS driver to transport a student off-mountain to a medical appointment



are deducted from student accounts at a rate determined by the location of the appointment and generally range from 100-150 CHF.

Students are expected to attend their appointments on time, schedule follow-up visits when indicated, then communicate them to the health center staff. Appointments that are canceled less than 24 hours before the scheduled time are subject to a cancellation fee as are missed/forgotten appointments. If a student routinely misses scheduled appointments, the Health Center will contact the student's parents and may decline to schedule further appointments. In these cases, students should arrange for follow-up visits themselves.

6.81 Hospitalization

If a student is taken to hospital as the result of an illness or accident, the parents will be contacted by phone as soon as possible. For most illnesses, the nurse will contact the parents through a Magnus Health notification. However, if there is a severe illness or accident (involving ambulance, helicopter, or other external medical intervention), the AOC will be the person communicating with the parents initially as the nurse may be dealing with the student and logistics. A follow-up communication by the nurse will be done as soon as possible once the student has been stabilized and/or seen by a doctor and an update is available.

6.9 EXCUSE FROM CLASSES

Health Center beds are available during the school day for students who are too ill to attend classes. Unwell students must rest in the Health Center where they can be supervised and easily provided with health care during the school day—Only in special circumstances may a student be permitted to stay in the dorm with the approval of the nurse and residential staff.

Health Center staff will determine whether a student is too ill to attend classes on any given day. If students are too ill to attend classes, it is assumed that they also cannot participate in after-school activities, socializing, and weekend travel opportunities.

Students are not permitted to rest if they have stayed up all night to finish an assignment or have been traveling over the weekend. Likewise, students who rest in the Health Center on Thursdays and Fridays prior to a travel weekend, or on a Monday following a travel weekend, will not be permitted to travel on the following travel weekend.

6.91 Health Promotion

Students who rest during the school day are assigned a Health Promotion early check-in to their dorm for that evening in order to encourage their rest and recovery. If they rest in the Health Center on a Thursday or Friday before a Pass weekend, their Pass privileges will be suspended to promote their recovery. When a student is ill and resting during the school day, they are not allowed to go off campus for lunch.



6.92 Illness At Night Or On The Weekend

Students who become ill after hours should first contact the dormitory duty supervisor or the weekend faculty rover by calling the duty phone. Each dormitory has a first aid kit that contains a supply of basic medicines to treat minor problems like headaches, fever, or minor cuts. If medical care is necessary the adult on duty will contact the Nurse on Call.

6.93 Health Exemption From Ski Season

Students who seek exemption from participation in the ski/snowboard season must have proper documentation such as a medical certificate or explanation from their parent/guardian. All medical excuses must be updated annually even for returning students and should be addressed to nurses@las.ch. Students who are exempt from skiing must be in a supervised study hall, an alternative activity, or resting in the Health Center due to acute illness/injury.

6.94 Medications

All over-the-counter, homeopathic, and prescription medication must be registered with the Health Center.

- Students may not keep *any* medications in their dorm rooms unless they are approved by the nursing staff.
- Students who take regular prescription medications will be distributed their tablets, by the nurse, on a weekly, daily, or monthly basis depending on the type of medication and the student's level of responsibility.
- All prescription medication must be accompanied by a copy of the medical prescription.
- Nurses will monitor medication compliance as well as the need for prescription refills.
- Medications are kept in a secure cabinet in each campus' Health Center.
- Students should never share medications.
- All prescription medicines **MUST** be clearly labeled with the prescribing physician's name and the full name of the recipient.
- The Health Center stocks a wide range of over-the-counter medication. Upon signing the enrollment agreement, parents consent for the nurses and adult duty staff to administer over-the-counter medications to students as needed and when appropriate. Known drug allergies will be taken into consideration.

Despite the system that is in place to monitor medication adherence, it is ultimately the responsibility of the student to take his/her prescription medication. Students living in a boarding school environment must be able to understand and manage their medication needs with minimal support from faculty and nurses.

6.95 Medical Conditions Requiring Advanced Care

If a student cannot walk to or attend class due to a more serious injury or illness, the Health Center staff will formulate a plan with the student's parents and dorm head. While the Health Center is able to provide some added assistance, the school cannot provide regular one-to-one care and transportation between buildings or care in the dorms outside of normal duty hours. Care plan options may include



having the student return home until they are well enough to attend class, having the parents come to Leysin and temporarily care for the student, or having the parents pay for additional assistance.

If parents come to Leysin to care for their child, or if a parent is visiting their child in the hospital, the school asks that the parent take responsibility for the child's medical care. While the Health Center is happy to assist with information or navigating the Swiss healthcare system, in this scenario the student's parents will be considered legally responsible until the student returns to school.

6.96 Personal, Social, And Emotional Counseling

School counselors assist with academic, career, and personal/social development. Professional school counselors are trained in both education and counseling, allowing them to function as a facilitator between parents, teachers, and the student in matters concerning the student's goals, abilities, and any areas needing improvement. School counselors provide services (both preventative and responsive) not only to students in need but to all students. School counseling services include, but are not limited to, 1:1 counseling, small group counseling, faculty consultation, and joint planning and/or classroom lessons. Students with ongoing issues who require regular counseling may be referred to an outside therapist. Parents will be contacted in these cases to provide consent for treatment and to authorize the fees to be charged to the student account. Students may make an appointment with a counselor themselves or may be referred by a parent, teacher, or staff member. The counselor is responsible for referring students to the services of outside health professionals. If a student needs more intensive treatment, the counselor, in conjunction with the school physician, will refer students to a psychiatrist or inpatient facility. Any student who harms, or threatens to harm themselves or others may be asked to withdraw from school.



7. HEALTH, SAFETY, AND WELLBEING

At LAS, the safety and security of our students, staff, and visitors are our highest priority. With this goal in mind, we focus on the practice of prevention every day. Each department of the school regularly assesses potential risks in which students and others may find themselves. Appropriate steps are then taken to avoid those possibilities.

7.1 LAS CHILD PROTECTION POLICY

Safeguarding is defined as the actions that an institution can take to prevent, identify, and respond to the harm and abuse of students in their care. LAS is committed to the safeguarding and protection of children and to the prevention of child abuse in any form. We are committed to educating and supporting students, parents, and teachers in ways that develop protective behaviors, and to work with all members of the LAS community to help them recognize signs of abuse and give appropriate support where necessary.

LAS is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Protecting student welfare is the role of every professional who has contact with LAS students. All faculty and staff employed at LAS are required to report suspected incidences of physical, emotional, or sexual abuse or neglect to the Child Protection Officer, Counselor, and Safety and Security Coordinator. All serious concerns are reported to the Head of the School.

Reporting and follow-up of all suspected incidents of child abuse or neglect will proceed in accordance with this policy and Swiss law. In addition, cases of suspected child abuse or neglect may be reported to the ORPM (Office régionaux de protection de mineurs), DGEJ (Directorate General for Children and Youth), and/or to the appropriate child protection agency in the home country. If there is evidence of physical harm caused by suspected abuse, the student will be taken to hospital for examination, and the police will be informed, as appropriate. If it is felt that the student is in immediate or imminent danger, or a criminal offense has been committed, the police will be contacted. If there is deemed to be insufficient evidence to warrant immediate action, a period of observation and assessment will follow.

If it is suspected that an employee or voluntary worker in the school has abused a child, the Child Protection Officer, Counselor, Dean of Students, and/or Health and Safety Coordinator will inform the Head of School immediately. The case will be treated with the utmost gravity and a full investigation will follow.

LAS implements hiring practices that ensure the safety of our students. LAS, in accordance with Swiss law, requires background/police checks for all new faculty. LAS endorses the Convention on the Rights of the Child, of which Switzerland is a signatory, and seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives.

7.2 SECURITY

The entire LAS campus operates on a single entry system, which strictly controls who can lawfully gain entrance to the school. LAS operates a security camera system (CCTV) to protect our campus and the students in our care. This system is controlled through the relevant policy document which can be found on our website and is overseen by the Health and Safety Coordinator.



In addition, the LAS campus is patrolled by security officers on weekends and other pertinent school dates throughout the year. Students, staff and visitors are expected to keep their key cards, fobs, or visitor passes on them at all times. Students and staff are also expected to download their LAS digital ID card to their mobile phones.

7.3 KEY CARDS/FOB SYSTEM

All of the dormitories are protected by electric locks, which are operated with key cards. All students' key cards give them access to their own dormitory and room until the evening check-in, as well as access to classroom spaces during the academic day. Lost, misplaced and broken key cards must be reported immediately to the Dean of Students Office (BEC and Savoy) in order for a replacement key card to be created as quickly as possible. Each student is responsible for keeping their key card safe and the sharing of key cards is strictly prohibited.

Replacement key cards cost CHF 50 and are billed to the student's account.

7.4 LAS EMERGENCY RESPONSE

At LAS, "Evacuate, Stay in Place, Lockdown" form our emergency response plan. Students and staff practice a number of drills throughout the school year learning how to respond to different emergency situations. In the event of an emergency, the situation will be assessed and the appropriate response will be initiated. Fire exits, assembly points, and emergency response rules are clearly posted throughout the school.

7.5 PERSONAL SAFETY

It is expected that individuals at LAS assume the ultimate responsibility for their personal safety. For all that is done to create, maintain, and improve a safe environment for our students, students must themselves play an active role in ensuring their own safety by being sensible, exercising caution, maintaining an awareness of their surroundings, and most of all, following our school's safety rules in this handbook. Students who engage in any unsafe behavior or activities will face serious disciplinary action.

7.6 BALCONY, WINDOW AND ROOF SAFETY

Many of the LAS school buildings have balconies and roof areas that may be safely accessed. However, students who climb across balconies, or onto roof areas that are not permitted are putting themselves and others in danger. In addition, climbing through windows at any time is strictly forbidden. Students misusing these areas will face serious disciplinary action in line with section [7.3 Non-negotiable Community Expectations](#)

7.7 ROAD SAFETY

It is expected that students and staff at LAS take all reasonable safety precautions when crossing roads. Leysin is a small mountain village and there are not always road crossings and pavements available for



pedestrian use. When walking between campus buildings and around the village, students and staff should walk within the yellow lines painted on the side of the road in the absence of pavements. Due care and attention must also be given when crossing roads in the absence of official road crossings.

7.8 BICYCLES AND SKATEBOARDS

Students are welcome to use bicycles and skateboards during their time at LAS. They should be stored in designated storage areas and not in student rooms or dormitory hallways. Although helmets are not required to be worn by Swiss law, LAS requires students to wear a helmet at all times as it can massively reduce the risk of serious head injuries. Students are expected to familiarize themselves with the rules regarding riding bicycles and follow these at all times.

7.9 MOTORIZED VEHICLES

Students are not permitted to drive the following motor-powered vehicles whilst at LAS:

- cars
- electric scooters
- electric skateboards - except with permission from the Dean of Students Office (BEC and Savoy). Any student found to be riding on public roads will have their electric skateboard confiscated

7.91 E-Bikes

LAS permits e-bikes with a maximum speed of 25 km/h in our school for students aged 14 years and up. For students from 14 years up to 16 years an M permit is required in accordance with Swiss law. The school will help facilitate acquiring this license. For further information contact the Dean of Students Office BEC and Savoy. All other rules pertaining to the use of bicycles also apply to e-bikes.

[Touring Club Suisse - rules regarding wheeled recreational vehicles](#)

7.92 Drone Usage

There are strict and very specific Federal and Cantonal regulations for flying private drones in Switzerland. Restrictions in Leysin are even tighter due to the presence of a heliport in the village. LAS, therefore, does not recommend that students bring drones to school as there will be little opportunity to use them.

7.93 Transportation (accepting lifts, school buses, and taxis)

Students may not accept lifts in vehicles from members of the public, former students, or anyone other than a legal guardian or authorized members of staff, without prior permission from the Dean of Students Office.

When using school buses, all passengers must wear seat belts when provided and must remain seated while the vehicle is in motion. It is important for the safety of everyone in the vehicle that the driver is not distracted.

Students are only permitted to use LAS-sponsored transport services during the school day. Taxis are not allowed to be used before the start of the school day or during the school day.

Monday - Thursday: taxis are only permitted from the end of the school day until 19:30 check-in



Friday: taxis are only permitted from the end of the school day until grade-level check-in times

Saturday: taxis are permitted from 09:00 until grade-level check-in times.

Sunday: taxis are permitted from 09:00 until 19:30 check-in.

Juniors and Seniors (Grades 11 & 12) who are granted the privilege of eating off campus at lunchtime during the week may, however, use local taxis at this time only if they wish.

7.94 Appropriate Locations When Not in School

The school has a duty of care to know the whereabouts of students at all times and it is the student's responsibility to make sure they are proactive in communicating what they are doing and where they are going, gaining permission from the Dean of Students Office especially when going off-campus. Students must always check "in" and "out" with the Dean of Students Office or AOC as to their whereabouts.

LAS students are not permitted to rent or use hotel rooms, private houses, or apartments.

Students must not leave Leysin apart from authorized travel. The boundaries of Leysin are defined as not lower than Lower Sporting and not higher than Prafandaz. The Hotel Chamois, the abandoned hotel above BEC, is strictly forbidden to enter.

Local restaurants may be used in line with the following rules:

- It is not permitted to rent or use private rooms at eating establishments
- During the school week students in grades 11 & 12 may eat lunch during their scheduled lunch break off campus in local restaurants if they wish. All other students are required to remain on campus at lunchtime.

7.95 Fire Safety

At LAS, fire safety is everyone's concern. It is imperative that students and faculty adhere to fire evacuation procedures at all times. All residents will be made aware of the school's evacuation routes and procedures during orientation. Every resident must vacate a building in an orderly fashion when the alarm sounds and wait for the "all clear" signal before re-entering.

Dormitory Room Safety Rules (*see section 2.43*)

Hallways must be kept clear of personal belongings at all times. Bicycles and skis must not be stored in dorm rooms but in designated storage spaces.

- The use of electrical items such as toasters, popcorn machines, rice cookers, lava lamps, coffee machines, and kettles is strictly prohibited in dormitory rooms. LED Christmas lights are permitted but must be fixed in such a way as not to cause damage.
- Hangings, such as sheets, blankets, flags, and tapestries may not be hung in such a way as to prevent clear access or view to and from the dormitory rooms. The rule of thumb is that students must be seen from the doorway at all times.
- Open heat sources of any kind including candles are not permitted nor are flammable liquids or incense burners.
- Tampering with smoke detectors, light fixtures, power outlets, and switches is forbidden.
- Mobile phones should not be charged overnight and must always be charged on a hard surface and not on beds or under pillows.
- Smoking is not permitted at any time.



Failure to comply with LAS fire safety rules and regulations places everyone in a dormitory at risk, therefore students who violate these rules and jeopardize others will face serious consequences. In addition, students found intentionally tampering with fire safety systems, including intentionally forcing fire doors, may face serious monetary fines in addition to severe disciplinary action or expulsion.

7.96 Theft, Security, Protection, & Insurance

Theft is unfortunately a reality, and LAS is not immune to its presence. However, more than any other offense, theft destroys that sense of trust necessary to maintain a productive and thriving school community like our own. For this reason, we do not tolerate acts of theft, which is punishable by off-campus suspension. To minimize the likelihood of becoming a victim of theft, we ask students to lock all valuables in their school-provided personal safe or in the lockable storage areas in their rooms. Students must also keep exterior dorm room doors locked when they are away. When doing laundry, students should time their loads to keep track of their clothing in public areas.

Prevention is the best protection against theft. Small but valuable electronics, cell phones, wallets, and money should never be left out in the open or in unlocked areas. In addition, students should never borrow items not belonging to them without the owner's consent, regardless of the intention to return that item.

Contents Insurance: The insurance policy covers damage relating to theft by breaking & entering or aggravated theft. Insurance claims require a police report and are subject to the terms and conditions of the policy.

Personal Liability Insurance: The private liability insurance covers students against claims in damages formulated by third parties to property, and/or physical injury.

7.97 Local Authorities

Students may find themselves in situations in which the local authorities are involved, or where LAS is obligated under Swiss Law to notify those authorities. LAS takes its responsibility to protect its students very seriously. LAS will notify parents as soon as possible whenever the local authorities are involved.



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 are 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 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.

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.

8.1 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 LAS Mission Statement. We believe instilling these principles helps students to become *innovative, compassionate, and 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, and staff, as well as their families, and the wider Leysin community.

8.11 General Conduct

- Students must exercise polite, respectable behavior in public.
- Displays of public affection can be uncomfortable to others and students should be mindful of their impact on others. A respectful tone should always be upheld.
- While waiting in the cafeteria students must stay in their position and not move ahead of others.
- Students will adjust word choice and volume to suit any given context.
- Students need to clean up after themselves.
- Students should be cognizant of others in the community.
- Students are asked to follow the directions of any staff member.

8.12 Bystanding

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 and could occur once or repeatedly. Students are bystanding when they fail to speak up to an adult in an effort to stop wrongdoings. The consequence for bystanding is generally one level below the offense.



8.2 RESPONSE FROM THE SCHOOL

8.21 Merits

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

8.22 LAS Discipline Philosophy

Our discipline system is modeled on systems of consequences for actions. Often included with the consequences are reflective and restorative practices.

8.23 Reflection and Restoration

The first step when a student fails to meet a standard of the community is a conversation with the appropriate adult. The student will need to answer these 4 questions with the how, how, who, and how system.

1. How did this happen?
2. How could this have been prevented?
3. Who did it affect?
4. How can I make amends?

8.24 Repeated Difficulty with Community Standards

If a student is not able to meet the community standard after several interventions they must meet with the Dean of Students' office and make an improvement plan. This plan will be communicated to their parents and monitored by the Dean of Students Office.

8.25 Improvement Plan

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 Associate Dean of Students, the contract is sent to the parents.

8.3 NON-NEGOTIABLE COMMUNITY EXPECTATIONS

LAS holds a set of behaviors that all members of our community are expected to observe as unacceptable without exception. They are as follows:

Bullying
Sexual Harassment



Endangering Others or Yourself
Racism and Bigotry
Theft

Any student who violates a non-negotiable community standard will receive a consequence of on-campus or off campus suspension or expulsion.

8.4 CONSEQUENCE SYSTEM

The reflective and restorative practice has been created to help students solve the difficulties that have led to challenging behaviors. There is also a list of infractions that can be used in conjunction or solely with any behavior that violates the community standards.

8.41 Potential Consequences for Actions

Any student who undermines peace in the community is subject to behavior consequences. These can be decided with the student as part of the reflective process or mandated as part of any improvement plan or consequence for repeated behavior. Whenever possible we will defer to the LAS Discipline Policy. In general, please see the consequence guidelines below for common offenses.

School Night Early Check-in

- Late to breakfast check-in
- Messy room

Weekend One-Hour Early Check-in

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

Two-Hour Weekend Early Check-in

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

Full Weekend Night

- Chronic dishonesty, disrespect, rudeness, intolerance, irresponsibility, or insensitivity
- Insubordination
- Disruptive behavior
- Repeatedly missing assemblies or other mandatory school meetings 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
- Not answering phone for Saturday or Sunday check-in or ski check-in
- Vandalism—student is also financially responsible for damages



On-Campus

- Repeated gross violation of any school value
- Positive alcohol test
- Consuming alcohol or alcohol found in room
- Bullying
- In dorm of another gender without permission
- Unauthorized day leave (leaving Leysin without permission)

Off-Campus

- Fighting
- Leaving the dorm at night after last check-in
- Overnight traveling without authorization
- Unsafe behavior
- Blatantly disregarding a restriction/gross disregard for serving restrictions
- Climbing on the outside of a building
- Positive drug test

8.42 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 check-in: the student must check in with dorm staff at the start of check-in. Students must remain in their own rooms. No friends are allowed to visit.
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 rooms. No friends are allowed to visit. The student's roommate(s) is/are the only other person(s) allowed to be in the room. Cell Phones and gaming laptops must also be turned in. Turn-in/retrieval times vary by grade level and dorms.
6. Clipboard: For a full weekend day, the student must sign in with the weekend staff hourly starting at 10:00 and ending at 17:00.
7. Clipboard Plus: 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, full weekend clipboards, and two nights in the dorm.
11. Off-campus suspension: The student must leave campus for a week or do a Leysin homestay for one week will be provided at a rate of 1,000 CHF 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 given for the purpose of student growth and only when the Dorm Head deems it appropriate.
13. Insubordination: Refusal to follow directions

8.43 Special Notes of Serving Consequences

Unserved Restrictions

- Any unserved school night early 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 most likely have 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, fighting, bullying, etc.), multiple 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 can 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 resulting in a withdrawal, 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.

Withdrawal 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 1,000 CHF/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 500 CHF can be charged.
- The student must return all LAS-issued supplies: laptop, textbooks, etc. Failure to return these will result in a charge to the parents.

8.5 STUDENT CODE OF CONDUCT

8.51 Right to Tell



All students have the right to report any incident that makes them feel unsafe or if they witness unsafe behavior in others. We will believe a report from a student unless there are compelling reasons that would lead us to believe that it was untrue.

8.52 Bullying, Sexual Harassment, And Endangering Others & Yourself

Bullying

Bullying is defined as verbal or physical contact which intentionally or unintentionally harms an individual's ability to learn, personal well-being, 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. At LAS, our students and faculty represent a broad range of cultures and religious beliefs that are tied to their standards for personal behavior; however, these differences do not excuse inappropriate or offensive behavior.

Cyberbullying

Cyberbullying means bullying through the use of technology or any electronic communication including electronic mail, internet communications, instant messages, etc. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects mentioned in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects mentioned in the definition of bullying.

Sexual Harassment

Sexual harassment is unwelcome physical contact or verbal taunts that are or can be perceived as sexual in 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 in other off-campus locations. 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 an 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 parts
- 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 another person
- Telling sexual or dirty jokes
- Circulating or showing videos or websites of a sexual nature

8.53 Responding to Sexual Harassment and Bullying

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

8.6 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 including emotional, psychological, physical, reputational, or 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.

8.7 ENDANGERING YOURSELF & OTHERS

LAS students are responsible for conducting themselves in a civil, safe, and responsible manner at all times. Threatening or endangering the health and safety of others or yourself through physical, mental, or verbal abuse, threats, intimidation, coercion, and/or other conduct is strictly prohibited.

8.8 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. Students are not permitted to leave campus without explicit permission from the Dean of Students Office.

8.81 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, but 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.

8.82 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.

8.9 RACISM AND BIGOTRY

8.91 Racism and Bigotry

LAS denounces all forms of racism and ensures an environment of safety, tolerance, and respect for diversity, non-discrimination, and equality for all students. No matter the intent, we have zero tolerance for any racially-biased incidents of verbal, written, visual, or physical nature, including incidents conducted by electronic means based on race, creed, color, or national origin. Biased incidents include, but are not limited to, the use of stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, text messages, online posts, or circulation of written or visual material, taunts, or negative references to racial groups or identifiers. Any student involved in such behavior will be subject to disciplinary action.

Bigotry is defined as intolerance or hatred towards those who hold different opinions from oneself. LAS has zero tolerance for bigotry. Any student found to take part in this type of behavior will be subject to disciplinary action.

All of us play a role in not tolerating acts of racism and bigotry, thus creating an environment where all are welcomed. The ultimate responsibility for maintaining an environment free of racial discrimination and bigotry rests with all members of the LAS community depending on the severity of the situation.

8.92 Identity-Based Slurs

LAS will not tolerate the use of identity-based slurs by anyone in our school community whether on school property, on school-related trips off school property, at any school-sponsored activity, or via online social platforms at any time. Individuals that use terms or other communications that are used to insult, denigrate or negatively refer to an individual or group based on real or perceived race, ethnicity, national origin, immigrant status, socioeconomic status, religious belief, gender, sexual orientation, gender identity or expression, disability, political affiliation or other cultural characteristics will face disciplinary action. Such slurs are offensive and harmful to individuals, erode the overall welfare of the LAS community, and are considered a form of harassment. Slurs may be in the form of verbal or written communications (e.g. – use



of the “n” word, anti-LGBT+ language, threats, derogatory comments) or may present themselves in the form of physical gestures (e.g. – Aryan Circle, Nazi salute, OK hand symbol) or visual symbols (e.g. – swastikas, the Confederate flag). In determining whether something constitutes an identity-based slur, LAS will consider the current and historical context of its use with a focus on the detrimental impact of the slur on individuals and on the environment of the school, rather than solely on the intent (or lack thereof) of the individual using such term.

Reports of incidents involving identity-based slurs may be made to a faculty/staff member, or school administrator, who must inform the Dean of Students Office. Alternatively, all community members may report an incident using the DEIJ Online Incident Form on their own or on behalf of another person in the community. All reports (including instances occurring in the electronic world) will be investigated by the Dean of Students Office. All reports will be kept private to the greatest extent possible, but anyone who reports an incident of identity-based slurs must understand that to conduct an adequate investigation, any student being accused of using an identity-based slur will be informed of the allegation and provided with an opportunity to respond and disciplinary action may not be taken based solely on the school’s receipt of an anonymous report.

At the conclusion of an investigation, if corroborating evidence gives the Dean of Students Office reason to believe the conduct was intentional or malicious, appropriate disciplinary response will take place which may include student participation in educational training, engaging in restorative justice work and/or other measures aimed at repairing fractures created by the student’s words and/or actions.

8.93 Fighting And Violence

Physical violence of any sort between students will not be tolerated at any time, as it is a dangerous and ineffective method for solving problems. At LAS, we strongly promote honest, open dialogue and peaceful conflict resolution. If a student is in a fight or encourages others to fight, he/she will be subject to disciplinary action including the possibility of restitution, conflict resolution, suspension, or the recommendation of withdrawal from school.

8.94 Firearms or Weapons

Use or possession of firearms or a weapon or using an item used as a weapon will result in immediate dismissal from LAS. 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. Students may not possess any weapons. Students are not allowed to have any facsimile of weapons.

8.95 Knives

There are no knives allowed in students’ possession. Any student who has a knife will have it confiscated and may receive a discipline consequence. Knife use is only allowed under supervision of staff.

8.951 Classification of weapons

LAS reserves the right to classify any item as a weapon if its use is intended as such.



9. ALCOHOL, SUBSTANCES, AND TESTING

9.1 ALCOHOL

LAS students in grades 7-12 are prohibited from drinking or possessing alcohol at any time, except when grade 12 earns drinking privileges [see section 8.12](#). Students are regularly breathalyzed at dorm check-ins, and LAS reserves the right to breathalyze at random. If a student tests positive on the breathalyzer, 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.

Consequences for alcohol use or possession:

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

9.11 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.

9.12 Alcohol Privilege

Students in grades 12/PG with parental permission may earn the privilege of drinking alcohol in moderation during the second semester on assigned weekends and in designated locations. 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 on weekends and at other times without warning. BAC (blood alcohol concentration) must not exceed 0.05 at any time.

The following consequences for a BAC level of 0.05-0.08 will be implemented:

- First offense: Clipboard and parent notified, revoke drinking permission for one week
- 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 a BAC level above 0.08 are as above, starting at the 2nd offense level.

9.13 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.

9.2 Drugs

9.21 Drug Policy

Consistent with Swiss law, drugs are not permitted during a student's time at LAS. Any violation of the LAS drug policy most likely will result in the student's expulsion from LAS.

9.22 Drug Testing

LAS reserves the right to request a confidential medical examination (such as urine analysis) of any student at any time, and without warning.

9.23 Drug Testing

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.

9.24 Drug Testing Refusal

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.

9.25 Classifying Drugs

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 withdrawal. 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.

9.3 TOBACCO & NICOTINE

9.31 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, JUULs, vape pens, 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
- Friday and Saturday nights in dorm
- Two Healthy Habits classes

Second offense:

- Letter home to parents
- 1-week on-campus suspension
- Three Healthy Habits classes
- Mandatory Health Center counseling consultation

Third offense:

- Letter home to parents
- 1 week off-campus suspension
- Four Healthy Habits classes

Fourth offense

- Recommendation to withdraw from school and attend a Nicotine Cessation program
- Re-entry upon successful completion of Nicotine Cessation program

9.32 Possession of Nicotine Products

If nicotine products are discovered in a student's room or in their belongings, then this is considered a nicotine violation.

9.33 Suspicion of Smoking

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

9.34 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. This is in accordance with the LAS Bystanding Policy in our Response from School Glossary. Students grouped together in a toilet stall will earn a nicotine infraction.

9.35 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.



9.36 Smoking in the Dorm

Smoking of any kind in the dorm is a fire hazard and is 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 a 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.

9.4 THEFT

Unauthorized removal or possession of personal property belonging to other students, faculty, or the school will result in disciplinary action which may include restitution, suspension, or recommendation for withdrawal from school. Though theft is not tolerated in any way at LAS, students should always lock and secure valuables in their safe and avoid sharing the lock combination with others.

9.5 HONOR COUNCIL APPEAL

When confronted with a breach of community standards, the Dean of Students' office may refer the student to the Honor Council. The student may request the right to appeal to the Honor Council for their opinion on the matter.

9.51 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 panel of between 3-5 students (from a pool of 10) 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.



10. ACADEMICS

10.1 GENERAL INFORMATION

In this handbook, we provide a clear outline of the academic program at LAS. We hope that this overview will serve as a useful guide for parents in making decisions that will help their child to achieve academic success.

10.2 COURSE REGISTRATION

Fall registration for current students is finalized during the previous spring, at which time they are tested and placed in the next appropriate group of classes.

10.21 Departmental Placement Testing

LAS uses placement tests to ensure that students are enrolled in appropriate classes based on language and mathematical abilities. Placement testing for English, ELA, and Mathematics courses is conducted by our Admissions Department prior to registration. Placement tests may be repeated during the course registration process.

10.22 Schedule Changes

Students may request a schedule change for LAS classes (non-AP and non-IB) within the first two weeks of the school year. Such a change is subject to course availability (eg. whether the course has places available or fits into the student's schedule).

If the change is approved during the Schedule Change Period, the dropped course is not recorded on the student's transcript, and the new course is added. Students are expected to catch up on learning and any assessments they have missed in the new class.

If a change is made after the Schedule Change Period, the dropped course will remain on the transcript, and a "W" will appear on the transcript indicating withdrawal from the class. No credit will be given for the course dropped.

If a student drops a class after the first semester, the course, grade earned, and credits will appear on the student's transcript. Second-semester changes can only be requested within the first week of the second semester. However, changes may be recommended and made by the Dean's Office based on academic performance after the schedule change date in exceptional circumstances.

10.23 Schedule Changes in the IB Diploma and Advanced Placement

AP Schedule Changes: Student-requested schedule changes must be submitted by the end of the third week of semester. During this time, students may request a course change. Such a change is subject to course availability (eg. whether the course has places available or fits into the student's schedule) and the recommendations of teachers, university advisors, and administrators regarding the appropriateness of the change.



If the change is approved during the Schedule Change Period, the dropped course is not recorded on the student's transcript, and the new course is added. Students are expected to catch up on learning and any assessments they have missed in the new class. After this time period, no student-initiated requested schedule changes will be accepted. However, changes may be recommended and made by the Dean's Office based on academic performance. If a change is made after the Schedule Change Period, the dropped course will remain on the transcript, and a "W" will appear on the transcript indicating withdrawal from the class. No credit will be given for the course dropped.

If a student drops a class after the first semester, the course, grade earned, and credits will appear on the student's transcript. Second-semester changes can only be requested within the first week of the second semester. However, changes may be recommended and made by the Dean's office based on academic performance after the schedule change date in exceptional circumstances.

New students joining LAS in January may need until the end of the third quarter to fully transition and determine if the course is the appropriate one. Any schedule change request should be made in consultation with the offices of the Academic Dean and University Advising.

If a change is made after the Schedule Change Period, the dropped course will remain on the transcript, and a "W" will appear on the transcript indicating withdrawal from the class. No credit will be given for the course dropped.

NOTE: Any schedule change for a grade 12 student after the initial Schedule Change Period needs to be discussed with the university advisors due to the implications that it can have on the student's university applications.

IB Diploma Schedule Changes: Grade 11 students can request a change to their IB schedule by the end of the third week of semester. Students should discuss any possible schedule changes so as to minimize any consequences for the student's university plans. Therefore, students should aim to choose the correct courses from the beginning.

Changes can be made to a grade 12 student's IB schedule only in exceptional circumstances. It is much more difficult due to IB Diploma requirements and university application admission implications. Therefore, any schedule change for a grade 12 IB student needs to be discussed with the university advisors due to the impacts that it can have on the student's university applications.

If a change is made after the Schedule Change Period, the dropped course will remain on the transcript, and a "W" will appear on the transcript indicating withdrawal from the class. No credit will be given for the course dropped.

10.24 Disclaimer

LAS will offer only those courses in the upcoming school year for which there is adequate enrollment and/or faculty availability. Courses, numbers of sections, and staff assignments are determined on the basis of need. Occasionally, circumstances may merit changes in the number and types of courses available. LAS reserves the right to cancel courses, rearrange course sequences, and make schedule changes for the purpose of leveling class sizes.



10.3 ATTENDANCE POLICY

We expect our students to attend every class every day.

The majority of LAS classes represent approximately 80 teaching hours over the course of the semester. In conjunction with most US state laws, students are guaranteed to receive credit for a course if they have both earned a passing grade in the course for a semester and attended at least 90% of course meetings. LAS students who have acquired more than 10% of their unauthorized absences in one course within one semester may forfeit credit for that course, regardless of the grade they have earned. These unauthorized absences cannot be counted as legitimate reasons for missing class due to travel, which is not allowed. The threshold of 10% total absences assumes the student has missed a combination of both 55 and 100-minute class periods. All cases involving excessive student absences will be referred to the School Operations Committee for final decisions.

Parents may be contacted if a student has more than five absences, at which time the parents, the student, and the school administration will make a plan together to address the issue satisfactorily for the student and the school.

10.31 Tardies

Students are expected to arrive on time for classes, meetings, and school functions. Failure to arrive on time is tardy and may result in a consequence. The specific consequence may vary based on the degree of lateness and the student's history of being tardy. Two tardies in any one class are equivalent to one absence in the overall attendance count. If a student is more than 15 minutes tardy, they will be marked as absent. Students who acquire more than eight total absences in one course over one semester may forfeit credit for that course, regardless of the grade that they earn. All cases such as these will be referred to the Senior Academic for final decisions.

The Academic Offices on each campus will conduct weekly reviews of tardies in order to ascertain if any students are habitually late.

10.32 Medical Appointments

All scheduled medical appointments during the school day must be approved through the school's Health Center. In order for students to have absences excused as a result of an off-campus medical appointment, they must submit their medical request through Orah.

10.4 ABSENCES

10.41 Health Absences

If students are too ill to attend class, they must report to the Health Center no later than 15 minutes before school starts.



10.42 Disciplinary Sanctions - Absences

Each Campus Academic Office runs a weekly attendance report every Monday for the previous week. If a student has two or more absences in a given week, he or she will be precluded from a Pass on the following weekend (in this tally, please note that two tardies within a given week will be counted as one absence). As well, if a student has accrued three tardies total in a given week, he or she will be precluded from a Pass on the following weekend. Additionally, further sanctions, as deemed appropriate by the Dean of Students Office, may also be applied. If students believe that they have received an absence by mistake, they have one week following the absence to request that the absence be investigated. After one week, the Campus Academic Offices will not make further changes to a student's attendance record.

In summary, a student may not have a Pass if he/she:

1. Has two absences in a given week,
2. Has three tardies in a given week, or
3. Has one absence and two tardies in a given week.

10.43 Make Up Work Policy

If students miss work due to an absence, it is their responsibility to communicate with their teachers regarding make-up work *the day they return to class*. Student-initiated email contact is a suitable form of communication to arrange a timeline for make-up work. If students do not submit an assignment on time, for any reason, they are expected to take personal initiative and submit it at the soonest possible time. Individual teacher policies for make-up work, including expectations, deadlines, and late penalties, are communicated on class syllabi. Teachers will make reasonable accommodations for students who demonstrate motivation in completing missed assignments. Nevertheless, any missing or late assignment is subject to late penalties and thus it is in the student's best interest to submit all assignments on time.

10.5 ASSESSMENT AT LAS

The purpose of assessment is to help students become successful independent learners. It is an ongoing process that lets a student know where they are and what steps they need to take in order to improve.

At LAS, this is facilitated by grading students in two ways:

- Assessment of Academic Ability
- Assessment of Learning Behavior

10.51 Purpose of Assessment

The primary purpose of assessment is to improve learning. LAS believes that as well as assessment *of* learning, which helps us identify what has or has not been learned, assessment must also be considered as assessment *for* learning. LAS defines the process of formative assessment, which is the basis of assessment for learning, as:

"an ongoing, collaborative process that provides feedback to both students and teachers to allow them to adjust their learning or teaching strategies towards specific learning goals."



In this process, students and teachers work together to specifically improve learning by sharing intended learning purposes, examining models and descriptions of what 'good' looks like, comparing student work to these models and descriptions, and using feedback from teachers, peers, and practicing self-assessment to plan a path to meeting the learning purposes.

To help students understand how they are progressing as learners, we use two forms of assessment:

- Academic grading on a 1-7 scale that indicates the student's academic performance.
- Learning behavior grading on a 1-4 scale indicates how a student is developing the vital skills necessary to be an effective independent learner. *Learning behavior grades do not contribute to and have no effect on academic grades.*

10.52 Principle: Effective Assessment

- Reflects the school's values of inclusion, challenge, and success
- Provides opportunities for all students to be challenged through strategies such as:
 - Open-ended tasks
 - Complex contextual tasks
- Ensures all students are included through such strategies as:
 - Providing multiple ways to demonstrate understanding, with choices of tasks where appropriate
 - Scaffolding at different levels based on pre-assessment
- Promotes success through strategies such as:
 - Use of feedback with opportunities to act on the feedback
 - Opportunities for resubmission where appropriate
 - Use of clear criteria and exemplars
- Generates formative feedback which:
 - Uses common criteria which are made available to students in advance
 - Makes use of peer- and self-assessment based on criteria and exemplars
 - Provides exemplars of what 'excellent' looks like
 - Provides opportunities for students to reflect on products and processes
 - Provides opportunities for students to act on feedback
- Allows students to demonstrate understanding by:
 - Providing opportunities for students to apply skills and knowledge in context where possible
 - Providing opportunities for students to demonstrate the six facets of understanding (explain, interpret, apply, empathy, perspective, self-knowledge)
- Promotes independent learning that provides students with the tools and support to self-assess and set goals for future learning and improvement

In addition, it is the duty of the school to ensure that any assessment activity that takes place:

- Is fair
- Utilizes a variety of assessment strategies
- Is consistent and compatible with the taught curriculum
- Uses strategies and criteria that are known and understood by all students
- Represents a manageable workload for teachers and students
- Separates achievement from other factors such as effort or behavior so that it is clear what is being assessed

10.53 LAS Grading Policy

This policy pertains to grading (summative reporting) as opposed to marking (formative assessment). The purpose of grading is to improve learning. This is accomplished in part through clear communication about student achievement. Therefore:



10.54 What is Included in Academic Grades?

- Individual Achievement
- Summative evidence. Formative assessment—practice in the course of the learning process—is recorded but not explicitly included in final grades
- Evidence from quality assessments

10.55 What is Not Included in Academic Grades?

- Classroom behavior
- Group scores. Only individual achievement evidence
- Extra credit or bonus points. Only evidence that more work has resulted in greater achievement is recorded

10.56 How Are Academic Grades Calculated?

- Evidence from summative assessments, formative assessments, and general tasks, supported by teacher’s professional judgment
- Instead of averaging grades, the student’s most recent achievement is taken into greater account

10.57 The Assessment Criteria

Academic Grading

LAS uses a 1-7 scale for academic grading in order to provide consistency with International Baccalaureate (IB) grading practice.

Each grade descriptor indicates a level of skill. In the table below, keywords are associated with 1-7 grade descriptors based on Bloom’s taxonomy, a hierarchical system of thinking skills

Grade		Thinking Skills
7	Demonstrating mastery of the subject and ability to creatively combine ideas	Synthesis Creating, Discussing, Evaluating
6	Able to apply ideas and concepts effectively to a variety of situations	Application Explaining, Understanding, Applying
5	Able to apply ideas and concepts to a variety of situations	
4	Able to demonstrate recall of knowledge and skills	Recall
3	Able to recall basic ideas	Describing, Remembering
2	Not yet performing at an acceptable academic level	Insufficient
1	Very low or non-existent level of performance	



10.571 LAS and IB Grading Scales

In grades 11 and 12, the majority of students work to achieve the externally-examined IB Diploma. The school produces predicted grades to inform students and parents of progress toward these externally-examined subjects. The assessment described in this handbook is based on what LAS determines as the important knowledge and learning skills that students should develop. IB and LAS assessments are both described using a 1 to 7 scale based on levels of thinking skill (objectives 1-3), and although not necessarily exactly equivalent, we have developed the LAS scale to closely reflect the key ideas of the IB scale.

What is Standards-Based Grading?

LAS will use standards-based grading for reporting to students and parents. This is different from traditional grading familiar to many.

Traditional grading typically involves:

- Simple letter grades
- Assessments based on teacher-defined criteria
- A single overall grade per student based on a combination of related and unrelated assessments of skills, knowledge, performance, and conduct over a period of time

The main advantages of the traditional method are simplicity and familiarity. However, it results in a very limited measure of a student's abilities. An A on a student's report card might look good, but this grade does not convey any precise information about what the student did to obtain the grade or what they might do to improve further. Standards-based grading overcomes this problem.

Standards-based grading involves:

- Rubrics with meaningful labels
- Assessments based on specific school-wide standards so that there is consistency across all classes
- Multiple grades per student: one for each standard that reflects the student's ability related to the standard at a certain moment in time, and the ability to see how a student has made progress toward that key skill over the course of the school year

Key Skills

Each department identifies the key skills that are most important to learners in that subject. This allows students to monitor and develop these key skills over the course of their time at LAS from entry to school to graduation.

English

- *Knowledge and Understanding*: Having knowledge and understanding of literary and rhetorical texts and terminology through different perspectives.
- *Application and Analysis*: An ability to analyze and apply elements of genre and author's stylistic choices; literary and rhetorical terminology; the effects of these on the *reader*; and an ability to substantiate and justify ideas with relevant examples.
- *Organization*: An ability to express ideas engagingly, clearly, and with fluency in both written and oral communication.



- *Presentation and Speaking:* An ability to express ideas engagingly, clearly, and with fluency in both written and oral communication. Having the ability to use the oral and written forms of the language in a range of styles, registers, and situations.

English Language Acquisition (ELA)

- *Receptive Skills:* Extracting meaning from aural and text resources in different contexts. Understanding language strategies used to convey meaning.
- *Productive Skills:* Using oral and writing techniques to convey meaning in different contexts, using appropriate conventions and language features.

Modern Languages

- *Receptive Skills: Reading and Aural Comprehension* - Developing the ability to comprehend aural and written texts.
- *Productive and Interactive Skills: Oral and Written Expression* - Developing the ability to express ideas through writing and oral means.

Social Studies

- *Knowledge and Comprehension of Specified Content:* The ability to demonstrate knowledge and understanding of course content.
- *Application and Analysis:* The ability to analyze and apply evidence, and to synthesize knowledge and concepts.
- *Evaluation:* The ability to critically review conclusions, and conduct peer review and self-reflection.
- *Selection and Use of Skills Appropriate to Subject:* Skills individual to each subject area are demonstrated and used appropriately.

Science

- *Identifying a Problem:* Identifying and evaluating key factors relevant to the problem, and creating a clear research question.
- *Researching:* Gathering information, prototyping and trialing, and sharing information.
- *Analyzing:* Drawing conclusions from research, identifying limitations of research.
- *Evaluating:* Critically reviewing conclusions, peer review, and self-reflection.
- *Communicating:* Communicating information in a relevant and effective manner using conventions where appropriate.

Mathematics

- *Problem-Solving:* Applies and adapts a variety of appropriate strategies even when asked to solve unfamiliar problems in challenging situations.
- *Reasoning and Proof:* Understands and explains the significance and reasonableness of results and draws full and relevant conclusions.
- *Communication:* Communicates mathematics in a clear, effective, and concise manner, using correct techniques, notation, and terminology.
- *Using Mathematical Tools Strategically:* Uses graphing calculator, computers, manipulatives, diagrams, and software appropriately and effectively.

Arts

- *Knowing and Understanding:* Students discover the aesthetics of art forms and are able to analyze and communicate using specialized language. Students inform their work and artistic perspective using explicit and tacit knowledge alongside an understanding of the role of the arts in a global context.
- *Developing Skills:* Students develop their artistic ideas to a point of realization by applying their skills. Students make final commitments to their artwork by presenting it to audiences.
- *Thinking Creatively:* Students develop curiosity and purposefully explore and challenge boundaries. Students explore the unfamiliar and experiment in innovative ways to develop their



artistic intentions, their processes, and their work. They discover their personal signature and realize their artistic identity.

- *Responding*: Students respond to their world, to their own art, and to the art of others. Students must make connections and transfer learning to new settings. Through reflecting on their artistic intention and the impact of their work on an audience and on themselves, students become more aware of their own artistic development and the role that arts play in their lives and in the world. Students learn that the arts may initiate as well as respond to change.

Physical Education

- *Knowledge and Understanding*: The ability to know basic skills used, their techniques, and the rules required.
- *Planning for Performance*: Prior planning, which involves tactical and strategic thinking.
- *Applying and Performing*: Demonstrating prior knowledge and experience whilst performing in a variety of contexts.
- *Reflection and Improving Performance*: Using previous experiences and observations to reflect on self and peer work.

10.58 Learning Behavior

Learning behavior describes the behaviors a student might engage in that have an effect on their own learning and on the learning of those around them.

Developing good learning behaviors is a key element in becoming an effective independent learner. These skills will be reported on a 1-4 scale where 4 indicates a self-motivated independent learner.

Learning behavior is shown in three key areas:

Engagement in the Learning Process: how students address their own learning, focus, and attitude in the classroom; how engaged the student is in the learning process, regardless of academic ability.

Participation: how students interact with others, how students contribute—working with others, showing compassion and empathy during class discussions, etc.

Organization: how students manage themselves; are students prepared for learning? Are they on time? Do they have the necessary equipment or materials? Do they use their tools for learning effectively? Have they completed any necessary work? This would include homework tasks, pre-reading, or other tasks required to effectively take part in a lesson.

Students will be graded on a 1-4 scale in each category:

1 - Unsatisfactory	2 – Cause for Concern	3 - Good	4 - Excellent
The student is making no effort to further learning.	The student requires a high level of guidance in order to learn.	The student understands that further independent study is necessary in order to be successful.	The student is a self-motivated independent learner.

Learning behavior grades are regularly reported in PowerSchool, but have no influence on the academic grade. Separating learning behaviour from academic performance allows students’ individual learning needs to be more easily identified and addressed.



10.59 Retaking Assessments, Missing Work, Plagiarism

Retaking assessments

- Students, if present, must take the first assessment.
- Midterms and final exams cannot be reassessed.
- Teachers will endeavour to offer reassessments (retakes) to encourage student mastery and learning. Teachers will use their discretion in advising and restricting students on how to do this in a reasonable and timely way. It is recommended that students demonstrate their efforts at further learning before having such an opportunity.

10.591 Procedures & Consequences for Missing Assignment Deadlines

If a student does not meet an assignment deadline:

1. A new deadline is arranged with the student at the teacher's discretion. Late work affects the behavior grade and not the academic grade, though, of course, a pattern of late work is likely to affect academic achievement negatively.
2. If there are ongoing issues with late work, the student must attend a supervised study session to complete the work. Ongoing issues with late work can result in suspension of after-school activities, including sports teams, as well as travel restrictions—for example, staying on campus on a Saturday to attend a supervised study session.

Process:

- Supervised study sessions for late work are held on Wednesday mornings. Students are required to submit the completed assignment to the supervised study session supervisor and can then leave the session.
- A notification will be sent to the parents when a student has been sent to a support session.

Students who fail to report to a required supervised study session are referred to the Academic Offices.

The consequences may include, but are not limited to:

- Removal from extra-curricular activities and other privileges
- A contractual period of probation for academic issues

10.592 Academic Integrity and Plagiarism

This is of utmost importance in an international community of different cultures in which intellectual property values are not always the same.

Plagiarism is defined as taking someone else's work or ideas as if they were your own. It may take the following forms:

- Using another person's ideas, language, theory, or other original material without acknowledging the source, creating the impression that these ideas are one's own
- Paraphrasing material located in websites, magazines, newspapers, books, journals, charts, or graphs without citing the source
- Citing sources one did not use
- Copying or using work done by another individual

10.593 Use of Chat GPT & Other AI Platforms

When using information obtained from AI platforms, it is important to properly cite the source. This means including the name of the AI platform, the date that the information was accessed, and the



specific information that was used. Failure to properly cite the source of information obtained from AI platforms is considered plagiarism, which is a serious breach of academic honesty.

In addition to citing the source of information obtained from AI platforms, it is also important to carefully evaluate the accuracy and reliability of this information. AI platforms may not always provide reliable or accurate information, and it is the responsibility of the user to ensure that the information they are using is reliable and accurate.

Violations of academic honesty, including plagiarism and the use of unreliable or inaccurate information, can result in serious consequences, such as failing a course, being placed on academic probation, or being expelled from the academic community. It is the responsibility of every member of the academic community to uphold the highest standards of academic honesty and to ensure that their work is honest, accurate, and properly cited.

We understand that there is a difference between intentional dishonesty and accidental plagiarism. Each case of academic dishonesty or plagiarism is handled separately with consequences determined based on the severity of the case. The focus is on growth and learning with a shared responsibility among teachers and students.

By following academic honesty expectations, students are better prepared to become innovative, compassionate, and responsible citizens of the world. We believe that good study and social habits developed at LAS will serve as a foundation on which our graduates can build confident, courteous, and successful lives.

In the event that a student violates LAS values in their academic work, the following sanctions will be applied:

- *First offense:* A meeting with the appropriate campus Associate Dean. When a student has submitted work that shows evidence of academic dishonesty, the initial assignment will earn an INC (incomplete). The student must redo the assignment.
- *Second offense:* A meeting with the appropriate campus Associate Dean. Communication with the student's parents or guardians. The student will also need to redo or repeat the assignment and the initial dishonesty may be reflected in the assignment score. IB students will be considered for dismissal from the IB Programme. The Dean of Academics may assign further disciplinary actions.
- *Third offense:* A meeting with the appropriate campus Associate Dean or the Dean of Academics, communication with the student's parents or guardians, and disciplinary action as appropriate including the possibility of an off-campus suspension. The student will also need to redo or repeat the assignment and the initial dishonesty may be reflected in the assignment score. IB students will be considered for dismissal from the IB Programme. The Head of School can assign further consequences, including possible dismissal from LAS.

Note: If an IB student is found to be plagiarizing any aspect of their IB-assessed work, the student may be dismissed from the IB Programme on the first offense.

10.6 GRADES 11-12

Students enrolled in IB courses are assessed against a subject's externally set assessment criteria for many of their class assignments. These criteria are set by the IB and will give the teacher and student an idea of the student's progress toward a final IB mark. In addition, these criteria can inform a teacher's IB score prediction for the student, although they cannot give an exact indication.



Students enrolled in IB courses are expected to complete formal Internal Assessments (IAs) in each of their IB classes, which are marked by the teacher and sent to the IB for external moderation. The IB Coordinator will publish a list of IA deadlines for all subjects in order to help manage the students' workload. These formal IB Internal Assessment assignments will form part of the student's LAS course grade, and will also count towards the external IB grade for the subject.

Important Note

It is important to note that, while marking period reports are a very important indicator of student progress, internal LAS semester grades do not contribute to the final grade awarded by the IB in any subject. While there is usually a correlation between a student's achievement in their semester grade and their anticipated IB grade, this is not always the case. The reason for this discrepancy is the composition of each of these grades, which is described below.

- *Semester Grade*: a combination of formative and summative assessments, with class participation and student effort factored into the grade.
- *Anticipated Grades*: what teachers believe students can achieve in the actual exam together with the student's IA grades, etc.
- *Predicted Grades*: official grades reported to universities.

Neither anticipated nor predicted grades will be modified on student or parental request: these are intended to show all interested parties how the student is expected to perform on the IB exams and thus must be a true reflection of the work that has thus far been completed.

Collection of Grades:

The IB Coordinator will internally gather information about student progress from subject teachers at various points throughout the year. These will be completed in the form of both anticipated IB grades and the more formal predicted IB grades, which are reported to universities and to the IB.

Grades are collected at these points throughout the year:

Anticipated Grade, Year 1	End of Semester one
Anticipated Grade, Year 1 <i>Key first-year set of anticipated grades. Will help us make decisions on whether students should be counseled out of the DP in their senior year.</i>	End of Semester two
Anticipated/Predicted Grade, Year 2. This grade will be sent to universities.	Mid-October of senior year
Anticipated/Predicted Grade, Year 2 <i>This will be updated only if the previously anticipated grades collected earlier in the fall need to be modified based on a student's performance.</i>	End of Semester one

In cases where there is cause for concern, the IB Coordinator will contact parents in a timely fashion, to make sure all stakeholders can take action in order to avoid poor performance in the IB Diploma. The results of both anticipated and predicted grades can affect the standing of a student in the IB Programme.

Credit or IB Courses

In order to earn the distinction of earning academic credit in an IB course, a student must fulfill all of its requirements and complete each of its assessments, including external IB exams.



10.61 Grades 11-12 AP

Advantages of AP

The College Board states: "The purpose of these classes and tests is for students to earn college credit while in high school."

With the option to skip some introductory classes, AP students can choose to graduate early from university. Further, AP students often find more flexibility in their scheduling at university because they can jump right into many courses that speak to their interests and career objectives.

Because of the accelerated speed of an AP class and the higher-level learning that occurs, many college admissions counselors find AP students well-prepared for college-level learning. These students have shown that they can handle a fast-paced, academically challenging program, and that will serve them well in their post-secondary educational pursuits.

IB vs AP Assessments

For IB, externally-assessed coursework completed by students over an extended period under authenticated teacher supervision forms part of the assessment for all IB courses and several program areas, including the TOK and the EE essays. In most subjects, students also complete in-school assessment tasks. These are either externally assessed or marked by teachers and then moderated by the IB.

For AP, the exams are given at the end of the year as the culmination of a year-long course. All AP exams (with a few exceptions) combine multiple-choice questions with a free-response section in either essay or problem-solving format. For students skilled at standardized testing, the AP might be a better program in terms of assessment.

10.62 Marking Periods

There are two marking period quarters per semester.

Grades

Grades issued at the conclusion of the second and fourth marking periods of the year represent the final semester grades for the fall and spring semesters, respectively. Only these grades will appear on a student's final LAS transcript. Grades will fluctuate during the semester. A student's final grade in a course may be higher or lower than during the semester, depending on how they perform on final exams.

Reporting Anticipated/Predicted Grades for University Applications

An Anticipated/Predicted Grade is the grade for an IB or AP course that subject teachers believe a student is likely to achieve under positive circumstances. These grades are submitted directly to UK universities, as well as universities in other countries if necessary, by the LAS University Advising office as one piece of a student's required application.

UCAS Anticipated/Predicted Grades

UK universities study these anticipated/predicted grades, which are then used by universities and colleges, as part of the admissions process, to help them understand an applicant's potential. Additionally, these anticipated/predicted grades along with the personalized recommendations and



other information in the student's application are used to decide if a university will make the student a conditional admission offers. Therefore, the anticipated/predicted grades submitted to universities by LAS are accurate and realistic based on the evidence of the student's work to date in each course.

Anticipated/Predicted Grades for Other University Systems

When other universities around the world request anticipated/predicted grades, these will be issued by the LAS university advisors. Leysin American School will not issue anticipated/predicted grades when a student is working with an outside consultant or another third-party agent.

Having set deadlines for predicted grades allows the school to be fair and equitable to each student. It also minimizes the risk of over-inflating grades and reinforces the notion to students that constant effort and achievement need to be sustained over the duration of all subjects.

Anticipated/Predicted Grades for university application purposes will be made only twice for each student in grade 12 and only on two of the dates specified below. The University Advising Department will receive predicted grades from subject teachers as follows:

Anticipated/Predicted Grades 1 – These grades will be made for all grade 12 students. However, these anticipated/predicted grades will only be used for early applications due on or before November 15th, and they will be made on the first Friday of October.

Anticipated/Predicted Grades 2 – Students, who have applications due on November 30th or December 1, can request to have their second updated grade report on Friday, November 22th. For all other students, their second updated grade report will be made on the first Friday of December. Note: Students can only have their second updated grade report done on one of the two aforementioned dates and not both.

For grade 11 IBDP students, each teacher will enter an IB Anticipated Grade in PowerSchool at the end of the second semester in May. Students can add those 6 grades together and then add 2 points for TOK and the EE to give them a rough overall IB point total. These grades are for internal use only and are shown to the students so that these initial predictions can inform their university research and possible application decisions.

Finally, predicted grades are only one element in the university selection process. Universities weigh a number of factors and there is no single formula for this. Universities consider predicted grades, historical performance in examinations, a student's Personal Statement or University Essay, and the school's References or Letters of Recommendation. In some areas such as Medicine, relevant work experience can be very important. In addition, some universities (mainly US and very selective UK universities) require additional test results and/or samples of written work, depending on the selectivity of the university.

10.7 ROLLING ADMISSION AND SEMESTER CREDIT

Grades 9-12

LAS awards a 0.5 credit for passing a class each semester. The administration will determine if students entering LAS after the first marking period of a semester may receive credit for that semester.

10.8 DISMISSAL/EXTENDED ABSENCES FROM SCHOOL AND EXAMS



1. If a student is dismissed from LAS or leaves before the second marking period of a semester is complete, they will not receive credit for the courses that they took during that semester.
2. If a student is dismissed from LAS or otherwise leaves during the third marking period before Semester 1 exams occur, they must make up their exams:
 - A) when they return in January.
 - B) as soon as possible following, or even during the December exam period in an approved testing facility and under supervision approved by the appropriate Associate Dean or campus administrator.

In the case of an exam taken off-campus, a student's account will be charged 85 CHF for an exam that is created for them. If an approved testing facility cannot be found, then a student will not be allowed to take their exams and will receive a failing grade. For students who are absent during Semester 2 exams due to illness or dismissal, the assigning of final grades will be determined on a case-by-case basis, including whether the student is required to sit their final exams of the semester. Deciding factors will include: student's historical academic performance, nature of absence, date at which student separates from school, and the availability of an appropriate testing environment.

3. In situations identified above, exams may be taken only in classes in which the student had a passing grade as of the student's departure date from LAS. In such cases, if a student fails a semester exam, the student will only receive credit for the course if the teacher (in consultation with the Campus Academic Office) regards the student's overall semester performance as meriting the receipt of credit. A student should not expect to receive credit for a course unless he or she passes the semester exam for that course.

10.9 HOMEWORK AND TESTING POLICY

Students at LAS are encouraged to make practice in their subjects an essential ingredient of the LAS academic program. Effective homework assignments reinforce skills, promote good study habits and instill responsibility.

Students are engaged in homework or academic study every night of the school week (Sunday through Thursday) and are expected to spend some time in meaningful study during weekends and school holidays.

In the Diploma Years, in-class testing is generally conducted according to a weekly schedule monitored by the Campus Academic Office.

10.91 Study Skills and Student Responsibilities at LAS

Students at LAS are given support and training in study habits and skills as an essential part of their learning. Learning at LAS is deliberately designed to encourage inquiry and student interest, which aids their motivation. Students will maintain their progress to ensure work is done promptly and according to the deadlines set by their teacher. Students will develop their time management, organization,



self-advocacy, and personal responsibility, which are important lifelong skills that we seek to develop in students at LAS.

10.92 Deadlines in the Diploma Years Program

International Baccalaureate classes are available to students in the full IB Diploma Programme and also to those completing a High School Diploma. These subjects place high demands on students in terms of time that they need to spend reviewing material and completing key assignments. Major deadlines such as the Extended Essay and internal assessments are key to student success.

Students who miss internal deadlines for their IB subjects will meet with the Associate Dean of Diploma Years. A plan will be devised to help them improve. They will potentially be placed on an academic action plan. A pattern of this behavior could result in the student being removed from the subject and potentially the IB Diploma Programme.

Students may also be removed from classes until work is complete. We take these decisions seriously and, in our experience, students who meet deadlines are the most likely to be successful in the IB Diploma Programme.



11. GRADUATION INFORMATION

11.1 PROGRAMS OF STUDY

Students can choose to pursue their studies in one of the following three LAS academic programs:

11.11 LAS Diploma For ELA

For students whose first language is not English: A program of study requiring a concentration in ELA coursework, 5.5 on the IELTS examination, and a minimum of 24 course credits. The goal of the ELA program is to support students whose first language is not English to acquire social and academic proficiency in English, while learning content in the sciences, social studies, math, and the arts. LAS offers distinct levels of ELA courses, in addition to individualized support for English language learners.

11.111 ELA Placement Policy

Students who apply for admission to LAS and speak another language at home are expected to take the Oxford Online Placement Test (OOPT), and/or submit language results from a TOEFL or IELTS (International English Language Testing System) test. The Admissions Office will specify testing requirements. Scores on these assessments will help us with a student's initial placement into either our ELA program or mainstream classes. All students who speak another language at home other than English may be re-assessed immediately prior to their enrollment at LAS, such as during Orientation Week in August. This reassessment is to help ensure correct course placement. Students arriving in January will also take the OOPT and a written placement test, assessed by the ELA Department Head and one other teacher so that the student can be placed accordingly.

At the end of each semester, the progress of all students in the ELA program is examined by the ELA Department to determine whether a student may progress to a higher ELA level or into mainstream classes. Reasons for a student's promotion may include advancement in skills well beyond that of the current performance level in their classes, as well as other assessments. Parents and students will be informed of student achievement and progress via PowerSchool as needed. Once the semester begins, a student's ELA level may not be changed except in extraordinary circumstances.

11.12 LAS Diploma

This program of study requires a minimum of 24 course credits, as specified in our graduation requirements. Students completing this program receive a US High School Diploma, with the endorsement of the New England Association of Schools and Universities.

11.13 LAS High School Diploma with Optional AP Courses

All students who graduate from Leysin American School are awarded the LAS High School Diploma, including students who undertake AP subjects, IB subjects, and the full International Baccalaureate Diploma Programme. This prestigious high school diploma is accredited by the Commission on Secondary Schools of the New England Association of Schools and Colleges.

The AP program gives you a chance to experience college-level classes in high school and opens the door to earning college credit before you ever set foot on campus. You'll get to dig deeper into subjects you love while building the skills and confidence you need to succeed in college.



LAS offers AP courses in 13 subjects, each of which culminates in an optional exam in May. If you score a 3 or higher (on a scale of 1–5), you could earn college credit, skip intro-level courses, or both at thousands of U.S. colleges and universities. Earning credit in high school means paying for fewer credits in college. It also opens up your schedule, allowing you to take more electives, pursue a second major, or study abroad.

Regardless of your AP exam score, taking AP courses can have a positive impact on your university applications. Admissions officers know university faculty play a big role in developing AP courses, so they know students who took AP pushed themselves to take challenging, college-level courses. This is something colleges like to see. Take some time to look through the AP courses we offer. See if any are of interest to you. By taking these courses, you can find out what university work is like while you have the support of teachers you trust in an environment you know.

11.2 INTERNATIONAL BACCALAUREATE (IB)

LAS is an International Baccalaureate School and offers students the opportunity to earn the rigorous IB Diploma along with the LAS High School Diploma. Some LAS students may also choose to pursue individual IB courses in order to earn IB Certificates along with the LAS High School Diploma. The school can advise students and their parents to decide if an IB-based course of study fits the student's current and future needs. IB coursework usually begins in grade 11 and requires two years to complete.

LAS IB Complaints Procedure

Principles of the Procedure

These procedures outline how Leysin American School will deal with complaints regarding the IB programme, as well as deal with students' requests for appeals against IB programme decisions taken by the school.

These procedures adhere to the principles of the IB's Complaints Procedure (Nov 2018), namely:

- Fairness – we aim to have a fair complaints procedure that ensures everyone is treated equally.
- Courtesy – all communication in relation to this procedure should be based on mutual respect, trust and courtesy.
- Accessibility – we aim to have a complaints procedure that is easy to understand, easy to access and well publicized.
- Timeliness – we aim to ensure that all complaints are dealt with in a timely manner.
- Effectiveness – the complaints procedure is monitored and reviewed to ensure it continues to be effective.
- Attentiveness – you will be given every opportunity to put forward your complaint, and you can be assured that we are listening. We will update you on the process and status of your complaint as appropriate.

Review and Publication Information



These procedures will be published in the LAS student handbook and on the school website, in order to ensure they are easily accessible by the school community.

These procedures are effective immediately from August 2024. They will be reviewed every two years, with the next review date being April 2026. These procedures are approved by the School Operations Committee.

The procedure covers

The LAS IB Programme Complaints Procedure should be read alongside the following:

- Leysin American School's Code of Conduct
- Leysin American School's Student Handbook
- Leysin American School's Guide to Learning in the Diploma Years

Student requests for appeals against IB programme decisions taken by the school

Students may appeal against IB programme decisions taken by the school. This appeal may be initiated by the student or by their parent/guardian. In all cases, the student should first speak to the relevant staff member to resolve the issue. Most of the time, this conversation will result in a satisfactory outcome for both parties. The LAS staff member will aim to resolve the issue within a reasonable amount of time and usually within two weeks. The parent/guardian will be kept informed of progress.

After this time, and should the matter not come to a satisfactory resolution, students or their parent/guardian should contact the Associate Dean of Diploma Years, outlining reasons why they feel the decision needed to be corrected, and arrange a time to meet with the Associate Dean. The Associate Dean and IB Diploma Coordinator will investigate, for example, by discussing the case with the teacher, consulting any other necessary stakeholders (e.g. University Advisor) etc. At this stage, the Dean of Academics will be informed.

The student will have a meeting with the Associate Dean and IB Diploma Coordinator. Pertinent other stakeholders may be invited, too, as needed. The student may have someone else present in the meeting if they would like: a faculty parent, parent/guardian, school counselor or a teacher outside of the situation, etc. After the meeting, the Associate Dean and IB Diploma Coordinator will inform all relevant parties about the outcome of the meeting.

The Dean of Academics will arrange a meeting with the student and their parents/guardians if the issue still needs to be resolved. Before the meeting, the Dean of Academics will discuss the case with the Associate Dean and IB Diploma Coordinator based on their initial meeting and look at relevant evidence. After the meeting, the Dean of Academics will inform all concerned parties about the outcome of the meeting.

If at this point the issue still needs to be resolved, the Dean of Academics will refer the matter, as appropriate, to the Head of School, who will take further action.



To maximise the chances of a quick resolution, we ask that you submit your complaint within three months following the incident. Leysin American School is committed to handling it sensitively and efficiently in line with the principles of our procedure as listed above.

Submitting a formal complaint

Where it has not been possible to resolve your issue as detailed above, or you wish to submit a formal complaint, the following procedure outlines how to submit your formal complaint to Leysin American School.

Formal complaints should be submitted in writing to these email addresses:

- Mrs. Sabina Schwedtmann-Lynch, Dean of Academics, slynch@las.ch
- Dr. Marc Frederic Ott, Head of School, mott@las.ch

Please provide as much information as possible about the nature of your complaint and the departments involved. Specifically, you must supply us with the following:

- Your name, contact address and telephone number or email address to allow us to contact you concerning the complaint.
- The details of your complaint, including any previous attempts to resolve the matter and copies of all relevant documentation (where available).

We will acknowledge receipt of your complaint within three business days. The Head of School or Dean of Academics will oversee an investigation of the matter, and you may be contacted for further information if necessary. The Head of School or Dean of Academics will aim to respond to you with their conclusions within fifteen business days of receipt of the complaint. Where more time is required, you will be notified with an estimated timeline for receiving a final response.

Leysin American School reserves the right to cease corresponding with a complainant if their correspondence is, in our reasonable opinion, frivolous, vexatious, abusive or if the matter has concluded within the framework of the formal complaint process.

If you have a query, please contact the responsible person, who can answer any questions or concerns before they become complaints.

Email contacts for specific queries are:

Mr. Chris Taylor, Associate Dean of Diploma Years, ctaylor@las.ch

Mr. William Mathews, Associate Dean of Preparatory Years, wmathews@las.ch

Mr. Ronan Lynch, IB Diploma Coordinator, rlynch@las.ch

Mr. Rich Modica, Director of University Advising, rmodica@las.ch

Rights and responsibilities

Students and parents lodging a concern or complaint with Leysin American School can expect to:

- be treated with respect, courtesy and consideration
- have their complaint dealt with in an efficient and timely manner
- have personal information treated as confidential
- have their complaint considered impartially and in accordance with due process.

In return Leysin American School requests that students and parents making a complaint will:



- treat all parties with respect and courtesy and maintain confidentiality
- raise the concern or complaint as soon as possible after the issue has arisen provide complete and factual information about the concern or complaint.
- ask for assistance or further information as needed
- act in good faith to achieve an outcome acceptable to all parties
- have realistic and reasonable expectations about possible outcomes/remedies.

References

Franconian International School (December 2022): Conflict Resolution Procedure

Global Jaya School IB Programme Complaints Procedure (September 2023)

International Baccalaureate Organization (UK) Ltd (November 2018): IB Complaints Procedure

International School of Dhaka (July 2020): Academic Complaints Procedure

Approved March 2024

Addendum: Procedure for International Baccalaureate Diploma Programme (IBDP) World Exam Appeals

For appeals on formal IBDP examination results (those assessed externally by the IB) The IB Organization accepts appeals in relation to four areas of decision-making during an examination session.

Appeals are possible against:

- results—when a school has reason to believe that a candidate's result(s) are inaccurate after all appropriate enquiry upon results procedures have been completed. This is the most common appeal, known as an 'Enquiry Upon Results (EUR)'.
 - a decision upholding academic misconduct, but not against the severity of a penalty
 - a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
 - an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.

Appeals Process

The appeals process is divided into two stages. Each stage requires the payment of a fee by the candidate or their legal guardian(s). The fee applicable to the relevant stage of appeal will be refunded in the event that the appeal at that stage is upheld (i.e. the appeal is successful).

- A stage one appeal can only be requested by the Head of School or by the DP Coordinator from the school at which the candidate, known as the appellant during the appeals process, was registered for the examination session.



- A stage two appeal can be requested directly by a candidate or their legal guardian(s) in addition to the Head of School and DP Coordinator if the outcome of a stage one appeal is not satisfactory.

A request for appeal at either stage must be submitted with a completed appeal request form that can be obtained from the IB Organization via the IB Answers service.

11.3 GRADUATION REQUIREMENTS

Students must meet a number of requirements to be eligible for the LAS High School Diploma. These requirements include satisfactory completion of required coursework, and, in the case of ELA students, earning a minimum score of 5.5 on the IELTS examination at any time prior to graduation.

The school year, which consists of two semesters, begins in late August and ends in early June. All students take at least seven classes each semester. In order to graduate, a student must earn a minimum of 24 credits. One half-credit is awarded for the successful completion of a course each semester. Credits are distributed across the following disciplines as shown:

	Mainstream	ELA
English/ELA	4	7
Modern Language	3	0
Social Studies	3	3
Science	3	3
Math	3	3
6a. TOK/FOLK	1	1
6b. Electives, Core, Activities	7	7
Total units (minimum)	24	24

Our Admissions Office determines a student's acceptance to LAS. Since our students come from a variety of international backgrounds, their graduation requirements will be adjusted as needed to take into account their past courses of study.



12. ACADEMIC SUPPORT

LAS provides several resources to help students discover their full academic potential. While LAS provides an *in loco parentis* environment, our students ultimately must take responsibility for their own academic success.

Services available to all students include:

- Study Hall: Designated time five nights a week, dedicated to academic engagement.
- Teacher Office Hours: Each teacher will be available during the academic day at specific times, in order to assist students desiring or requiring additional support in the teacher's subject area.

12.1 ACADEMIC IMPROVEMENT CONTRACTS

The Associate Dean of Middle School and Preparatory Years and the Associate Dean of the Diploma Years are authorized to take action on behalf of students who repeatedly fail to meet our minimum academic standards. Therefore, any LAS student with an average grade of 1 or 2 in two or more classes at the close of a marking period will automatically be placed on an Academic Improvement Contract. Students in the IB Diploma Programme are expected to maintain passing grades in their IB subjects. This is an overall score of 24 or higher with 12 points or more in their HL classes. Students not meeting this will also be placed on an academic improvement contract.

An Academic Improvement Contract provides scaffolding for students in their studies. It serves to motivate students to seek the additional assistance they need and help them gain a better focus on their academic studies. Students placed on an Academic Improvement Contract are reviewed at the end of each marking period and remain on an Academic Improvement Contract for the subsequent marking period if their academic standing has not improved.

If a student's academic performance worsens, the Dean of Academics will confer with the Head of School and a Learning Support Specialist to determine whether LAS is an appropriate school for the student in question. This decision will not be based on the student's academic performance alone but will include a discussion of the student's behavior, attendance, punctuality, engagement with available academic support, and involvement in the school community. Students earning two or more "1/2" grades during the fall semester may begin the spring semester on an Academic Improvement Contract. Students earning two or more "1/2" grades during the spring semester may be placed on an Academic Improvement Contract at the beginning of the following school year.

Academic Improvement Contracts may include mandatory tutoring one or two times per week, in a specific content area, at an additional cost in order to support student growth.

12.2 TUTORING, MENTORING, AND EXTRA LESSONS

12.21 Tutoring

Tutoring sessions are offered as an option when teachers' office hours are not sufficiently meeting a student's needs. In some cases, tutoring will be mandatory in order to best support a student's academic



performance. Tutoring sessions are only available at additional cost, and if an appropriate tutor is available. Each hourly session has a cost of 95 CHF and is charged to the student's personal account, provided there are sufficient funds.

12.22 Mentoring

Mentoring sessions are offered to students who need overall guidance and support with academic and non-academic matters. In some cases mentoring will be mandatory in order to best support a student.

Mentoring may include topics such as:

- General academic support
- Organizational skills
- Assignment completion
- Time management
- Approaches to learning skills
- Navigating dorm life
- Balancing academics and social life
- Health and well-being (nutrition, exercise, stress management)
- Stress management

Mentoring sessions are only available at additional cost, and if an appropriate tutor is available. Each hourly session has a cost of 95 CHF and is charged to the student's personal account, provided there are sufficient funds.

12.23 Extra Lessons

Extra Lessons can be provided for various enrichment courses such as art, music, fitness, additional languages, etc. Extra lessons are only available at additional cost, and if an appropriate instructor is available. Each hourly session has a cost of 95 CHF.

12.24 LAS Students Having Tutoring, Mentoring, or Extra Lessons Must Observe the Following Guidelines:

- Please send an email to tutoring@las.ch if you would like a tutor or extra lesson.
- Please let your instructor know 24 hours in advance if you need to cancel a session, otherwise, you may be charged for the session.
- There is no guarantee that you will receive a tutor, mentor, or extra lesson instructor when requested. These services depend on the availability of members of the LAS community.
- You must have parental consent before you begin receiving tutoring, mentoring, or extra lessons. Parents must communicate this consent to tutoring@las.ch.

There must be sufficient funds in the personal account for the student to receive tutoring or extra lessons.

12.3 LEARNING SUPPORT

Overview

LAS recognizes that each student is a unique individual with individual strengths, interests, and learning styles. We aim to meet the needs of all students in an inclusive environment. Teachers use differentiated teaching practices in order to help students reach their full academic potential.



LAS recognizes that some students have unique learning needs that impact their ability to access the curriculum. The Learning Support Program’s objective is to provide additional support that helps to break down barriers to learning and develop learning skills. The Learning Support Specialists work alongside teachers and students to ensure needs are being met across academic, residential, and student life settings.

Entry into the Learning Support Program

New Admission	Current Students
<p>Students applying with documentation of known learning needs will have their application and all accompanying files reviewed by the Learning Support Department to see if LAS can meet the educational needs of the student. LAS may require that a student receives certain levels of support at LAS outside of the parameters of regular classroom instruction.</p> <p>The Learning Support Department may determine that a student without prior documented needs may require learning support at LAS. The student may be referred for a medical, psychological, and/or psychoeducational evaluation to help the Learning Support Team to decide the best pathway of support. The level of support will be part of the acceptance and enrollment agreement.</p>	<p>When a student needs greater support than classroom differentiation, the student will go through the referral process. A student can be referred by a teacher, parent, or they may even choose to self-refer (parental permission is always sought before assessment).</p> <p>If classroom interventions and differentiation have proved insufficient, the student will then be referred for a medical, psychological, and/or psychoeducational evaluation to help the Learning Support Team to decide the best pathway of support. After testing is complete, the Learning Support Specialist reviews the report to determine the best pathway of support.</p>
<p>Any student who receives Learning Support Services will have a developmentally appropriate Individual Learning Plan (ILP) created in order to meet individual needs and support the student in accessing the curriculum.</p> <p>Individual Learning Plans (ILP) are for students with psychological, psychoeducational, or medical needs, diagnosed by a licensed professional, that create a barrier to academic performance. The professional report must be from within 3 years.</p>	

12.31 Individual Learning Plan (ILP)

LAS aims to have a diverse approach in which students can receive individualized support that fits their needs. The student’s specific type of support will be stated in their ILP.

Types of support may include:

1. Accommodations
 - a. Accommodations are evidenced-based supports and interventions provided to allow a student to fully access and participate in the classroom learning and assessment process. Accommodations are specific to each student’s needs. They change how the curriculum is taught and assessed but do not change or reduce expectations for learning and assessment.
2. Learning Support Specialist Teaming with Classroom Teacher
 - a. The Learning Support Specialist works in direct collaboration with classroom teachers to ensure students are reaching their academic potential.



3. Check-ins with Learning Support Specialist
 - a. The Learning Support Specialist periodically meets with students on an individual basis.
4. Study Skills Class (school day and after school)
 - a. Study Skills class provides one-on-one and small group support directly from the Learning Support Specialist. The specialist will work on specific skills that support the student to reach their highest level of academic success. Study skills class targets the student's needs through high-quality, evidence-based individual interventions—so the study skills class can look different for each student.

12.32 Learning Support Pathways

Each student enrolled in Learning Support will be placed in one of the Learning Support Pathways. We understand that different students have different needs and aim to provide routes that are most appropriate for each individual's needs. The pathways are different combinations of the above-mentioned support types:

- **Fundamental Support - additional fees apply**
 - Accommodations
 - LSS teams with classroom teacher
 - Periodic check-ins with LSS
- **Moderate Support - additional fees apply**
 - Accommodations
 - LSS teams with classroom teacher
 - Study Skills Class
- **Comprehensive Support - additional fees apply**
 - If the above supports are deemed to be insufficient further support may be available and will be handled on a case-by-case basis.

12.33 Changes to the Individual Learning Plan

- Any changes to an Individual Learning Plan are made at the discretion of the Learning Support Team and include the Academic Dean.

12.34 Additional Support Outside of the Learning Support Program

- Office Hours
 - This is time that is automatically built into schedules during the school day in which students have access to their teachers for extra help or support on an as-needed basis. An appointment during Office Hours can be initiated by the teacher or the student.
- Tutoring
 - Some students may need additional support outside of the regular school day. Tutoring may be recommended or in some cases be mandatory as part of an Individual Learning Program. Please see the relevant section of the student handbook for details about tutoring as LAS.

12.35 Accommodations for Outside Assessments

- Outside organizations and/or testing agencies require specific documentation of learning needs in order to grant testing accommodations.



- At this time, the Student Support Coordinator submits documentation on behalf of the student for the IBO, College Board (SAT and AP), IELTS and ACT.
- The organization and/or agency approves or denies the accommodations. It is not a LAS decision.

12.36 Learning Support and the College Board/IB Diploma (IB) Programme at LAS

The International Baccalaureate (IB) is an inclusive organization and students with learning needs receiving accommodations through Learning Support may participate in the program. LAS adheres to the rules of the IBO when providing learning support services within the program. Some learning needs may make it difficult for a student to fully participate in the IB Diploma Programme.

IBO Testing Accommodations

Students who are enrolled in the IB Diploma Programme and who have documented learning needs are required, alongside of any medical paperwork, to have a formal written testing report from a licensed professional, in English or with an official translation, in order to apply for testing accommodations with the IBO for their external IB examinations.

Per the IBO Access and Inclusion Policy (2022) all psychological/psycho-educational reports must:

- Be within 3 years from the student's final IB exam date. LAS offers coordination with an independent Educational Psychologist who can conduct assessments in English, at the family's expense.
- Be based on the candidate's performance on nationally-standardized psychological tests (where available and published, recent editions of standardized tests should be employed).

College Board Testing Accommodations

The College Board is the organization that facilitates AP, PSAT, and SAT. LAS adheres to the rules of the College Board when providing learning support services within the program. Some learning needs may make it difficult for a student to fully participate in AP classes, even with support. Students must have formal documentation of any medical, emotional, or neurological needs written by licensed professionals. All documentation must be within three years of any test. Students must have been diagnosed a year or more prior to any College Board test to be considered eligible for accommodations. Students given College Board accommodations at a previous school are able to transfer accommodations.

12.4 LIBRARY

The LAS libraries are made up of two learning centers dedicated to supporting the school's academic curricula, including the International Baccalaureate (IB) Programme. In addition, the libraries promote the enjoyment of reading for all members of the school community. Both Belle Époque and Savoy campus libraries are welcoming places where our school community is challenged to develop inquiry skills and practice curation of personally-relevant resources, engage in collaborative work, explore with a growth mindset, practice inclusion and respect for diversity, and take part in our community of learners. Students are able to check out various books, materials, and equipment throughout the school year. Items returned past the due date (or not returned at all) will be charged to the student's personal account.

12.5 UNIVERSITY ADVISING DEPARTMENT



The Academic Office and the University Advising Department will begin formally working with students in the 10th grade to discuss their course planning so that their choices align with the expectations of university admission requirements. In grade 11 and the fall of grade 12, LAS students will meet with the University Advisors in a *classroom environment* once per week along with individual personalized meetings to help the students learn about the wide variety of university options and to plan their personal application process. Students are introduced to MaiaLearning which provides Career Exploration, personality assessments, and important search capabilities and data for university decision-making.

Topics covered in meetings and the Student Success classes include personal assessments, a career interest inventory, career exploration, university research, essay, and personal statement writing, finding an appropriate university fit, application procedures, and deadlines, selecting teachers for recommendations, visa processes, and a full program for transitioning into university or life after LAS. Students will build an individual university application plan with their advisor which will include a timeline for taking needed tests, and completing their applications. Students are expected to complete all their university applications before the Winter Break (December) of their senior year.

The University Advising Office hosts admission representatives from more than 100 universities from all over the world. These visits, along with other events like the Geneva CIS University Fair (future years when permitted), give students the opportunity to explore their university options. The University Advising Department administers SAT and PSAT tests on the LAS campus. The ACT may be taken at a school nearby. Additionally, LAS offers an *optional* intensive SAT preparation program (available at additional cost) in the spring of the junior year.

At LAS, the University Advisors work collaboratively with counselors, faculty, administrators, and residential staff to get to know our students well. We understand the emotions, stress, and anxiety associated with applying to universities. We are here to support families and students. Our doors are always open to provide a student-centered, warm, and friendly approach.



13. PERSONAL ACCOUNTS & FINANCIAL SERVICES

13.1 TUITION & PERSONAL ACCOUNT DEPOSIT

Fees are due annually by April 1. Questions concerning financial matters should be addressed only to accounting@las.ch.

When paying a LAS invoice via wire transfer, the payer must bear any fees or bank charges related to the transfer. Please be sure to add these fees to the amount that is invoiced by LAS when making the transfer. To avoid wire transfer fees, you can use Flywire to pay your invoice (linked on the LAS website: <https://www.las.ch/admissions/tuition-fees>).

13.11 Non-Payment

Should payment for fees or the student's personal account not be made by the due date, LAS reserves the right to charge a late payment penalty fee. In exceptional cases, we may regretfully have to ask the student to leave until payment is made.

13.2 POCKET MONEY

Parents determine the amount of pocket money they want their child to receive per week (the maximum weekly pocket money is 200 CHF). Pocket money is distributed to students on Thursday.

Swissbankers Value Card

Value is the prepaid credit card from Swiss Bankers provided to all LAS students

Pay worldwide

- The card is accepted wherever Mastercard is accepted
- Contact free payments
- You can withdraw money at ATMs in Switzerland and abroad
- Mobile payments via Apple Pay, Samsung Pay, Google Pay, Fitbit Pay, Garmin Pay, and Swatch Pay

Charges

- Administration fee of CHF 50 per school year
- No charge for credit card purchases in shops/online in CHF
- 0.95% for foreign currency transactions
- Cash Withdrawal: Charge of CHF 5.- per withdrawal in Switzerland, CHF 7.50 for withdrawals outside Switzerland

The process

- The Accounting Department will distribute cards to the Students
- LAS has access to the account status in real-time, due to Data Protection regulations they are not permitted to access expenditure data
- Top-up of the card is managed by the Accounting Department on a weekly basis, in line with the pocket money permission given. Should you wish to give your son/daughter a one-time special extra credit, please notify the Accounting Department by the deadline of Wednesday 13:00 CET
- Late requests will be charged a CHF 10.- fee
- Minimum deposit of CHF 20.-



Parents determine the amount of pocket money they want their child to receive per week.

All additional pocket money requests sent to accounting@las.ch before Wednesday 13:00 (CET) will be distributed, provided there is more than CHF 500 in the student's personal account. For security reasons, the school will process the requests received for extra pocket money only if the email address provided matches the one we have on the database.

Parents are responsible for replenishing the account. Regular monthly statements are sent from Student Accounting, along with weekly alerts when the account balance falls below 1,000 CHF. Personal Account Statements can be sent upon request. The personal account will automatically be blocked if the account falls below CHF 500 CHF. You can replenish the account by transferring funds to the bank details on the personal account statement or go to www.las.ch and make a secure payment online.

13.3 MAJOR PURCHASES/EQUIPMENT RENTAL

With prior parental permission, students may charge major purchases such as sports equipment, musical instruments, or sports clothing to their personal accounts. Students who wish to take music lessons may need to rent instruments, which also will be charged to their personal account. Be advised that students will require ski or snowboard equipment and adequate clothing to participate in winter semester activities. Recommended amounts for major purchases/equipment rental are listed on the enrollment forms. The mandatory LAS ski jacket will be charged to the student's personal account.

13.4 CAMPUS STORE/eSTORE

The LAS Campus Store provides students with the following materials and services, which are charged to the student's personal account, provided there are sufficient funds. These purchases can now also be purchased online via our eStore. The students are provided with login details at the start of the school year.

- School supplies (eg. calculator, notebooks, pens, Apple accessories)
- Mandatory LAS school uniform

LAS recommends a minimum budget of 1,000 CHF per year for Campus Store supplies and 500 CHF for school dress.

13.5 SIM CARDS

SIM cards are managed by the Campus Store. New students may purchase them during student orientation week. Every student will receive a LAS SIM card to use with their personal phone.

For our student mobile phone plan, we have chosen SALT Premium at 65 CHF per month, as it provides the most cost-effective benefits for our students use, including:

- Within Switzerland:
 - Unlimited calls, SMS, and data with full speed (4G+/5G) to other Swiss numbers
 - Unlimited calls and SMS to numbers in the Europe B2B Zone and Business Zone
- Outside of Switzerland:



- Unlimited calls, SMS, and data in the Europe B2B Zone
- Unlimited calls and SMS with 3GB data in the Business Zone

For detailed information on this subscription and countries in each zone listed above, please go visit: <https://www.salt.ch/en/business/medium-large-companies/leysin-american-school>

If we do not hear otherwise from parents by August 31, we will apply the SALT Premium subscription to the student's account. However, if families wish to select the alternative monthly plan below, contact Mr. Andaloro in the LAS Cellphone Office at campus-store@las.ch.

We have a second option: the SALT Executive subscription, at 140 CHF per month, which includes:

- Within Switzerland:
 - Unlimited calls, SMS, and data with full speed (4G+/5G) to other Swiss numbers
 - Unlimited calls and SMS to numbers in the Europe B2B Zone, Business Zone, and the Travel B2B Zone
- Outside of Switzerland:
 - Unlimited calls, SMS, and data in the Europe B2B Zone, the Business Zone, and Travel B2B Zone

For detailed information on this subscription and countries in each zone listed above, please go visit: <https://www.salt.ch/en/business/medium-large-companies/leysin-american-school>

If anyone with a SALT Premium plan is traveling to the Business or Travel B2B Zone and would like to purchase more data, they can do so at <http://costcontrol.salt.ch/status>.

At the end of the year, non-returning students do NOT need to return their LAS SIM card. The SIM cards will be canceled a week after the students have left for the summer. This ensures they still have access to their phones as they travel back home.

Returning students should keep their SIM cards over the summer because they will use the same SIM card from year to year. LAS student SIM cards will be deactivated from July 1 to August 15, but if you would like to keep your students' SIM cards active over the summer, parents must email Mr. Andaloro at the LAS Cellphone Office at campus-store@las.ch.

If a SIM card is lost during the year and a new SIM is provided, a charge of CHF 40 will be charged to their personal account.

If a student withdraws from the school before the end of the semester, the SALT contract will be canceled and a cancellation fee of CHF 150 will be charged to the student's personal account.

13.6 WITHDRAWALS - FINANCIAL POLICY

If a student leaves LAS before the end of the school year, a refund of 500 CHF, partially covering room and board, will be made for each full month of school missed. Exceptions are granted only under extenuating circumstances. LAS reserves the right, without assigning a public reason, to require the withdrawal of students whose presence on campus is deemed harmful to themselves, to their fellow students or to the school. In such cases, the refund policy described above is applicable. No refunds will be made for late arrivals, unscheduled early departures, or non-participation in school trips. Please note that for students who do not complete the entire academic year, finalizing a statement of personal account expenditures will require three months following the date of the student's departure.



14. TECHNOLOGY

LAS encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The school provides access to a multitude of technology resources that provide opportunities to enhance learning and student engagement, assist staff and students in acquiring new skills, and improve communication throughout our community within LAS and the global community beyond. However, with any privilege comes responsibility from students, teachers, support staff, and the public to exercise appropriate personal responsibility in the use of these resources. The following policy and guidelines have been developed not only to protect LAS's investment in technology but also to inform users of appropriate and responsible usage.

14.1 LAS RESPONSIBLE USE POLICY

14.11 Definitions

- "Technology devices, digital resources, and network infrastructure" is defined as LAS's network, WiFi, the internet, Google Apps for Education/G-Suite, email, hardware, software, apps, printers, peripheral devices, individual computer devices, smart devices, mobile devices, and web-enabled devices.
- "Information Technology" is defined as internet access, blogging, podcasting, email, published and unpublished documents, various forms of multimedia, and information systems/databases.
- "Educational use" is defined as use that supports communication, research, teaching, and learning.
- "Devices" refer to LAS-owned/leased devices, employee-owned devices, and student-owned devices.

14.12 Digital Citizenship

One of the roles of LAS is to help our school community to be responsible digital citizens who use information and technology in safe, legal, and responsible ways. A responsible digital citizens pledges to:

- **Respect Myself:** I will show respect for myself through my actions, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online about my life, experiences, or relationships. I will not be obscene. I will act with integrity.
- **Protect Myself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, extremist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will properly cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
- **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.



14.13 Expectations

Use of LAS's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each technology user has the responsibility to respect every other person in our community and the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators and the IT Department may review files and communications (including email) to ensure that users are using the system(s) in accordance with school policy. Users should not expect that files stored on services, school cloud-hosted domains, or disks will be private. Users should also understand that school servers, firewalls, and web-content filtering software regularly record Internet and system usage activity in log files.

Users are expected to abide by the generally accepted rules of 'netiquette' and respect other people's time and bandwidth. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the school's educational and residential objectives, mission, and curriculum.
- Transmission of any material in violation of Swiss and EU laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval.
- Use of computing resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to the network or WiFi, software, data, user accounts, devices, hardware, and/or unauthorized access or hacking.
- Data stored on LAS-managed devices, servers, and cloud solutions are the property of the school, and as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content and data protection standards.

NOTE: Some activities are expressly prohibited by law!

14.14 User Access And Explanation Of Guidelines

Access to information technology through LAS is a privilege, not a right. Students, parents, and faculty/staff are expected to read and abide by the school's Responsible Use Policy and to sign and return the [LAS Responsible Use Agreement](#).

LAS Responsible Use Agreement shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web-enabled devices, and network infrastructure will be governed by the school's data protection, child protection, responsible use, and disciplinary policies as outlined in the Student Handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in the LAS Responsible Use Agreement or Student Handbook. All users are expected to understand and comply with both the "letter" and "spirit" of these policies and show good judgment in their use of these resources.



LAS provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a faculty member or the IT department.

User Responsibilities

- Individual users are responsible for their use of the network and internet and are expected to use discretion when using the school's technological resources.
- LAS staff are responsible for explaining guidelines for technology and internet use to students in the classroom, as well as dormitories, and are responsible for monitoring student access to these resources. Teachers should evaluate websites for appropriate content before directing students to them.
- Users who are provided access to restricted or sensitive data and files need to exercise care to prevent unauthorized persons from gaining access to such information. Users must make a good-faith effort to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent or hack other users on the network or internet.
- Email accounts are provided to each user. Email is not to be considered a private, personal form of communication. Additionally, the contents of any communication of this type could be governed by Swiss and EU data protection regulations. The school would have to abide by and cooperate with any legal or subject access requests for email contents by the proper authorities or data subjects.
- Since email access is provided for education—and school/business-related use, the forwarding of messages that have no educational or professional purpose is not considered acceptable use.
- Attachments to email messages should include data files only. At no time should .exe program files be attached due to software licensing requirements.
- No resources or access provided by LAS may be used for commercial gain.
- Users are responsible to inform the IT department of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of copyright violations, and any other inappropriate issues involving the use of hardware or access.

Inappropriate technology use includes but is not limited to the following:

- Leaving devices open to unsupervised or unauthorized access when logged into any LAS-managed system.
- Interfering with the normal functioning of devices, computer systems, or networks.
- Damaging, theft, or hacking of devices, networks, computer systems, or data.
- Bypassing or hacking the school network, firewall, or cybersecurity systems and controls.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive, harassing, or inflammatory messages and content.
- Accessing dangerous information or websites that, if acted upon, could cause damage, danger, or harm to oneself or others.
- Misrepresenting yourself or others online, or forging email messages or posts.
- Giving your username or password to another user, or using the username/password for someone else to access any part of the system.
- Viewing, transmitting, or downloading pornographic, obscene, violent, graphic, vulgar, and/or indecent materials.
- Using obscene language, harassing, insulting, or bullying others, advocating or endorsing radicalization/extremism/terrorism, posting private or personal information about another person, spamming the school or other email systems, violating any Swiss or EU data protection or child protection regulations, or not abiding by school technology policies.
- Violating copyright laws and/or school policy on plagiarism.
- Copying software or applications from LAS devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.



- Intentionally wasting limited network or bandwidth resources or interfering with WiFi signals through use of personal hotspots.
- Destruction/vandalism of system software, applications, files, or other network resources.
- Employing the network or school-owned devices for commercial or political purposes.
- Hacking or other illegal activities attempt to gain unauthorized access to restricted files, sensitive data, network/WiFi, other devices, or computer systems.
- Uploading any harmful form of programming (virus/malware), bypassing firewalls and filters, installing any type of server, gaming consoles or computers, aliasing/spoofing, peer-to-peer networks, or remote-controlled software or devices.
- Possession and/or distribution of any software or hardware tools designed to facilitate any of the above actions will also be considered an offense.
- Connecting personal devices to the LAS network without permission and proper WiFi access codes from the IT department.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive, pornographic, violent, or graphic images or files
 - Programs that can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or class assignments, and/or takes up considerable storage space on the device
- Users that violate the student code of conduct, or contribute to the violation of any other student, including but not limited to cheating, plagiarism, hazing or harassment, bullying, theft, falsification of data, possession of banned substances/items, etc.

14.15 Device Responsibility

Users are issued laptops and/or devices for use in school. This section provides users with information about taking care of the equipment, using it to complete school work, and being a good digital citizen.

Users are reminded that use of LAS technology is a privilege and not a right and that everything done on any LAS-owned computer, device network, or internet connection may be monitored by school authorities. Inappropriate use of LAS technology can result in limited or banned computer use or network access, disciplinary consequences, and/or legal action.

14.151 Ownership of Device

LAS retains sole right of possession of school-issued devices. These devices are lent to the students for educational purposes for the academic year. Moreover, LAS IT staff and school administrators retain the right to collect and/or inspect electronic devices at any time, including via electronic access and to alter, add, or delete installed software or hardware.

14.152 Responsibility for the Device

Students are solely responsible for the electronic devices issued to them and must adhere to the following:

- Students must comply with the LAS Responsible Use Agreement when using their devices.
- Students must make sure their device(s) are fully charged and ready to use in the classroom, as needed.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in its protective case and not permanently affix stickers or decals to it.
- Students must promptly report to the IT department any problems, loss, or breakage with their devices.



- Students may not remove or interfere with the serial number and other identification tags or labels.
- Students may not attempt to remove or change the physical structure of the device, including keys, screen cover, or plastic casing. At no time should students attempt to open the device or remove internal parts.
- Students may not attempt to install or run any operating system on their devices other than the operating system and software supported by the IT department. Students must not attempt to update OS versions.
- Students are expected to keep their device clean and in good working order.

14.153 Responsibility for Electronic Data

Users are solely responsible for any apps or extensions on their devices that are not installed by the IT department. Users of LAS technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on their device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

14.16 Personal Use Of LAS Technology Resources

LAS permits the incidental use of the network, internet connections, email, and LAS-managed G-Suite to send personal email, browse the internet and make personal use of devices (LAS-owned or otherwise) subject to certain conditions set out in this policy. Personal use and access is a privilege and not a right. It must not be overused or abused. LAS may withdraw permission for it at any time or restrict access at the school's discretion.

Personal use must meet the following conditions:

- Usage must be minimal and take place outside of normal school and study hours
- Usage must not interfere with class time, business, or office commitments
- Usage must not commit or incur any marginal costs to LAS
- Usage must comply with LAS discipline, schools policies, Swiss law, and data and child protection regulations

Users should be aware that personal use of LAS technology resources may be monitored and, where breaches of this policy are found, action may be taken under disciplinary procedures. LAS reserves the right to restrict or prevent access to electronic communication, telephone numbers, or internet sites if the school considers personal use to be excessive.

14.17 Content Filtering

LAS uses software and hardware designed to block access to certain sites and filter content as required by data protection and child protection best practices. LAS is aware that not all appropriate information can be filtered and the school will make an effort to correct any known gaps in filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Students will inform the IT department, teachers, or school administrators of any inadvertent access to inappropriate material, to ensure there is appropriate modification of the filtering profiles. While using LAS technology resources, no user may attempt to bypass the filtering system or network firewalls or attempt to access the internet in any other way (i.e. mobile device hotspots). LAS attempts to educate users about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyberbullying awareness and response.

14.18 Monitoring

LAS monitors the use of the school's network and internet connection to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to



information stored and transmitted over the school's network. The information on the network in general files and email is not private and is subject to review by the IT department at the request of LAS administration to substantiate inappropriate activity and to comply with requests of law enforcement during investigations, data subject access requests, and data protection supervisory authorities.

Under the supervision of the Health and Safety Coordinator, the School uses CCTV monitoring to deter crime and provide for the safety and security of students, staff, visitors and LAS property. Images are not monitored in real time. Monitoring is strictly visual: no sound is transmitted or recorded.

Routine maintenance and monitoring of the system may lead to discovery that a user has violated or is violating the LAS Responsible Use Agreement, other school policies, handbooks, Swiss laws, or data protection regulations.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or school policies. The investigation will be reasonable and in context of the nature of the alleged policy violation.

14.2 LAS SOCIAL MEDIA POLICY

This section deals with the use of all forms of social media, including Facebook, WhatsApp, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, TikTok, Tumblr, and all other social networking sites, internet postings, and blogs. It applies to the use of social media for school purposes, as well as personal use that may affect LAS in any way.

Social media should never be used in a way that violates any other LAS policies. If an internet post would violate school policies in another forum, it will also violate them in an online forum. For example, students should not use social media to:

- breach the LAS Responsible Use Agreement
- breach LAS's obligations with respect to the rules of relevant regulatory bodies
- breach any obligations contained in policies relating to confidentiality
- breach the school's discipline policy or procedures
- harass or bully other students or staff in any way
- discriminate against other students, staff, or third parties
- breach LAS data protection policies—never disclose personal information about a student or staff online
- breach any other laws or regulatory requirements

14.21 Personal Use Of Social Media

Occasional personal use of social media during school hours is allowed so long as it does not occur during class time, does not involve immature or inappropriate content, does not interfere with studying or class assignments, and complies with this policy.

14.22 Guidelines For The Responsible Use Of Social Media

Users should make it clear in social media posts, or in their personal profiles, that they are speaking on their own behalf. Write in the first person and use a personal email address.

Users should be respectful to others when making any statement on social media. Users should be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.



If a user discloses their affiliation with LAS on their profile or in any social media postings, they must state that their views do not represent those of the school (unless authorized to speak on the school's behalf). Users should also ensure that their profile and any content posted is consistent with the age-appropriate or professional image they present to friends, associates, and colleagues.

If a student is uncertain or concerned about the appropriateness of any statement or post, they must refrain from posting it until they have discussed it with a teacher, dorm staff, or Faculty Family parent.

If anyone sees social media content that disparages or reflects poorly on others and/or LAS, they should contact the IT department.

14.23 Social Media Monitoring

LAS reserves the right to monitor, intercept and review, without further notice, student and staff activities using its technology resources and communications systems, including but not limited to social media posts and activities, to ensure that LAS policies are being complied with for legitimate purposes. Users consent to such monitoring by their use of such resources and systems.

For further information, please refer to the Monitoring section in the LAS Responsible Use Agreement.

14.24 Breach Of This Policy

Breach of this policy may result in disciplinary action up to and including dismissal. Any student suspected of committing a breach of this policy will be required to cooperate with any investigation by LAS administrators and the IT department, which may involve handing over relevant passwords and login details.

Students and staff may be required to remove any social media content that LAS considers to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

14.3 IT SUPPORT

Students are able to request IT Support through the following means:

- Web Portal: <https://support.las.ch>
- Email: itsupport@las.ch
- Phone: +41 24 493 4800
- In Person: Vermont IT Office, Monday-Friday 08:30-16:00

14.31 Repairs

LAS only allows Apple-Authorized repairs for its laptops and devices.

1. When a laptop is damaged, the IT department will handle the Apple-Authorized repair process, as well as guide students and parents/guardians through any financial implications of the repair.
2. All laptops are covered under a standard warranty using our preferred Apple-Authorized repair center.
3. At first, expenses due to damage not covered under warranty will be charged to the student's Personal Account.
 - Damage from negligence is not covered by our insurance policy and will be charged in full to the student account.
4. For more information on repairs and replacements, please contact IT Support.



Students and parents may not seek repair of LAS laptops themselves (including taking their LAS laptop to an Apple Store)—this must be done through the LAS IT Department.

Details of the repair process are available upon request but will be communicated (both verbally and in writing) immediately after a broken laptop is reported to the IT Department.

14.32 Equipment Distribution

Aside from new student registration, where laptops are collected as part of the registration process, the IT department will plan and communicate (via LAS email and posters around campus and in dorms) the laptop distribution times and dates based on the time frame of students returning. It is the student's responsibility to make sure their LAS laptop is collected and working before classes start.

14.33 Equipment Collection

LAS IT will communicate (via LAS email and posters around campus and in dorms) the return dates and times for laptops. This will be in May each year, shortly after classes/exams end. It is the student's responsibility to return their laptop and charger to IT before leaving LAS. Failure to do so will result in a charge to the student's personal account for a replacement laptop.

If for any reason a student needs to leave LAS before the end of an academic year, the LAS laptop and charger MUST be returned to the IT department before the student departs from campus.

14.34 IT Resource Administration

Use of LAS hardware and software, as well as data and services accessed through the school's network and its internet connections may be controlled and analyzed within the context of LAS policies. The school has implemented security controls and usage monitoring on all devices connected to the school network.



15. USEFUL INFORMATION

15.1 USEFUL LOCAL NUMBERS

CAFES & RESTAURANTS	
Kuklos	+41 24 494 3141
La Calabre	+41 24 494 1700
La Farandole	+41 24 494 2706
La Fromagerie	+41 24 494 2205
La Lorraine	+41 24 494 1572
Le Bel Air	+41 24 494 1422
Le Grand Chalet	+41 24 493 0101
Le Leysin	+41 24 494 2315
Le Lynx	+41 24 494 1532
Les Fers	+41 24 494 1072
Café Horizonte	+41 24 521 0155
The Station Rock Café	+41 24 494 1965
HOTELS, B&Bs, AND APARTMENTS	
Alpine Classic Hotel	+41 24 493 0606
Bel Air	+41 24 494 1422
Central Résidence	+41 24 493 0707
Chalet Ermina B&B	+41 24 494 1261
Résidences du Chamossaire	+41 24 494 3776
Le Grand Chalet	+41 24 493 0101
Tour d'Aï	+41 24 493 2280
MISCELLANEOUS	
Alexandre Coiffure	+41 24 494 1538



Ecole Suisse de Ski	+41 24 494 1202
Endless Ride	+41 24 494 1131
Fascination Salon (Hair)	+41 24 494 1471
Hefti Sports	+41 24 494 1677
Myosotis (Florist)	+41 24 494 3303
La Vie en Fleurs (Florist)	+41 79 108 1292
PanPam (Parapente)	+41 24 494 2602
Selimi Barber shop	+41 78 658 1996
SHMS Beauty & Spa	+41 24 493 2884
Télé Leysin	+41 24 494 1635
Top Sports	+41 79 358 3716
Tourist Office	+41 24 493 3300
USEFUL NUMBERS	
Doctor on Call in Leysin	+41 24 493 3090
Medical Emergencies in Switzerland	144
Medical Emergencies in Europe	112
Fire	118
Pharmacy	+41 24 494 4500
Police	117
Police Municipale	+41 24 557 7841
Taxi Leysin	+41 78 875 7102
Ski Patrol TéléLeysin	+41 24 494 1635

15.2 FACULTY CONTACT INFORMATION

15.21 Important Numbers

Mr. Eric Turner

Director of Residential Life

Residential Life Policies, Events, and Concerns



+41 79 660 5945 | eturner@las.ch

Mr. Paul Fomalont

Dean of Students
Student Life, Travel, and Student Conduct
+41 79 778 5942 | pfomalont@las.ch

Mrs. LaToya Downing-Peltier

Associate Dean of Students | Grades 7-10
Child Protection Officer
Student Life, Travel, Student Conduct, and Child Protection
+41 24 493 4806 | lapeltier@las.ch

Mrs. Sabina Schwedtmann-Lynch

Dean of Academics
All Academic Inquiries and Concerns
+41 24 493 4821 | slynch@las.ch

Mr. Will Mathews

Director of Teaching & Learning
+41 24 493 4829 | wmathews@las.ch

Mr. Chris Taylor

Associate Dean of Diploma Years | Grades 11-12
All Diploma Years Academic Inquiries and Concerns
+41 24 493 4659 | ctaylor@las.ch

Ms. Keri Porter

Associate Dean of Middle School & Prep Years | Grades 7-10
All Middle School & Preparatory Years Academic Inquiries and Concerns
+41 24 493 4722 | kporter@las.ch

Ms. Emma Dixon

Registrar | All Grades
Transcripts, Teacher Conferences, School Bulletin
+41 24 493 4803 | registrar@las.ch | bulletin@las.ch | edixon@las.ch

Mr. Joey Shafiq

Athletics Director
Team Sports, Tournaments, Intramural Sports
+41 24 493 4823 | jshafiq@las.ch

Accounting Office

Personal Accounts & Payments
accounting@las.ch

Administrator on Call

+41 79-386-9305

DORM HEADS

Mr. Leo Peltier

Esplanade Dorm Head & Coordinator
Boys, Grades 7-9



+41 79 795 6019 | leopeltier@las.ch

Ms. Sophie McLeish

Beau Réveil Dorm Head

Girls, Grades 7-9

+41 79 892 3484 | smcleish@las.ch

Mrs. Suzy Meyskens

Beau Site Dorm Head

Girls, Grades 10-11

+41 79 795 6016 | smeyskens@las.ch

Mr. Simon Curson

Savoy Dorm Head

Boys, Grades 10-11

+41 79 725 1520 | scurson@las.ch

Mrs. Sandra Brinkmeyer

Belle Époque Girls Dorm Head

Girls, Grade 11-12

+41 79 832 7935 | sbrinkmeyer@las.ch

Mr. Ryan Healey

Belle Époque Boys Dorm Head

Boys, Grade 11-12

+41 79 668 1475 | rhealey@las.ch

HEALTH CENTER

Health Center Reception

Monday-Friday, 08:00-16:00 (CEST)

+41 24 493 4833 | nurses@las.ch

Nurse On Call

24 Hours, 7 Days a Week

+41 79 315 1316

Counselor On Call

24 Hours, 7 Days a Week

+41 79 287 6826

15.3 MAIL AND PACKAGES

All mail is delivered to the Belle Époque Mail Center. Packages and mail for Belle Époque and Savoy campus students will be delivered to their respective campus distribution points. When packages and mail arrive, students are notified by email or a notice posted at each campus. We ask students to collect their packages in a timely manner.

LAS School Address:

Leysin American School

Student's Name & Grade

Chemin de La Source 3

1854 Leysin

Switzerland



School Telephone:
+41 24 493 4888

16. ACADEMIC CALENDAR

AUGUST 20	New Student Arrival (Tuesday)
AUGUST 22	Returning Student Arrival (Thursday)
OCTOBER 19-27	Fall Break (Saturday-Sunday)
DECEMBER 13-JANUARY 12	Winter Break
FEBRUARY 14-16	Long weekend, no classes (Friday-Sunday)
MARCH 22-APRIL 6	Spring Break
MAY 24	Graduation 2025 (Saturday)
JUNE 4-5	Underclass Students Depart (Wednesday/Thursday)

The LAS calendar is subject to change. For the full up-to-date calendar, including departure and arrival days and shuttle times, visit las.ch/about/calendar.



17. LAS RESPONSIBLE USE AGREEMENT

I understand that Leysin American School provides technology resources, including laptops and other devices, internet access, email, and storage space for students' work as an integral part of the education, curriculum, and residential life at the school. Behavior and language in the use of these resources should be consistent with the school's mission and values. I agree to the following responsibilities and restrictions:

1. I will use the technology resources, including storage space, primarily for educational purposes related to work at LAS, and minimally for personal purposes. I will not use these resources for commercial or illegal purposes.
2. I will use the internet in the classroom and study periods only with the permission of the faculty member in charge. I will use the internet in the dorms in such a way that it does not cause disruption or impede the use of others (i.e. excessive bandwidth use through streaming media, gaming, or enabled mobile device hotspots).
3. I will not use games or other electronic resources that have objectionable content or that engage me in inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or use anyone else's password, and I will not transmit my contact details to strangers, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to unsecured or public websites.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc. that harass, intimidate, threaten, insult, libel, or ridicule students, teachers, administrators, or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual, graphic, or violent in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy files of another user, introduce or use computer "viruses" or "hacks," attempt to gain access to restricted information or networks, or block, intercept, or interfere with any email or electronic communication by teachers and administrators to parents or vice versa.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Leysin American School and are used for school-related purposes by students, their parents, and staff.
10. I will report any problems to the LAS IT department and/or supervising staff members.
11. I understand that my use of LAS technology resources (computers, devices, networks, WiFi, internet) is a privilege and not a right. Use of these resources is not strictly private and LAS reserves the right to monitor use to assure compliance with these guidelines, school policies, Swiss laws, and data and child protection regulations. Violations may lead to revocation of computer and network access and/or other disciplinary measures.



12. I understand that the prohibited conduct described above is also prohibited when off campus, and/or using personal equipment on campus, if it seriously interferes with my education and school community, and that such violations may lead to disciplinary measures.

Please note: Students in grades 7-9 will be provided with LAS devices and will not be permitted to use their own. Any personal devices brought to school will be stored by dorm staff.

I understand that Leysin American School allows me to bring my own devices such as phones, tablets, and computers (unless in grades 7-9). In order to be permitted to use my own devices, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own personal device on the school campus and I understand that the rules outlined above regarding my use of LAS technology resources apply to the use of my own personal device on school property.
2. I will not take photos or record videos of any student, teacher, administrator, or other school staff member unless I have that individual's express permission to do so.
3. I will not use my personal device during class unless expressly instructed to do so by a teacher and I will immediately comply with any requests to turn off my device, put it away, or turn it over to a teacher or administrator.
4. I understand that my personal device may be confiscated at any time and that a teacher or administrator may view the contents of my device including, but not limited to, texts, emails, or social media postings, if it appears that I may have used my personal device in violation of school policies, this Agreement, or laws and regulations.
5. I understand that Leysin American School is not responsible for theft, damage, or loss of my personal device(s) and I understand that I am responsible for its safekeeping.

Print Student's Name: _____

Grade: _____ Dorm: _____ Room: _____

Student's Signature: _____

*Students may not use their own personal devices or be given a WiFi access code unless this agreement is signed and returned to the LAS IT Department.