

## 3.5 PASS

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. The term "Pass" has replaced the previously used term "Leave."

### 3.51 CULTURAL TRIPS

LAS offers cultural trips to destinations in Switzerland and western Europe in October, and throughout Europe in May and June, under the supervision of faculty. All students are expected to participate in these grade level trips and will receive an academic grade 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 who do not participate in cultural trips without a valid excuse receive an automatic failing grade. Cancellation fees may also be assessed. 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.

#### 3.511 Previous Cultural Trips Offered

This list is tentative and can change for trips in 2020/2021.

#### Fall Cultural Trips

- Grade 7 and 8 - Grindelwald or Winterthur, Switzerland
- Grade 9 - Lugano, Switzerland
- Grade 10 - Outward Bound in Bavaria, Germany
- Grade 11 - French students to Monaco, Spanish students to Granada, The Hague, Lugano, Vienna
- Grade 12 - Theory of Knowledge Trips to Florence, Rome, and Venice

#### Spring Cultural Trips

- Grade 7 and 8 - Chamonix, France
- Grade 9 - Cinque Terre, Italy
- Grade 10 - Amalfi, Sicily, Puglia
- Grade 11 - Amsterdam, Madeira, Portugal Surfing, Croatia Kayaking, and Habitat for Humanity to Macedonia
- Grade 12 - Malta, Cyprus, Dubrovnik, and Athens

### 3.52 SCHOOL-SPONSORED WEEKEND PASS PROGRAM

The LAS Student Life/Activities Department offers chaperoned travel options on 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 which will be billed to a student's account and may also include a no-show charge 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, hiking to mountain huts, paintballing, rock climbing, via ferrata climbing, 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, and 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](mailto:activities@las.ch).

Sign up for these trips are done by the student through Boardingware.

### 3.53 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 grade 7, 8, and 9 Coordinator.

Parents of grade 9 students on a Golden Pass may request Overnight Pass privilege for limited special occasions with the presence of a guardian. These requests must be submitted well in advance. These passes will be closely reviewed on a case-by-case basis, vetted with and decided upon by the 7, 8, and 9 Coordinator and the Dean of Students.

It is of utmost importance that grade 9 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.

#### GOLDEN PASS PROGRAM

The Golden Pass Program begins after the Fall cultural trips. The Golden Pass gives extra privileges to those students that have excellent academics, 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. Once a student is on the Golden list for the week, they can apply for day travel according to the same rules as a grade 10 student.

Prior to issuing a Golden Pass travel promotion, parents must be notified and give permission for their child to go "off-mountain" (leave LAS' campus during the day). To activate day travel, parents have to approve the request in Boardingware, followed by the grade coordinator.

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.

### 3.54 GRADES 10, 11, 12, AND PG PASS PROCEDURE

#### 3.541 Types of Non School-Sponsored Passes

1. Personal Weekend Pass: In addition to all-school long weekend passes, students in grades 10 and above 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 students are required to follow LAS rules when traveling, but the school cannot be responsible for the conduct or actions of any student who is away from school overnight. Parents must recognize that by permitting their son or daughter to travel, they are assuming responsibility for their child's safety and that they hold ultimate responsibility for their son/daughter's well being.

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

2. Medical Pass is travel for the purpose of obtaining medical care or procedures that cannot be dealt with on school breaks (winter, spring, or summer breaks, or long weekends). This Pass must be applied for and approved by the LAS Health Center via Boardingware.
3. Parental Visit to Leysin Pass: If parents of a student visit the campus, they may check out the student for the weekend. Please note—if a student is not on the Commendation list, a student may only leave campus if a parent personally comes to campus to pick them up and signs them out with an Administrator on Call.

The student still should apply for this visit through the LAS Pass request process in Boardingware. In last-minute cases, a parent can check out a student in person with the Dean of Students' Office during the school day or in person with the Administrator on Call after school hours or on the weekends.

4. 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 three 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. In the event of University testing, the ESL Department Head will verify the test date and location before approving Pass.
5. Special Family Pass: Passes for qualifying family circumstances are processed through the Dean of Students' Office. For these events at least two weeks notice is required for approval. A Pass for the purpose of renewing a travel visa is one example of an extenuating circumstances. Only parents are able to request SFP. These Passes are generally granted once per semester.

### 3.542 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.
2. Day Pass: A student on the Commendation List may depart Leysin on a weekend day AS EARLY AS 08:30, and return to the dorm by 19:00.

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

### 3.543 Commendation List

1. Academic: A student must meet or exceed the academic standards published by the Associate Deans of Diploma Years and Preparatory Years each Monday. A student cannot have any 1s in behavior grades the previous week.
2. Attendance: A student must have fewer than two absences for his or her classes for the previous week. For the purpose of calculating an absence, two tardies equals an absence.
3. Conduct: A student must have served all of his or her restrictions for the previous week.
4. Activities: A student must have attended all of his or her activities for the previous week. A missed activity must be made up through the Friday activity makeup run the previous week.

Note: If during the week prior to the Pass, a student's conduct is such that their standing on the Commendation List would be revoked, they lose the Pass privileges. 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 access 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.

### 3.544 Day Pass Requirements

- Students must be on the Commendation List.
- The Pass form MUST BE ACCURATE AND COMPLETE.
- Students must fill out an online Pass request in Boardingware.
- In the event that a student does not have standing Day Pass permission, Pass applications must be entered and approved by a parent prior to student departure.

#### 3.5441 Day Pass Times

*After checking out with a Rover or AOC on duty*, students with standing Day Pass permission may be gone from campus between 08:30 and 19:00.

### 3.545 Overnight Pass Requirements

- Students must complete an online Pass request in Boardingware before Wednesday, 13:00 CET.
- The travel form must be accurate and complete.
- Parents must approve the request in Boardingware before Wednesday, 13:00 CET.
- Students must name an adult, 25 years or older, who will be a responsible guardian throughout the Overnight Pass. The guardian must also approve this responsibility in Boardingware.
- Students must depart Leysin by 19:00 on their scheduled departure date.
- The school reserves the right to contact this guardian to ensure the student's safety. If we are not able to confirm the guardian, then Pass permission will be revoked.

Note: Under no circumstances will students be granted weekend permission to stay overnight in Leysin. As LAS is an open campus that is integrated into the small village of Leysin, we ask that students follow all school rules while in Leysin. Students may not remain in Leysin when checked out on day or overnight Pass, unless accompanied by a parent or guardian. In this case, students must provide a contact phone number and the location of their accommodation in Leysin.

### 3.546 Change of Pass Plans: Early Return

If plans change and an early return to school is necessary, the student's parent or guardian must call the AOC and provide the student's expected arrival time back on campus. The AOC will amend their Pass information in Boardingware and will notify dorm staff. This procedure is necessary in order to ensure our students' safety and security by knowing their whereabouts at all times, and to shield them if a larger emergency arises.

### 3.547 School Response for Late Returns Following Overnight Pass:

On a regular Pass weekend students are expected to return by 19:00. On long weekends, the students are allowed to return by 21:00.

### Consequence for late returns from Pass:

Regular Pass Weeknd, time returned:

- 19:00-19:30: 1-hour early check-in
- 19:30-20:30: Friday night in the dorm
- Later than 20:30: One Day Clipboard

Long Weekend Pass, time returned:

- 21:00 - 21:30: One-hour early check-in
- 21:30 - 22:00: Friday night in the dorm
- Later than 22:00: One Day Clipboard and the loss of the next overnight Pass.

Occasionally, if pre-arranged by parents through the Dean of Students' Office at least one week prior to the departure date, students with a Special Family Pass will be granted permission to return later to the dorms without the standard consequences for late return. In these cases, students are expected to return no later than 21:30. If they do not, late return consequences will be applied. This allowance will be granted no more than one time per semester.

Note: It is strongly recommended that students returning from a weekend overnight Pass book flights that land in Geneva no later than 15:00. In order to make the evening check-in time of 19:00, students taking a train from GVA will need to be on the 16:20 train at the latest. This train will have them in Leysin at 18:20. Any later train will have them to the dorms later than the check-in time. The average flight delay time into Geneva is 30 minutes. To allow time for this potential delay and the need to be on a train at 16:20, flights should land in Geneva by 15:00.

Note: Students who do not return by 23:00 are expected to stay in a hotel for the night and return to classes the next morning.

A student may lose future Pass permissions if they are not able to meet the return expectations.

## 3.55 LONG WEEKEND PASS

Student travel over long school weekends is a privilege all students may enjoy. Students must submit their Pass request in Boardingware and receive parental permission by Wednesday at 13:00 CET. At the end of the Long Weekend Pass, students must check into their dorm by 21:00.

*Note: Students in grades 7, 8, and 9 who traveled must return to campus by 21:00. Students who remained on campus for the Long Weekend must check-in by the usual 19:00 check in time. Finally, students who traveled but returned to Leysin prior to 21:00 must report directly to the dorm.*

## 3.56 EARLY DEPARTURES AND LATE RETURNS

Since our dorm staff members are also working teachers, they cannot be expected to stay up late to check in returning students. Therefore, 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 must spend a night in a hotel and are expected to report on time to their first class the next morning.

### 3.57 SCHOOL BREAKS & PASS ARRANGEMENTS

For mandatory school breaks (winter vacation, spring break, and the school year start and close), parents must submit student travel plans to Boardingware at least two weeks prior to travel. LAS provides courtesy transportation on official travel days to and from Geneva Airport. See 3.572 for transfer schedule.

Any airport transfer arrangements made outside of the official travel schedule will be charged to the personal account at an approximate cost of 300 CHF one way (Geneva airport only).

- Students in Grades 10, 11, 12/13/PG may take any school transportation or arrange their own transportation with parental permission.
- Students in Grades 7, 8, and 9 must take an LAS-designated shuttle unless their parents have requested a car and chaperone through Boardingware, or a parent-approved adult (over the age of 25) collects them.
- 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 Boardingware. 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.

#### 3.571 Early 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 who wish students to depart before the official departure date must enter the information in Boardingware providing both permission and travel details. Students in grades 7, 8, or 9 who seek early departure must have a parent-approved adult (over 25 years old) collect them at LAS.

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

#### 3.572 Departure Transportation Schedule

- Day 1: First departing day 16:00 bus
- Day 2: 03:00 bus, 05:00 bus (bad weather conditions 05:28 train), 09:00 bus, 12:00 bus, 16:30 van (if needed)
- Day 3: 03:00 bus, 05:00 bus (bad weather conditions 05:28 train), 09:00 bus, 12:00 bus

### 3.573 Winter Break Pass—Inclement Weather Plan

During the Winter Break, a forecast of inclement weather may delay the departure of early buses down the mountain. In this event, students will depart on the 16:30 bus the day before and stay overnight in hotels with LAS chaperones near Geneva Airport. Food and accommodation costs will be charged to the student's personal account.

### 3.574 Arrival

Parents or guardians must enter arrival information in Boardingware 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.

### 3.575 Return Transportation Schedule (Pick up time at Geneva Airport)

Upon arrival, transportation is scheduled to depart Geneva Airport at the following times: 09:00, 12:00, 14:00, 16:00, and 18:30.

### 3.576 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 scheduled departure time.

### 3.577 School Closure

When the dorms are closed, students are not allowed to remain on campus. School opening and closing dates are found on the public school calendar.