

# Student Responsibilities & Code of Conduct

(LET International School – HILE Odyssey 2.5 Program)

## 1. Introduction

LET International School is committed to providing a safe, respectful, and humanistic learning environment rooted in the HILE values of **curiosity, empathy, responsibility, integrity, and investigative learning**.

All students are expected to uphold these values in all academic and social contexts. This Code of Conduct outlines the responsibilities and behavioral standards required of every student enrolled in the HILE Odyssey 2.5 program.

## 2. Student Responsibilities

### 2.1 Academic Responsibilities

Students are expected to:

- Attend all classes, workshops, and scheduled activities (both on-site and online).
- Participate actively and respectfully in investigative learning modules.
- Complete assignments, assessments, and Pearson exam preparations on time.
- Maintain academic integrity (no plagiarism, cheating, or falsification).
- Use learning platforms responsibly.
- Seek support early if encountering academic challenges.

### 2.2 Behavioral Responsibilities

Students must:

- Treat peers, teachers, staff, and visitors with respect.
- Use appropriate language and conduct at all times.
- Demonstrate empathy toward people from different cultures and backgrounds.
- Respect school property and learning environments.
- Follow instructions from teachers, mentors, and administrators.

### 2.3 Attendance & Punctuality

- Students must attend all scheduled learning sessions punctually.
- Absences must be reported by parents or guardians when appropriate.
- Repeated unexcused absences may affect academic progress or Pearson exam eligibility.
- Chronic lateness may result in disciplinary action.

### 2.4 Digital Conduct

Students must:

- Use their own identity when accessing digital platforms.
- Use technology ethically and only for learning purposes.
- Avoid cyberbullying, harassment, or inappropriate online content.
- Respect privacy during online sessions.
- Keep login credentials private.

## 2.5 Summer School Participation

Participation in all three Summer Schools is **mandatory**, except in cases of medical or visa-related issues.

Students must:

- Attend all scheduled activities
- Follow staff safety instructions
- Represent the school respectfully during external visits

## 3. Conduct Expectations

### 3.1 Respectful Behavior

Students must respect:

- All members of the school community
- Cultural and personal diversity
- Others' right to learn without disruption
- School facilities and shared spaces

Aggression, harassment, bullying, or intimidation are strictly prohibited.

### 3.2 Health and Safety

Students must:

- Follow all safety rules in laboratories, workshops, and outdoor learning settings.
- Avoid dangerous or reckless behavior.
- Report unsafe incidents immediately.
- Not use or possess drugs, alcohol, tobacco, vaping devices, or harmful substances.

Violations may result in suspension or dismissal.

### 3.3 Academic Integrity

Prohibited academic actions include:

- Plagiarism
- Copying during assessments
- Using unauthorized materials in exams
- Fabricating data or research results
- Submitting another person's work as one's own

Academic misconduct may lead to failing grades, scholarship removal, or disciplinary action.

### 3.4 Respect for Property

Students must take care of:

- School property
- Laboratory materials
- Digital equipment
- Shared spaces

Intentional or negligent damage may result in financial compensation or disciplinary measures.

### 3.5 Anti-Discrimination & Inclusion Policy

LET International School enforces a **zero-tolerance policy** toward all forms of discrimination.

Every student has the right to feel safe, respected, and included.

Discrimination based on any of the following is strictly prohibited:

- Race or ethnicity
- Nationality or immigration status
- Religion or belief
- Language or accent
- Gender or gender identity
- Sexual orientation
- Disability or neurodiversity
- Socio-economic background
- Physical appearance or health condition
- Any protected characteristic under Belgian or EU law

#### **Prohibited Behaviours Include:**

- Use of slurs, insults, or degrading language
- Exclusion, isolation, or deliberate mistreatment
- Mocking accents, cultures, or physical traits
- Spreading stereotypes
- Harassment (verbal, physical, or online)
- Encouraging others to discriminate or bully

#### **Reporting**

Students must report discrimination to a teacher, mentor, or administrator.

Reports are handled confidentially and investigated promptly.

#### **Consequences**

Violations may result in:

- Written warning
- Restorative actions or counseling
- Suspension
- Removal of scholarship
- **Immediate dismissal** for severe or repeated offenses

LET International School is committed to building an inclusive HILE environment where diversity is valued.

## 4. Disciplinary Procedures

### 4.1 Levels of Intervention

1. **Verbal Warning**
2. **Written Warning**
3. **Meeting with Mentor and/or Parents**
4. **Behavior Contract**
5. **Temporary Suspension**
6. **Dismissal (final decision)**

Severe cases may bypass earlier steps.

## 5. Grounds for Immediate Suspension or Dismissal

These include:

- Violence or threats
- Harassment or bullying (online or offline)
- Discrimination
- Possession of illegal substances
- Academic fraud
- Theft or property damage
- Serious disrespect toward staff
- Dangerous behavior during Summer School or trips
- Repeated violations after warnings

Tuition and fees are **non-refundable** in dismissal cases.

## 6. Student Support & Safeguarding

LET International School provides:

- Academic mentoring
- Well-being and emotional support
- Referral to external professionals if necessary
- Continuous monitoring of academic and behavioral progress

Students are encouraged to ask for help whenever needed.

## 7. Student Acknowledgment

All students (and guardians for minors) must sign the **Code of Conduct Agreement**, confirming that they:

- Understand the expectations
- Agree to follow the Code of Conduct
- Accept consequences for violations
- Understand dismissal conditions