



LPI CODE OF CONDUCT

While enrolled in the LPI program, students are representatives of the U.S. and LPI at all times and must abide by the following Code of Conduct for the duration of the program. As a result, anyone enrolled in the program who engages in conduct unbecoming of an LPI student will be violating this code and will be subject to appropriate review and disciplinary sanctions, up to and including dismissal from the program.

PLEASE TAKE A MOMENT TO READ THE CODE OF CONDUCT BEFORE APPLYING.

ALCOHOL, TOBACCO & DRUG POLICY

LPI students may not consume alcohol or tobacco at any time or for any reason during the LPI program. Any alcohol or tobacco infraction or suspected infraction while on an LPI program will be subject to an administrative review process. LPI reserves the right to request that students take a breathalyzer test. If it is determined that a violation of this policy has occurred the result will be disciplinary sanctions, up to and including dismissal from the program.

LPI students are not allowed to buy, sell, use or possess illegal drugs. Any drug infraction while on an LPI program will be considered a violation of policy and will result in dismissal from the program.

While in a foreign country, U.S. citizens are subject to that country's laws and regulations, which can differ significantly from those of the United States and which may not afford the protections available under U.S. law. LPI will not assist in legal matters arising from a student's involvement with alcohol, tobacco or drugs, aside from providing referral for legal council.

CURFEW POLICY

LPI students are required to abide by an established curfew. LPI reserves the right to change this curfew for any reason if deemed necessary during the program. The LPI curfew is not meant to limit the student's cultural experience in any way. It exists for the sole purpose of student safety. LPI sends the host families a letter before the program begins explaining the rules of the program and the itinerary. If a student does not arrive by the curfew hour, the homestay is expected to notify the LPI staff. For programs including accommodations in a residence hall/hostel, the LPI director living in the residency will conduct nightly curfew checks. Also, the LPI staff may make random visits to the main plaza and local hangouts at the curfew hour to make sure all of the students have gone home. Any violation of the set curfew will result in disciplinary sanctions up to and including dismissal from the program

ATTENDANCE POLICY

LPI students are expected to attend all scheduled orientations, activities, excursions, and classes. In the case of illness it is the student's responsibility to notify the LPI Directors. Any unauthorized violation of the attendance policy will result in disciplinary sanctions, up to and including dismissal from the program.

PROHIBITED BEHAVIOR / REASONS FOR DISMISSAL

Violations of the LPI Code of Conduct that can result in dismissal from the program include, but are not restricted to:

- Violation of the alcohol or drug policy
- Criminal behavior or violation of local laws
- Violation of residential guidelines and/or rules (including the Curfew Policy)
- Self-endangerment, including involvement in activities/behavior that could result in personal harm, including (but not limited to): frequenting dangerous places, association with criminals, intoxication, etc.
- Abusive language towards LPI staff, university faculty, homestay, housing staff or students
- Any form of sexual harassment
- Disorderly, indecent or obscene conduct, gestures or actions
- Violent behavior directed towards others
- Theft or vandalism
- Participation in strikes, demonstrations or other political gatherings
- Property damage to any of the following: LPI facilities, host university facilities, hotels, the host family's property
- Unauthorized use of, or entry to, any LPI or host university facilities or equipment
- Unauthorized access to LPI administrative or personal records, including the viewing, copying or distribution of these documents
- Use of LPI equipment for any illegal purpose
- Forgery or alteration of LPI-related, legal, or government documents
- Plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials
- Falsification of personal records, including, but not limited to, any alteration of transcripts or grade reports, student medical or other records, the application for admission, financial aid documents, or other official documents required for participation in the LPI program
- Conduct unbecoming of an LPI student including (but not limited to) violation of any LPI policies

PROCEDURES FOR THE VIOLATION OF THE LPI CODE OF CONDUCT & OTHER LPI POLICIES

(1) ON-SITE INCIDENT REPORT

If a student violates the LPI Code of Conduct, the LPI Directors will complete an on-site incident report outlining the details of the incident. Involved students will be provided the opportunity to give any additional information pertaining to the incident. The on-site incident report, as well as any additional information, will be sent to LPI headquarters in Austin for the administrative review process.

(2) ADMINISTRATIVE REVIEW PROCESS

The incident report will be reviewed by LPI Directors and management. During this review, disciplinary sanction(s) may be taken against the student(s). If the student denies involvement in the Code of Conduct violation, the review will focus on the available reports and other pertinent information. Students will be notified in writing as soon as possible after a decision has been reached. Disciplinary sanctions for violations are in effect as soon as the student has been notified either verbally or in writing.

(3) DISCIPLINARY SANCTIONS

Disciplinary sanctions include, but are not restricted to, the following:

- **RESTITUTION:** charges to be paid for damages or theft
- **LOSS OF PRIVILEGES:** use of facilities, participation in activities or excursions. No refund will be given for missed activities or excursions
- **DISCIPLINARY PROBATION:** violation of probationary terms and conditions will result in immediate dismissal from the LPI program
- **FORFEIT OF ACADEMIC CREDIT**
- **IMMEDIATE DISMISSAL:** the immediate removal of a student from the LPI program

CONSEQUENCES OF DISMISSAL

Parents and/or guardians of a dismissed student are responsible for purchasing a one-way return airline ticket and for covering all transportation fees to the airport for their student and accompanying LPI staff. Dismissed students will not be entitled to a refund of fees, and are responsible for all non-recoverable costs incurred by the host university or LPI. The student's home high school may, in addition, impose further disciplinary sanctions, such as suspension or expulsion if deemed necessary.