



# Lahore American School



Handbook

Parent / Student  
High School  
2011-2012

## Contents

	Page
Superintendent's Message	1 - 2
Principal's Message	2
Curriculum Coordinator's Message	2 - 3
Overview	3 - 4
Admissions and Placement	4 - 5
Academics	5 - 11
Testing	12
Recognitions, Distinctions and Awards	13 - 14
Student Support Services	14 - 17
Student Life	17 - 20
Rules, Procedures and Consequences	21 - 31
Co-curricular Program	32 - 33
Communication	33
Channels of Communication	33 - 34
Other Information	34 - 35
LAS Appropriate Use Policy	35 - 36
Disciplinary Action	36
Required Forms	36
School Hours	37
Telephone Extensions	37
Contact Information	37
Technology Acceptable Use Policy	38
Technology Parent Permission Form	39
Acknowledgment of Receipt of Handbook	40

## Superintendent's Message

Welcome to the 2011-2012 school year at Lahore American School. A special "Hello and Welcome" is extended to our many new families who are joining the LAS community for the first time.

The purpose of this handbook is to provide all of our students and their families with current information regarding the school, its academic programs and its sports and activities programs, as well as its standards and expectations. The American system of teaching and student evaluation may be new to some of our families and this handbook is provided to you to clarify the systems and practices at LAS. Returning LAS



families are advised that there are some changes in the handbooks and we recommend a careful reading of various sections.

The faculty and administration at LAS believe that consistent communication between the home and the school is an essential part of providing the best environment for student success. Early in the school year, parent orientation sessions are held in all three sections of the school, Elementary, Middle School and High School. These meetings give parents the opportunity to meet teachers and have expectations for students outlined.

Each Friday, the all-school newsletter called the Friday Flash is circulated electronically. Please ensure that the school offices have your current email addresses so we can send you this weekly publication electronically. In addition, there are



newsletters from the Elementary and the Middle School on alternate weeks. For quick reminders and for emergency situations, we use group email and SMS messaging. Please be sure all of your contact information is up to date so we can stay in touch.

LAS provides a full program of solid academic expectations in addition to a well rounded activity program: various sports (football/soccer, swimming, cricket, basketball, track and field, volleyball), clubs, debating, concerts, movie nights, an annual family picnic, Honor Societies, student councils, dances, community service and field trips. In 2011-2012, LAS will continue to experience remarkable growth in the availability and use of ICT (Information and Communication Technology), and we will be offering online High School courses for the first time. We will continue to develop and refine our Moodle system (our distance-learning system), thus allowing us to keep the teaching and learning moving forward in case of any unforeseen school closures.

When you have a question, please contact the school and get the correct answer. Some things have changed over the past few years so it is best to get the current answer to a question.

LAS is moving ahead and we welcome all of you aboard!

Best wishes

**Kathryn D. Cochran**  
Superintendent

### Principal's Message

Welcome to the 2011-12 school year. The Lahore American School (LAS) Parent-Student Handbook constitutes a ready guide and resource for the school community to LAS's policies and procedures. I would ask that parents and students, as part of family preparation for the upcoming school year, share time reading and reviewing the handbook together.

A school cultivates success when viewed as a cooperative endeavor. Roles and functions may differ: students capture excitement, curiosity, and energy, parents bring love, concern and



experience and the school offers expertise, dedication and structure. We are bound together by a common goal, the education of a special group of young people. When we cooperate with and respect each other's unique roles success finds rich soil to blossom in. The Lahore American School administration and staff anticipate a year of academic and personal challenges and opportunities for all our share holders.

Best regards,

**Dennis Tangeman**  
Secondary School Principal

### Curriculum Coordinator's Message

Dear LAS parents and students,

Welcome to a new and exciting school year at LAS. At Lahore American School we believe that learning is the essence of everything we do and our curriculum is the path we follow to make this happen. We work together to ensure a cohesive academic program throughout all subject areas and we strive to provide a challenging and relevant curriculum. Our aim is to assist and empower our students to become lifelong learners with the

capacity and willingness to be active and informed world citizens.

During my short time at LAS, I have been extremely fortunate to witness the introduction of new and exciting technological initiatives being incorporated within different curriculum areas from pre-kindergarten to grade 12. During this



coming year, both teachers and students will continue to have the opportunity to advance their knowledge and skills in technology while utilizing these skills to further develop their own learning. To guarantee that LAS students are provided with a high quality education, it is a major component of my position as curriculum coordinator to ensure that teachers remain up to date with developments within their field. I will continue to work collaboratively with teachers to provide them with the best classroom practices through workshops, modeling, discussions, professional readings and small group meetings.

At LAS, we view curriculum development and review as an ongoing process and therefore maintain a regular curriculum review cycle. Teachers play an active role in this process by sharing new research and creative ideas that have proven beneficial in their classrooms.

Throughout the year, there will be special events highlighting and promoting the exciting learning taking place in the different curriculum areas across the three sections of the school. I invite you and your family to take part of these events.

Let's continue to learn and grow together!

Karen Zuvich  
Curriculum Coordinator

## Overview

Welcome to LAS. The Lahore American School (LAS) is an independent co-educational day school which offers a U.S. based educational program from Pre-School through Grade 12 for students of all nationalities. Founded in 1956 to serve American students overseas, LAS has developed into a highly recognized international institution following an American college preparatory curriculum. LAS has been accredited by the Middle States Association of Colleges and Schools since 1984. Selective admission is based on prior academic achievement, standardized test scores, an admissions test, recommendations and



a personal interview. There are no provisions at LAS for students who have specialized educational or social/emotional needs.

## Mission Statement

The Lahore American School, in its pursuit of excellence, offers a comprehensive university preparatory education that challenges our students to be continual learners and responsible citizens with a clear understanding of our global society in an ever-changing world by utilizing an exemplary

faculty, American principles of education and a nurturing environment that optimizes students' skills in decision making, communicating and logical thinking.

## Organization

LAS is governed by a seven member Board of Directors elected for two-year terms by the Lahore



American Society. The American Ambassador to Pakistan also appoints a Department of State member to the LAS Board of Directors. Membership in the Society is automatically conferred on the parents or official guardians of children enrolled at LAS. LAS is also registered with the Ministry of Education of Pakistan.

## Facilities

The school is housed on a four and one half acre campus which includes an elementary playground, sports field, heated swimming pool, cafeteria, snack bar, library containing 20,000 volumes, modern science and computer laboratories, art rooms, ESL room, music room, two computer labs, a technology access lab and an infirmary. The classrooms are spacious, well-equipped and fully air-conditioned. There is also a multi-purpose facility which includes covered basketball courts. A theater arts building with seating capacity of 350

people caters to school activities, presentations, lectures and school community meetings.

## Admissions and Placement

The American School of Lahore (LAS) accepts students who can be successful in the regular academic program. Admission is contingent on completed applications forms, previous school records, copies of students' and parents' passports and results from previous academic testing. Placement tests assist admissions and placement decisions.

- Students entering LAS are enrolled as full-time students. LAS does not offer part-time and partial placement.
- Applicants must submit complete school records for the previous three years. Students applying after the school year has begun, must present transfer grades and credits from their previous school. If the records are not in English, official translations into English must be provided.
- Students must be living with their parent(s) or a designated adult guardian.
- A student may not transfer into the 12th Grade once the school year has begun.

## Grade Placement

The school determines the proper placement for new students. Testing and other appropriate means are used to ensure that students are placed properly. Students are usually placed in the grade which follows next in sequence from their previous schooling.

## From Other National Systems

Where national programs in other countries closely correspond to the U.S. grade level system, the main criteria for students placement will be according to the LAS cut-off age and number of years of school completed unless academic history and/or testing indicate a different placement. Any concerns regarding placement will be evaluated on a case-by-case basis.

## From Schools with Different Calendars

Students who enter during the second semester and have completed a grade leveling their previous school will be placed in the same grade level they completed.

## Academics

### Academic Program

The LAS High School program is an American college preparatory program with the majority of our graduates attending colleges and universities in the United States or abroad. Our graduates attend universities throughout the world including Canada, the United Kingdom, Europe and Pakistan. In general, college admissions priority is given to students who have completed four years of English, math, science and social studies, and three years minimum of a foreign language. We highly recommend students pursue a course of study that is as rigorous as possible during their high school years. Our highest level of courses offered are the Advanced Placement courses for which a student must demonstrate a high level of academic achievement to earn a recommendation.

Our academic year is divided into four quarters, the first and second quarters making up the first semester and the third and fourth quarters making up the second semester. Report cards are issued at the end of each quarter. High School students also have a cumulative academic record (a transcript) kept on file with the Guidance Office. This transcript shows the courses taken, semester grades earned, credits awarded, AP courses taken, previous schools attended, summer or additional course work completed, and overall grade point average. This is the student's official academic record which parents and students are advised to frequently review.

### Advanced Placement

LAS offers Advanced Placement (AP) courses for students who wish to pursue college-level study while they are still in high school. The AP program is a cooperative educational endeavor between

high schools and colleges and universities. It gives exposure to college-level material and gives them the opportunity to show what they have learned by taking an AP exam. Based on exam scores, colleges may choose to grant credit, advanced placement or both. Students who enroll in AP courses are encouraged to sit for the AP exams in May.

A student who wishes to enroll in AP courses will be expected to undertake rigorous and sophisticated assignments and to work independently. Most AP courses require multiple page papers and some



research. It is important to be realistic about the level and number of AP courses a student can take and still be successful. All AP courses at LAS have strict prerequisites and several require a satisfactory score on an entrance exam. Please consult with the course instructor if you are unsure whether or not you qualify. Note: Parents are responsible for examination fees.

### AP Honors Recognition

The AP Program offers several AP Scholar Awards to recognize high school students who have demonstrated college-level achievement through AP courses and exams. In addition to receiving an award certificate, this achievement is acknowledged on any AP Grade Report that is

sent to colleges.

## AP Exams

In order to cover the cost of the AP exam, students are required to pay a non-refundable course fee for each AP test.

## Academic Probation

A High School student is placed on academic probation when the student has two or more failures in a given marking period or when a student's Grade Point Average (GPA) drops below 2.0 (C). High School Marking Periods: First Quarter, Semester One, Third Quarter and Semester Two.

## Academic Probation Procedure

- The building administrator informs parents in writing that their child is on academic probation.
- The communication outlines the school's commitment, and the potential consequences of a recurring lack of academic progress or effort may result in a student being counseled to find an alternative academic environment.
- The building level Student Support Team (SST) meets to develop an appropriate program and identify forms of support for the student. Typically, the support program consists of but is not limited to the following: weekly grade checks, use of an assignment book, recommendation to access tutorials, additional parent meeting.
- The building administrator, or deputy, shares with the parent/guardian and the student the Team's recommended course of action.
- While on probation, the building administrator, or deputy, monitors the student's progress.
- Additional SST meetings may be called and if deemed appropriate program modifications introduced, e.g., the use of an academic contract.
- Recurring academic probation status will result in the building administrator, in consultation with the SST, recommending to the Superintendent whether the student

## AP<sup>®</sup> ADVANCED PLACEMENT PROGRAM<sup>®</sup>

AP

Scholar with  
Distinction

*A student who passes at least  
5 full year AP exams with average  
grade of at least 3.5 is  
recognized as an AP  
Scholar with  
Distinction.*

AP

Scholar with  
Honor

*A student who passes at least  
4 full year AP exams with average  
score of 3.25 is recognized as  
an AP Scholar  
with Honor.*

AP

Scholar

*A student who passes 3 full  
year AP Exams with grades of  
higher than 3 is recognized  
as an AP Scholar.*

should be continued on academic probation or should be expelled.

- The Superintendent reviews the matter and makes a final decision regarding expulsion.

A recurring lack of academic progress or effort may result in the student being withdrawn from Lahore American School.

### Audit

Audit (no grade and no credit) is generally used when a student wishes to refresh his/her skills. Students who audit will be required to fulfill all class requirements and to take all exams.

### Bell Schedule

#### Monday to Thursday (A/B Day)

1st Block	7:40 - 9:10 am	90 minutes
Transition	9:10 - 9:25 am	15 minutes
2nd Block	9:25 - 10:55 am	90 minutes
Lunch	10:55 - 11:40 am	45 minutes
3rd Block	11:40 am - 1:10 pm	90 minutes
Transition	1:10 - 1:25 pm	15 minutes
4th Block	1:25 - 2:55 pm	90 minutes
Buffs Block	3.05 to 3.50 pm	45 minutes

#### Tuesday

1st Block	7:40 - 9:05 am	85 minutes
Transition	9:05 - 9:20 am	15 minutes
2nd Block	9:20 - 10:45 am	85 minutes
Lunch	10:45 - 11:15 am	30 minutes
3rd Block	11:15 am - 12:40 pm	85 minutes
Transition	12:40 - 2:55 pm	15 minutes
4th Block	12:55 - 2:20 pm	85 minutes
Transition	2:20 - 2:25 pm	15 minutes
Buffs Block	2:25 - 2:55 pm	30 minutes

#### Friday

1st Block	7:40 - 8:40 am	60 minutes
Transition	8:40 - 8:55 am	15 minutes
2nd Block	8:55 - 9:55 am	60 minutes
Transition	9:55 - 10:10 am	15 minutes
3rd Block	10:10 - 11:05 am	55 minutes
Transition	11:05 - 11:20 am	15 minutes
4th Block	11:20 am - 12:20 pm	60 minutes

### Ramadan Schedule (A/B Day)

1st Block	7:40 - 8:45 am	65 minutes
Transition	8:45 - 9.00 am	15 minutes
2nd Block	9.00 - 10.05 am	65 minutes
Lunch	10.05 - 10:35 am	30 minutes
3rd Block	10:35 - 11:40 am	65 minutes
Transition	11:40 - 11:55 am	15 minutes
4th Block	11:55 am - 1:00 pm	65 minutes

### Changing Courses

Students will receive their course schedules in May for the following school year and are permitted to drop or add courses prior to the close of school



or during the first six school days when school re-opens in August. Students must have approval of the counselor and teacher before altering their schedules. Any request for a schedule change should be made only under one of the following circumstances:

- The change is necessary to meet graduation requirements.
- A specific course is needed to qualify for college admission.
- A prerequisite for the course in question is missing.
- Credit has already been granted for the course in question.

- A medical reason for a class change presents itself.

Course changes will be considered the exception rather than the rule. Remember that your choices will impact the building of the master schedule and your initial choices may make changes impossible. Plan your courses carefully.

### Process for Changing a Student's Schedule

- If the proposed change is acceptable and falls under one of the approved circumstances (see above), the student receives a "Course Change Form".
- The student obtains a parent/guardian signature.
- The student obtains signatures of all teachers whose classes are affected (classes which will be dropped, course section changes).
- The student submits the "Course Change Form" to the Guidance Office.
- The student collects his/her new schedule from the Guidance Office no later than the next working (school) day.
- The student continues with the previous classes until the new schedule is received.

### Deadlines for Schedule Changes

The deadline for student schedule changes is Monday, 22nd August, 2011.

### Graduation Requirements

In order to graduate, a student must earn 25 Units in Grades 9 through 12. Graduation from LAS means that the student has satisfactorily completed the required Course of Study. The following is a list of the minimum required credits for graduation from The Lahore American School.

English	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits
Science	3 Credits
Modern Language	3 Credits *
Physical Education/Health	2 Credits
Performing & Fine Arts	1 Credit
Computers	1 Credit
Electives	5 Credits **
<b>Total</b>	<b>25 Credits</b>

\* Three credits of one modern language or

two credits in each of two modern languages.  
 \*\* Any course taken beyond the number of units required in a given subject area is regarded as an elective in that subject area.

- Any exceptions to the normal graduation requirements must be approved by the Superintendent.



- A unit of credit will be given upon successful completion of each class meeting for a full academic year. A repeated course will not be sanctioned with a second credit.

### Changes for the Class of 2012 and Beyond

Social Studies (3 credits)

World History I  
 World History II  
 Any third history course

Science (3 credits)

Biology  
 Chemistry or Physics  
 Student's choice

Senior Thesis

A senior thesis and successful defense is required

for graduation from LAS. The title of the thesis is listed on the high school transcript as soon as it is submitted by the student and the assessment of the thesis by the defence committee (high pass, pass or low pass) will also be listed on the transcript.

### Class Placement

Students will be classified by grade according to the number of credits earned.

#### Freshman

Grade 9, first year  
Fewer than 5 credits.

#### Sophomore

Grade 10, second year  
Fewer than 10 credits.

#### Junior

Grade 11, third year  
Fewer than 16 credits.

#### Senior

Grade 12, fourth year  
16 credits or more and the student can complete graduation.

The school determines the proper placement for new students. Testing and other appropriate means are used to ensure that the students are placed properly. Students are usually placed in the grade which follows next in sequence from their previous schooling. A student may not transfer into the 12th Grade once the school year has begun.

### Transfer of Credits

Students accepted to LAS from another high school may only transfer up to 8 credits per academic year. Credits will be granted with core subjects given priority. Any courses completed beyond eight will be listed on the LAS transcript but will not be designated with credit.

### Course Load Requirement

Every student is required to carry a minimum of seven courses. Non-academic teaching assistant positions are only offered when a scheduling conflict cannot be resolved. Approval must be granted by the counselor.

### Grading System

Quarterly and semester grades are awarded in each subject. LAS grades denote progress levels as described below.

Excellent work	97 - 100 (A+)	= 4.0
	94 - 96 (A)	= 4.0
	90 - 93 (A-)	= 3.7
	87 - 89 (B+)	= 3.3
	84 - 86 (B)	= 3.0
Good Work	80 - 83 (B-)	= 2.7
	77 - 79 (C+)	= 2.3
	74 - 76 (C)	= 2.0
Average Work	70 - 73 (C-)	= 1.7
	67 - 69 (D+)	= 1.3
	64 - 66 (D)	= 1.0
Poor Work	60 - 63 (D-)	= 0.7
	0 - 59 (F)	= 0.0
Failing Work		



Grades are reported in an unweighted standard grade point equivalency system on each student transcript. In some cases a grade of P or F (pass/fail) may be assigned. Class rank is not assigned. Our emphasis is placed on each student attempting the most challenging course load within their abilities and interests.

### Homework

Homework and independent study activities are developed in accordance with sound principles of

learning and defined educational purposes. These are meaningful educational experiences based on quality work rather than on quantity and rote memorization. The objectives of homework are:

- To reinforce learning through further practice and application of material.
- To develop sound independent study habits.
- To enrich learning through independent study, individual research and experimentation.
- To enable students to complete assignments.
- To preview new units of study.

The amount and complexity of homework will increase from grade to grade. At the High School level, the length of daily and weekly homework assignments may fluctuate based on the nature and number of courses in the selected program. Homework assignments may be of a long-term nature or short-term nature for daily reinforcement, preview, and enrichment. Teachers are expected to provide timely feedback to students on all assignments.

### **Online at LAS**

Online at LAS assists students in following their natural curiosity, passion for learning, and intellectual vitality. In order to ensure that students benefit from the full academic program offered at LAS, on-line courses cannot be used to fulfill the LAS subject area graduation requirements. There is a limit of one independent study course per semester taken in addition to a regular load of seven classes. All on-line courses must be completed prior to the end of the semester and will be listed on the transcript as an on-line course. LAS has identified an approved list of on-line courses from which a student may choose from. Students interested in On-Line at LAS need to contact the Guidance Counselor for details.

### **Makeup Work / Incomplete Grades**

It is the responsibility of the student to makeup and complete homework/assignments that have been missed and to make arrangements for makeup exams. A zero will be assigned for any work not completed within the time limit set by the teacher. Teachers are not obligated to provide makeup work if the student missed work due to unexcused absences or trancies.

Students may earn a grade of 'Incomplete' for two different reasons :

- If, due to extenuating circumstances, a student is unable to complete the required work for a specific quarter the teacher may enter a grade of Incomplete. The teacher must inform the Secondary School Principal (SSP) of any circumstances deserving a grade of Incomplete.
- The SSP may require teachers to give a student a grade of Incomplete due to circumstances that have come to his or her attention.



In both cases, the student must complete all work within the first ten days of the next quarter unless it is a case of an ongoing illness for which the SSP may decide a reasonable timeframe for the work to be completed after consulting with the student's family and teacher. The grade earned at the end of this make-up period will replace the 'Incomplete' grade.

### **Registration/Scheduling**

Registration for courses is an annual responsibility which commits the student to a schedule of classes for an entire school year. Determining which courses will be of optimum value is one of a student's most important responsibilities. This task requires a determination of both short and long range educational goals. The advice of parents, counselors, teachers and a preliminary

look at college entrance requirements is of essential importance.

Complete the course request form with prudent consideration. Illicit approval when necessary, sit for entrance examinations if required and submit your request form by the deadline. Attention to detail, sensible selections and timely submission can only help you enrol in the courses chosen.

Summer school, camps, and workshops provide students the opportunity to access enrichment, remediation, and make-up opportunities. Review the following guidelines before registering for any summer program.

- Enrichment classes or courses may be listed on the student's transcript under "Summer School/Special Course Work." No LAS credit is given for such experiences.
- Students may not take a class in the summer that is offered by LAS, except in the following situations: a failed course that is required for graduation (both courses will appear on the transcript); a course required for graduation that the student cannot be scheduled into; a pre-requisite for a class, i.e., there may be instances due to scheduling conflicts.
- Students must have advance written approval from the SSP for any course taken for credit.

The Guidance Office offers summer school suggestions, recommendations, counseling, and assists with processing transcripts. The Guidance Office does not request, complete, manage, or mail applications.

### Options for recovering credits at LAS

- Taking further courses at LAS, or, in the case of English, repeating the course. Repeating a single semester is permissible if there is a semester course available during that period.
- Enrollment in an accredited high school summer school program. The program must be approved by the SSP and Director of Guidance.
- Enrollment in an accredited high school online course program. The program must be approved by the SSP and Director of Guidance.

### Repeated Courses

Students will not be allowed to repeat courses

which they have passed, and for which they have received credit. If a student repeats a course which s/he has previously failed, s/he will recover only the lost credit. The transcript and grade point average will reflect all grades.

### Transfer Students

Students entering the Lahore American School in grades 10, 11, and 12 from schools that offer a non-American curriculum will be permitted to



transfer a maximum of seven credits for each academic year they have completed.

### Withdrawals

Students who withdraw from a course beyond the sixth week will have a semester average grade of "F" recorded. Only in exceptional cases, e.g., hospitalization, and with approval of the SSP, is a student allowed to withdraw from a course beyond the sixth week of the semester with a withdraw passing (WP) or withdraw failing (WF).

Note : Students with outstanding debts, overdue library books, or other incomplete or unfinished school matters will not receive their grade reports until they secure clearance. Transcripts will not be issued to students or sent to colleges and

universities if the student has outstanding debts, or unfinished school business.

## Testing

### Semester Examinations

At the end of the semester, testing constitutes an integral element of the LAS academic experience. Examinations are scheduled so that students take no more than two exams per day.

Exams must be taken at the prescribed times. These examinations count as twenty percent (20%) of the semester grade in all courses in which it is a normal practice to use such an assessment technique. Make-up exams are only possible for absences excused by the SSP, usually for illness supported by a note from a doctor. Students absent (unexcused) during semester exam periods will be penalized twenty percent of the semester grade.

### Senior Exemption From Examinations at the End of the Senior Year

In courses where final exams are scheduled, a senior may be exempt if they have an 85% or better average in that course for the semester. The student should be in good behavioral standing. This exemption may be granted by the teacher of the course, who in turn will notify the SSP of the decision.

First Semester Exams	15– 21 December
Second Semester Exams	25--30 May

### Standardized Testing

PSAT/NMSQT (Preliminary Scholastic Aptitude Test)

The PSAT is a two-hour practice version of the College Board Scholastic Achievement Test (SAT I). It measures verbal, writing, and mathematical abilities and is administered to students in Grades 10 and 11 in October. Testing fees are paid by the family.

SAT I (Reasoning Test), SAT II (Subject Tests), and American College Tests (ACT)

The SAT's are given several times a year and are required for application to most colleges and universities in the USA and Canada. The ACTs, or American College Tests, are similar to the SAT's and are administered five times a year. Other national university systems (UK, Australia, India, and Pakistan) also request such scores and utilize them for admissions purposes.

LAS is an approved SAT testing center. Only LAS students may sit their SAT tests on the LAS campus. The expectation is that LAS students will sit their SAT's on campus.



### TOEFL (Test of English as a Foreign Language)

Students whose native language is not English should take this test late in their junior year or early in their senior year. Even students who are thoroughly fluent in English might benefit by taking the TOEFL; see the Guidance Office for details. Be sure to pay attention to the registration and identification procedures for these tests, which are more complex than for other standardized tests.

## Testing Dates

The Guidance Office publicizes testing dates and locations and assists in the registration process for all students.

## Recognitions, Distinctions and Awards

### Awards Assembly

Student achievement in academic subject areas, as well as for leadership, citizenship and service is recognized and awards distributed at special assemblies held during and at the end of the school year. Senior End-of-Year awards are given at Graduation.

### Citizenship Award

Faculty at each grade level decides upon an award for the student who has demonstrated citizenship in the broadest sense of the word. The criterion includes, but is not limited to, participation and leadership in community service, clubs and offices held. Other aspects considered are :

- Taking the time and effort to reach out to all with a helping hand.
- Providing support and motivation to peers.
- Giving to others.
- Exerting a positive influence on peers.

### Honor & High Honor Roll

Academic achievement is recognized through the determination of an Honor Roll and a High Honor Roll at the end of each grading period (Quarter One, Semester One, Quarter Three, and Semester Two). The registrar provides a list of those students who qualify to the Secondary School Principal.

#### Honor Roll

Grade Point Average (GPA) of 3.50 up to and including 3.69.

#### High Honor Roll

Grade Point Average (GPA) of 3.70 and greater.

### Outstanding Student in the area of Fine Art

This award is given to a student from each of the three fine art areas of study, music, art and drama.

### Outstanding Male and Female Athlete

This decision is taken by the Physical Education Department and Coaches and is coordinated by the Athletic Director.



### Outstanding Scholar Award

Faculty at each grade level meet to decide upon an award to be given to the student who has most clearly demonstrated scholarship in the broadest sense of the word. The criterion that is used, but not limited to, is academic integrity, punctuality, motivation, originality, creativity, and commitment.

### Subject Award

This award is given to the student, who in a teacher's opinion has demonstrated outstanding performance in a specific subject area. Selection includes, but is not limited to, grades earned.

The criteria are outstanding academic achievement, punctuality, attendance, class

preparation, classroom behavior and without question, academic honesty and integrity.

A student who commits a "serious act of academic dishonesty" is ineligible for the subject award.

### **President's Award of Academic Excellence**

The President's award honors students who have shown a strong commitment to academic excellence.

### **Honor Cords**

Students who exhibit excellence throughout high school may be granted honor cords upon their graduation from LAS.

The Honors Committee will award honor cords to graduating seniors for distinction in academics (gold), athletics (blue) and leadership (white) based on the following criteria:

#### **Academic Honor Cord**

- The recipient has maintained a 3.70 cumulative GPA for all semesters enrolled in high school at LAS (must have studied four (4) consecutive semesters in grades 11 and 12 at LAS), including completion of three AP courses and three (3) AP exams minimum.
- The student must not have received a semester grade below 80.
- Beginning with the class of 2012, the student must achieve a "high pass" on the senior thesis.

#### **Athletic Honor Cord**

- The recipient has represented LAS at a SAISA tournament: for at least two (2) varsity sports in Grade 11\*, and for at least two (2) varsity sports in Grade 12\*

In addition, the Honors Committee has identified the student as :

- outstanding in athletic achievement, and
- outstanding in sportsmanship.

\*Any SAISA tournament which was trained for but cancelled in the last 2 weeks of the season will also be counted towards participation.

### **Leadership Honor Cord**

- The recipient has been an officer of at least two major (2) activities or councils such as student councils, service projects, or independent programs on two (2) independent occasions.
- The Honors Committee has identified the student as outstanding in service, commitment, and exhibiting initiative, organization, and independent leadership actio

### **Student Support Services**



### **Class Advisors and Class Meetings**

Each class is assigned two faculty class advisors. All class business and activities must have an advisor's approval before moving for final approval by the SSP. Class meetings constitute an opportunity to foster a spirit of cohesiveness amongst class members. The class meeting system provides opportunities for teachers to intervene positively in support of students, either through individual discussions where appropriate or by notifying others such as the counselor who is trained to give the appropriate support.

## Counseling Services

LAS employs a full time Director of Guidance who is also Director of College and University Placement. The Director of Guidance assists students with academic and personal problems and provides college/career information and guidance. The Director of Guidance is directly responsible for a student's school records, and will discuss them with students and parents upon request. Consultations with the Director of Guidance will be confidential unless the student gives permission to involve others.

## Health Services

The health of students is a vital concern. LAS employs a full time doctor who is responsible for giving medical aid to students and staff. The doctor is available from 7:30 am to 3 pm each school day. The School Doctor deals with medical emergencies, makes referrals to other professionals as needed, and maintains student and employee health records.

In case a student falls ill during the school day, s/he should obtain a pass from the class teacher and then proceed to the doctor's office. Reporting to the doctor before the start of a class period is not a valid excuse for missing or being late for that class. In case of a serious illness or injury, parents are notified, and the student is taken to a hospital. A student may not leave campus for health reasons unless the School Doctor and/or Secondary School Principal have granted permission

## Library

The LAS library is a resource center for students, teachers, administrators and parents. Patrons will find a unique source of English language material in various formats. The library offers books, magazines, newspapers, various dictionaries, different encyclopedia sets, atlases, online books, and EBSCO Host.

The large selection of fiction and non-fiction books is cataloged on our new user friendly electronic database managed under Follett Destiny Library Manager. The library subscribes to three major Pakistani English language newspapers. The library houses over 40 general interest and professional periodicals that are available for all patrons.

Six computers with internet access are available for research purposes. Wireless internet access is available in the library for students with personal laptops.

The library resources are available to students and Society Members every Monday through Thursday, from 7:00 am to 4:00 pm, Friday from 7:00 am to 12:20 pm, and Saturday from 8:00 am to 12 noon. Books are available for renewable



two-week lending periods. New periodicals are available for overnight checkouts and older periodicals are available for one-week renewable periods.

High school students are required to pay five rupees for each day their book is past due. In the event of a lost book, the patron will be responsible for the replacement cost of the book. If the patron finds the book after it has been paid for, the book can be returned to the library and if it is in good condition the payment will be refunded after overdue fines are paid. Report cards of students with past due books and/or library fines will be held until their account is cleared up.

Students are expected to follow all school rules as well as the posted rules of the library. Failure to follow the rules could lead to loss of library privileges. Students who are asked to leave will be sent to the Principal's office.

## Locks and Lockers

Each student will be assigned a lock and locker at the start of school for storage of his/her books and P.E. clothing. The school reserves the right to inspect lockers should the need arise. Students are not permitted to write on lockers or place stickers on the outside of lockers. Students may exchange their lock for a different one, if they feel others know their combination. The contents of lockers will be considered the personal belongings of the student to whom the locker is assigned.

## Lost and Found

All lost articles should be turned into the high school office on the day they are found. Unclaimed articles of clothing are given to charity at the end of each quarter. Students are urged not to bring valuables and/or large amounts of money to school. Students are advised to not bring valuable items to school which have no use in the classroom setting. Students should report lost or stolen items immediately to the high school office. Students who leave their belongings unattended are placing their belongings in jeopardy of theft.

The school is not responsible for lost property or valuables left in changing rooms, classrooms, and other campus areas.

## Loss and Theft

Here are suggestions which should help prevent loss/theft of your personal items while at school:

- Don't bring valuable items to school that are of no use in the school setting.
- Large items that cannot be temporarily stored in your locker may be left in the high school office.
- Don't leave your personal belongings lying around unattended.
- Lock your P.E. and regular lockers. Ask for a new lock if you suspect others know your combination.
- Clearly mark your personal belongings with your name.
- Student property left unattended may be confiscated.
- Report loss or suspected theft to the high school office immediately. You will be asked to complete a form asking for details and description of the item.

## Moodle and other Internet Tools

In keeping with 21st Century teaching and technology, LAS faculty use the on-line instructional tool Moodle (<http://las.mrooms2.net/>), as well as a variety of blog and other internet instructional tools. All students have a personal, private Moodle account for every class, accessible on-line from any internet source. It is the teacher's responsibility to regularly update class Moodle pages – both in advance preparation for emergencies and as an instructional tool. In the event of forced school closure, instruction



will continue through the LAS Moodle site. Faculty will post lessons and assignments commensurate to actual classroom instruction. All students are required to check their Moodle accounts on the day of a missed class and complete all assignments.

## Turnitin®

Turnitin the leading online originality checking and plagiarism prevention service worldwide, is used by all teachers on all major written assignments to encourage best practices amongst students in using and citing other people's written material.

## Absence and Moodle Accounts

Students who miss class for any reason must check

their Moodle accounts for updates on missed work and assignments. Students who miss class are responsible for any work posted that day to their Moodle accounts, in the same manner as if they attend class.

### **Student Support Team (SST)**

The SST exists as an instrument to focus the school's resources on students who may demonstrate difficulties in school. Teachers, parents, or administrators may identify a student and request a meeting of the SST.

### **Textbooks and Supplies**

Textbooks are loaned to students by teachers as required for individual courses. The teacher notes the number of the text and the condition of the book when it is loaned. Students must write their names in all books issued to them. It is essential that books be covered to save on wear. Each textbook must be returned in good condition to the teacher at the end of the course. Students are required to pay a fine to the Accounts Office covering damage to or loss of books. A replacement is issued only after the fine has been paid and a receipt obtained. Students supply their own notebooks, paper, pencils, pens, and other school supplies.

### **Tutorial Support**

Faculty provides individual and small group tutorial support as requested and needed after school. It is entirely optional for families to employ tutors outside the school setting. The school stresses that tutors do not "do" homework or assignments but guide, support, give feedback, and assist students in organizing their time.

### **University Placement Counseling**

University placement is the primary emphasis of counseling services at Lahore American School. Services include a personalized experience focusing upon the needs and expectations of each student and his/her family. The Director of Guidance coordinates all aspects including letters of reference, application preparation, and mailing of official documents in a confidential manner expected by universities.

### **Use of School Phones**

The Main Office phone is available for student use in cases of emergency. Parents may leave urgent messages for students with the school at 3576-2406/7/8. Students will be called from class in cases of emergency only.

## **Student Responsibilities**



Each student shall be responsible for his/her own conduct and for providing a positive and healthy environment for others by maintaining good order, self discipline, and consideration for the rights and property of others including, but not limited to, the following guidelines for conduct. A High School student should :

- Show respect for the educational process and learning environment of others by attending all scheduled classes, refraining from habitual tardiness, unexcused absences, or other activities such as inappropriate classroom behaviors which diminish the rights and opportunities of others to receive an education.
- Respect school property and personal property

of others, including keeping all books, facilities, and materials used in good condition (students are required to pay the replacement cost of lost or damaged textbooks in the Accounts Office – Report Cards and transcripts will not be released if money is owed for a book).

- Exhibit neatness, cleanliness and appropriateness of personal attire and hygiene, including observance of the LAS dress standard.
- Act considerately toward others by refraining from loud and boisterous behavior and especially by refraining from use of vulgar or obscene language. This also includes respect for those performing during assemblies.
- Refrain from denying others the use of school facilities or buildings, creating disturbances, acting in such a manner as to expose others to risk or danger of harm or injury or using threats or intimidation against any other person, public displays of affection, fighting, carrying and using any weapon or illegal substance on the premises.
- Meet assignment deadlines, notices, and so forth, both for the classes which they are taking and for such external examinations as they may need. Each student should also be aware of any co-curricular activities, which may be posted and/or announced in the bulletin.

### Mobile Telephones

Mobile telephones must be switched off at all times during class and deposited in a tray provided by the teacher. If you keep the phone on your person or in your bag during class it is the same as using the phone. Take the temptation away. Inappropriate use of mobile telephones will result in confiscation for one week on the first offense. A second inappropriate use of a phone will result in confiscation for two week. Continued disregard of school rules will result in loss of the privilege.

### Unattended Book Bags or Textbooks

No unattended book bags or textbooks on campus. Use your locker. This includes book bags of students during their study block. Decide how you are going to use your time, organize yourself, and then either put the book bag in your locker or carry it with you. Unattended items will be placed in the Lost & Found for the duration of the day and recovered at the end of the school day. This statement applies to students in study block.

### Prom

The prom, organized by the Junior Class, is traditionally held in late April or early May and is chaperoned by the Junior Class Advisors. The prom is a formal dress event. As this is a school-sponsored event, all school rules apply. LAS students may bring an outside guest if permission is obtained one week in advance from the SSP. Guests must abide by school rules.

### Safety Drills

In the event of an emergency during the school day, bells will ring in varying tones to discern between the various drills. The bells will be



accompanied by an English voice over. They are as follows :

#### Fire Drill Procedure

Alarm: a long and steady ringing of the school bell

Response for students and teachers in class :

- At signal, students move quietly and quickly to their designated assembly area.
- Lights are turned out and doors closed upon exit.
- Advisors pick up their roll sheets from high

- school Principal's secretary at designated site.
- Advisors proceed to class site and take roll.
- Class roll is sent to Principal's station by student runner.

Dismissal of fire drill: a long and steady ringing of the school bell

#### Duck and Cover Drill Procedure

Alarm: a distinctive tone on the PA system + an announcement

Duck and Cover is standard drill used worldwide as an immediate response to an earthquake or any other event that could compromise the structural integrity of the building you are in, or of any buildings nearby.

#### Indoors

- Stay inside
- Move away from windows (many injuries occur due to flying glass shards) as far as possible and squat down by an inside wall.
- Protect head and neck with arms.
- Avoid hanging objects, mirrors, tall furniture, and all windows.
- Do not get under furniture.
- Stay indoors until the shaking stops. Updates will be forthcoming on the PA system.

#### Outdoors

- Find a clear spot away from buildings, trees and electricity / power lines.
- Drop to the ground until the shaking stops.
- Updates will be forthcoming on the PA system.

#### Lockdown Procedure

- Upon hearing the announcement, students immediately move to a previously designated area where they are unlikely to be seen from the outside.
- Students and attendants in the pool or on the playing fields go as quickly as possible to the gym classrooms.
- Secondary students in the cafeteria or outside on their lunch or other break go quickly to the nearest classroom or office space.
- HS girls in PE go to the Girls' changing room.
- HS boys in PE go to the Boys' changing room.

### School Sponsored Events

School sponsored events end normally no later than 11 pm, and are chaperoned by two or more teachers, one of which is a class advisor. Students who leave in the middle of an event may not return at a later time. Attendance at



such parties is restricted to LAS students, unless special permission for guests has been obtained in advance from the SSP.

### Senior Privilege

#### Senior Class Day

The Senior Class Day is a school-sponsored third quarter event. The school is responsible for the students, LAS guidelines apply :

- There must be a minimum of two chaperones present, preferably the Senior Grade Advisors.
- The Class Advisors and the SSP must approve the date, and they alone need to know beforehand.
- School rules for trips and parties apply. Only LAS Seniors may participate in the Senior Class Day. No guests are allowed.
- Students who have been suspended from school, been on in-school suspension, currently on academic probation, have had

excessive tardies or absences during the year (as determined by the administration), and any student identified as being at academic risk by the school may not attend.

- Parent permission slips must be turned in to the Class Advisor before the event.
- Seniors appear at school at the regular time for their departure from the LAS campus.
- Assignments due or tests scheduled for the outing day are due the day following class period.

### **End Year Final**

At the discretion of the teacher, seniors, who have an 85% or better for the year in a class, may be exempted from sitting the final examination for that class in May. If the senior opts not to sit the examination the fourth quarter grade will be based on that quarter's work. Seniors who wish to improve their grade by sitting the final may do so.

### **Spirit Days**

To demonstrate school spirit, LAS supports special spirit days such as Blue and Gold Day, Hats and Shades Day, Twin Day, etc. Any variations to the Dress Code on these days will be announced in advance by the Secondary School Principal.

### **Student Council and Class Officer Positions**

To be eligible to run for a student council position, a student must have attended LAS for at least two full semesters and have a minimum GPA of 3.2 for the preceding school year.

Eligible candidates must not have any disciplinary infractions, including academic dishonesty, on record for the preceding school year. Student Council elections take place in August of each school year.

Students interested in running for a class council position must have a minimum GPA of 2.5 for the preceding school year, and must not have any disciplinary infractions, including academic dishonesty, on record for the preceding school year either.

Class officer elections will be held by mid-September during a class meeting

Please see the High School Student Government

constitution and/or the Student Council Advisor for further detail.

### **Summer Internship Program**

Students may register for a Summer Internship Program emphasizing community service or career



exploration in April-May. If you are interested in investigating the possibility of an internship programs please speak with the Counseling Office.

### **I pods/ MP3 Players**

I pods/ MP3 players are permitted on the campus if proper earphones are used and volume does not disturb others. These systems are not permitted to be played in the classrooms, theater or other instructional areas. They may be used in the library, locker areas, hallways and cafeteria but volume must be kept low so as not to inconvenience or distract others.

These personal listening systems are not to be in use during emergency drills or at other times and places when specifically announced. These items will be confiscated for one week on the first offence and for two weeks on the second and subsequent offences.

## Rules, Procedures and Consequences

An effective school provides a safe, positive, supportive and nurturing learning environment for students, teachers and staff, which fosters mutual respect, self discipline, and responsibility. To achieve this, we must all be responsible members of our school community and carefully consider others before we take actions that might be harmful in some way. As with any community, LAS has developed a set of regulations to help maintain a safe and pleasant environment for those that study and work here. Please review the following behavioral expectations and the discipline code.

### Aims of the High School Disciplinary Code

- To foster responsible, respectful and caring behavior in all LAS community members and an awareness of how one's behavior affects others.
- To develop age appropriate independence.
- To develop and maintain LAS high school community values and ethics.
- To engage students in their own problem solving to find solutions for unacceptable behavior.
- To look for solutions rather than blame.
- To deal with the beliefs behind the behavior and not just the behavior itself.
- To help students learn and move forward for their mistakes.
- To ensure a drug and smoke free environment.

### Parent Responsibilities

- Parents are urged to inform the school doctor of any significant change in the health status of their child.
- Parents are expected to notify the school of any change in address or telephone numbers.
- In instances of parents being out of the country, students must have a designated guardian residing in Lahore and taking day-to-day responsibility for the student's welfare. If parents are temporarily away from home for overnight or longer, the school must be notified and the name of the guardian provided so that we know whom to contact in the event of illness or other matters requiring attention.

- Notices of temporary guardianship must immediately be submitted to Secondary School Principal's Office.

### Attendance

Attendance in all classes is expected and students are responsible for being in class on time, prepared to learn. The process of education



includes a combination of instruction, classroom participation, learning experiences, and study in order to achieve the maximum educational benefit for each individual student. The regular contact of the students with one another in the classroom and their participation in learning activities under the tutelage of a competent teacher are vital to this purpose. Regular attendance is essential for learning, asking questions and receiving course material, for developing social skills, participation in extracurricular activities, and for increasing student responsibility and accountability.

The responsibility of contacting teachers, getting assignments, doing the work, and submitting it to the teacher rests with the student. Outside of absences due to extended illness, SAISA travel, and the like a student will be expected to make-up any missed work done in class the next time s/ he appears in class.

If the absence is determined to be unexcused, e.g., “bunking,” the student will receive no credit for work missed. If a student is to be absent, the parent/guardian must call the school any time after 7:30 a.m. or send a note to notify the school of the absence.

Parents/guardians are strongly encouraged to arrange all non-emergency appointments during free blocks, after school, on weekends or during the summer or school holidays in order to minimize the loss of time for learning. Extended holidays are considered unexcused absences.

- A student may miss up to five (5) school days in a quarter, provided that the absence of the student is supported by a parent or guardian’s note giving adequate reasons for the student’s absence. Absences are not cumulative from quarter to quarter.
- Subject to (5) below, the quarter grade in each of the student’s courses will be reduced by 1% for every absence after the fifth absence in a quarter.
- Any student who is late to any one class by more than fifteen (15) minutes will be marked absent for that class only.
- All school work missed by a student on account of any absence must be completed within one week of the absence, or such time as the relevant teacher(s) may direct.
- The Superintendent may excuse any absence for good cause shown. The Superintendent may ask for any appropriate supporting documentation s/he deems fit to be provided for consideration of a request for an absence to be excused.

Please be aware that a doctor’s “note” or confirmation of illness does not extend the five day absence framework.

Chronic absenteeism by seniors during the third and fourth quarter is an issue that can warrant reporting to colleges and universities the student has applied to.

### **Assignments/Attendance**

- Students who anticipate a prolonged absence from school must make an appointment with their teachers in advance in order to receive the assignments and schedule of work. Class moodles are to be accessed and followed to

assist in keeping up with class assignments.

- Students arriving late to school should contact those teachers with whom the student did not meet for assignments and to make-up tests or quizzes given earlier on the same day.
- Students who anticipate leaving school early should notify those teachers whom the student will not see at least one day prior to the early departure.



- If students are in school for any period of time on test days or days when major assignments are due, students are responsible for taking the test, turning in the assignment, or meeting with the teacher if there is a complication.
- Coming to school late or leaving early does not exempt students from tests or assignment due dates.
- Students who are temporarily ill during the school day and miss a test or quiz due to being in the health office should make every attempt to make-up the test or quiz later in the school day if possible. All other assignments should be turned in on the due date even if the student was temporarily ill during the day.

### **Absenteeism/Extra-Curricular Participation**

Students absent for the instructional day may not participate in an extra-curricular or school-

sponsored activity that day. Students who check-out of school during the day due to illness may also not return that day for extracurricular or school-sponsored activities.

If a student is not in school for the academic day, they are not to come on campus at the end of the day. Stay home and get healthy. If a student needs to pick up a book or study materials then they are to report to the high school office. The office will facilitate retrieval of the necessary materials. The student will then leave campus.

**Tardiness**

Punctuality to school and class minimizes minor disruptions to instruction. Students arriving late to school must check in with the gate guard, continue to the attendance secretary in the high school office; and then proceed to class.

Students arriving late to class during the day will be permitted to enter the class but will be recorded as tardy on the class attendance record :

Tardy#	Consequence (per quarter)
3	Warning (teacher informs parents)
4-6	Morning Detention*
7	Morning Detention/Parent Conference with SSP
8	Out of School Suspension/Parent Conference

\*missing a detention will double the detention

Chronic tardiness is a form of noncompliance with a basic school expectation. If this kind of behavior continues a student jeopardizes their school standing and participation in co-curricular programs.

**Academic Honesty**

The development of individual character, honor, and integrity is a fundamental goal of Lahore American School. All lessons take place with the understanding that the students will present their own work. In return, the school community recognizes student accomplishment with due respect and honor.

The faculty plays an especially important role in exercising great care and certainty that the process

for allegations is both consistent and fair. Teachers discuss academic honesty with each of their classes during the first week of school. Teachers include in this discussion the definitions of unfair testing, plagiarism, copying, and collaboration. Teachers ensure that each student understands the school’s procedure regarding academic honesty. In addition, English teachers will review Turnitin.com and how it will assist students in



identifying and eliminating inappropriate use of references and resources. Each student will be provided with the Student Handbook outlining the school’s academic honesty procedures and each teacher’s individual rules regarding collaboration on homework, assignments, and projects.

In compliance with the established practices for the use of textbook company produced tests and test banks, commercially produced tests may not be distributed outside of the classroom.

Malpractice in a testing situation: This constitutes breaking test procedures, e.g. using a cheat sheet; looking at someone else’s paper; or programming answers into an electronic device such as a calculator, cell phone, palm pilot, electronic dictionary, etc. However, students are allowed to use paper dictionaries in a testing situation at the discretion of the teacher. Students must ask in advance for permission.

## Plagiarism

Using someone else's ideas or statements as one's own without giving credit to the author or creator is considered plagiarism. This includes not giving a proper citation in a research paper/project by crediting the source of information, the copying of another student's work (e.g. homework assignments) and handing it in as one's own, the giving of one's work to another to copy, or any other similar use of another's work.

Any infraction of this rule must be brought to the Secondary School Principal's notice.

### Plagiarism Consequences

- 1st offense : The student will be directed to redo the assignment for half credit, and the SSP will send a letter home with a copy being placed into the student's file.
- 2nd offense : The student will receive a zero on the assignment. The SSP will inform the parents by phone of the situation and send a letter home with a copy being placed into the student's file.
- Subsequent offense(s) : The student will receive a zero, the SSP will send a letter home with a copy being placed into the student's file, and a parent/student/SSP meeting will take place. The student will be placed on academic probation.
- If such behavior becomes habitual, in the judgment of the administration, extended suspension or expulsion will be considered.

### Testing Malpractice Consequences

- First offense : The student will receive a zero on the assessment, and the SSP will send a letter home with a copy being placed into the student's file.
- Second offense : The student will receive a zero on the assessment. The SSP will inform the parents by phone of the situation and send a letter home with a copy being placed into the student's file.
- Subsequent offense(s) : The student will receive a zero, the SSP will send a letter home with a copy being placed into the student's file, and a parent/student/SSP meeting will take place. The student will also receive a suspension from school for up to three school days.

- If such behavior becomes habitual, in the judgment of the administration, extended suspension or expulsion will be considered.

### Alcohol and Drug Use (Board Policy 8.504)

The board supports policy and procedures that send a clear message to both students



and parents that alcohol and drug use will not be tolerated. No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of any prohibited substance on school premises or at a school-sponsored function or event. The board further directs the Superintendent to establish and maintain an instructional program that provides current information about the health and legal consequences of alcohol and drug use.

Parents must notify the school if their child is on prescription medication. Such medication should be administered by the school doctor.

The school encourages students to come forward and seek help when they or another student needs adult help with an alcohol or other drug-related issue. If a student takes the responsibility to seek help for his/her or another's use of alcohol or other drugs and no disciplinary investigation is underway, s/he may disclose past or current

violations of alcohol or drug rules without fear of disciplinary consequences.

“Use” by definition is when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, speech, or chemical analysis. “Under the influence” is defined as not having the normal use of mental or physical faculties due to the use of a drug and/or alcohol.

Students who choose to remain present in a situation when alcohol and drug rules are being broken may be subject to major disciplinary action which may result in expulsion.

### Prohibitions

- Controlled substances or dangerous drugs including but not limited to marijuana, narcotics, hallucinogens, stimulants, depressants, amphetamines or barbiturates or foods with any intoxicants.
- Prescription drugs used in a manner not consistent with the instructions of the prescribing physician.
- Legal over-the-counter drugs, or “home-made” preparations or remedies for purposes other than legitimate medical treatment.
- Prescription or over the counter pharmaceuticals in a form that would not normally be purchased.
- Possession of paraphernalia that are customarily used for illegal drug use or drug abuse.
- Abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Intoxicants, or mood-changing, mind altering, or behavior-altering drugs.
- Purchasing, possessing, drinking, or being under the influence of alcoholic beverages, foods with alcohol, or the possession of empty alcoholic beverage containers.

### Tobacco

- First offense: parent notification, one day out-of-school suspension.
- Second offense: parent notification, two day out-of-school suspension.
- Continued inappropriate behavior may result in expulsion.

### Implementing Procedure

Students caught using, in possession of, or under the influence of alcohol or drugs, will be immediately suspended from classes and brought to the health clinic to be evaluated to be certain that s/he is in no danger.



If a student is suspected of being under the influence of alcohol or another drug, but denies having used any alcohol/drugs, an administrator may require the student to be tested. The manner in which the student is to be tested will be determined by the Superintendent. If the student refuses to give consent for this testing the school may presume such a test would be positive. Breaches of alcohol and other drug rules are major offenses. A student who violates one of these rules may be subject to expulsion from the school. The decision of the board is final.

Parents of students will be notified soon after it has been determined that the rule has been violated. At that point, the administrator will explain what has happened, how the disciplinary process works, and what the parent can expect.

### Student Suspension and/or Expulsion

**Suspension** : The removal of a student from class and/or from school for a time not exceeding five

days for each occurrence. If the incident requires prolonged investigation, the period of suspension may be extended.

When other measures have failed, or when the initial offense is considered sufficiently serious, the Principal has the authority to suspend a student for a period of one to five days. The Superintendent will be notified and the parents must be contacted to discuss the circumstances and reasons for the serious disciplinary measures. A follow-up letter will be sent to notify the parents of the decision, the reasons, and the course of action to be taken before the student is reinstated. Grounds for suspension include, but are not limited to :

- Willful and persistent disobedience.
- Stealing, lying, cheating, and bullying.
- Academic dishonesty.
- Abuse or destruction of school property.
- Smoking on school grounds or any school-sponsored event.
- Fighting.
- Possession and/or use of weapons.
- Possession and/or use of weapon-like items, e.g., authentic looking toy or air guns.
- Possession and/or use of alcohol or drugs.
- Other behavior which is deemed to be improper or offensive.
- Any other breach of conduct as deemed appropriate by the administration.

**Expulsion** : The permanent removal of a student from the school.

If a student's conduct fails to improve after one or more suspensions, or if the initial offense is considered sufficiently serious, the student may be expelled from school. A recommendation for expulsion must be reviewed by the Superintendent with the student and his/her parents. Notification is then made in writing to the family. The ultimate decision to expel a student lies with the board of directors.

### **Dress Code**

Students are expected to follow good taste in their dress and grooming, keeping in mind the customs of Pakistan. Wearing clothing that reflects and promotes a serious attitude toward the achievement of excellence projects a positive image of the individual and the school, and lessens disruptions of the learning process. Clothing worn

to school should be modest. As a guide as to what is not acceptable here at LAS, the following criteria have been established. The following are not permitted at LAS :

- Culturally insensitive clothing.
- Drug/alcohol related jewelry or clothing.
- Clothing promoting sexist, racist, violent attitudes or which are purposely provocative.



- Gang-related dress wear.
- Outlandish hair styles.
- Torn, faded, dirty jeans.
- Bandanas.
- Caps or non-religious headgear inside any classroom or office.
- Immodest clothing.
- There may be no cleavage or straps from underwear showing.
- Stomachs and hips must be covered (no underwear showing).
- Shorts must be just above the knee.
- No rubber "flip-flops."

Boys must have their hair and beards trimmed, not wear earrings, and, in general, keep ornaments to a minimum. Girls are encouraged to dress modestly.

Teachers will scrutinize the appropriateness

of each student's dress and make preliminary judgment on appropriateness. Ultimately, the final decision for the appropriateness of dress and accessories will rest with the administration. The school stresses the avoidance of extremes and reserves the right to request a student to change into more appropriate attire or send them home to change.

### Study Periods

Juniors and seniors have a study period during the school day. The study period is an opportunity for students to organize their time, take advantage of academic resources on campus, and, when possible, meet with teaching staff if they have the same open block. Students are expected to remain quiet while in the hallways and locker areas since other classes are in session. Abuse of this resource will result in being assigned to a supervised environment.

### Student Drivers

Students may not drive to or from school or any school event.

### Underground Newspapers, Websites and Other Media Usage

Any material with malicious content circulated on campus is damaging not only to the individuals it targets, but also to the school's image. The administration views the production and/or distribution of such material as an extremely serious offence that may lead to expulsion of student/s involved. The administration reserves the right to question and take appropriate action against any students involved. Moreover, any student found in the possession of or connected to contributing to such material will be subject to disciplinary action.

### Consequences

#### Levels of Disciplinary Actions

- Conference : The teacher or administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, parent, administrator, or other appropriate person.
- Detention : Teachers or administrators may require that students attend detention outside the regular school day or on Saturday. Failure to serve the detention will result in doubling the detention the first time; on the second failure to serve more severe consequences will result in a parent conference before the student may return to class. In the case of detention :



1. It is the responsibility of the student to notify the parents of the assigned detention.
2. Students involved in extracurricular or work activity shall not postpone detention.
3. Should a conflict arise with any school-sponsored activity, the assigned detention shall take precedence.
4. Students must bring school work (class assignments, texts, etc.) to perform independently during detention.
5. Students are not permitted to talk with each other during the detention.
6. Students may not access mobile phones or music systems.
7. Lap tops may be used as learning support but not an entertainment center.
8. Students will remain in the detention until dismissed by the person in charge.
9. Students in detention may not take part in activities or sports taking place on school property anytime on the days of suspension.

- **Out-of-School :** For serious disciplinary violations the penalty will include an “Out-of-School Suspension”. The Principal may suspend a student for up to five days. Suspensions longer than five days must be with the approval of the Superintendent. When students are suspended, they must depart campus immediately and be under their parent’s or guardian’s supervision during the period of the suspension.

### Conditions

- During the suspension, students will be expected to keep up with all academic work as assigned by the teacher. They must return to school with all assignments as complete as possible.
- All assignments must be turned in within two school days after their return to school or they will receive a zero for the missing assignment.
- Any evaluation, written or oral, that is missed must be made up at the teacher’s convenience within two days after returning to school or the student will receive a zero for that evaluation.
- It is the responsibility of the parents and the student to see that all academic obligations are fulfilled promptly.
- For extended suspensions (five or more days) parents may need to seek outside tutoring for the student while he or she is away from school.
- Students suspended from school may not participate in any school-sponsored activity and are not permitted on school grounds during the period of suspension.

The student and parent(s) will return to school at the end of the suspension and meet with the Principal to discuss the conditions under which he or she will be allowed to return and remain at LAS.

### Financial Reimbursement

A student may be required to reimburse individuals or LAS for damage to or destruction of property. (The administration may substitute community service when a situation warrants such consequences).

### Social Probation

In the case of a major school policy violation, or repeated violations of rules despite warnings, a

student may be placed on Social Probation. Social Probation is defined as not being allowed to participate in any non-academic activity sponsored by the school. If, at the time of infraction, the student is already involved in an activity, s/he will have to drop out of it. This is monitored by the SSP and may apply to a regular class activity that extends beyond the school day.



### Expulsion

In the case of a severe infraction and/or subsequent to the above measures, the Superintendent may recommend a student’s removal from school. Parents have a right to a hearing before the Board of Directors to appeal an expulsion decision by the Superintendent.

While it is impossible to anticipate, describe, and specify consequences for every type of unacceptable behavior, several guidelines can be provided. The following behaviors are considered serious infractions of the school rules.

### Student Discipline (Board Policy 8.504)

The board of directors expects teachers and administrators to communicate with parents when there is a serious breach of proper student behavior. The board of directors recognizes the “partnership” parents have with the school

in providing assistance for modifying negative student behavior. Professional faculty is authorized to discipline students as required. They may accomplish this through guidance in the form of counseling, temporary removal from the classroom, or appropriate assignments (e.g. classroom, lunchroom or campus cleanup). Continuing and/or serious disciplinary problems will be referred to the Principal.

The Principal may take disciplinary action in the form of :

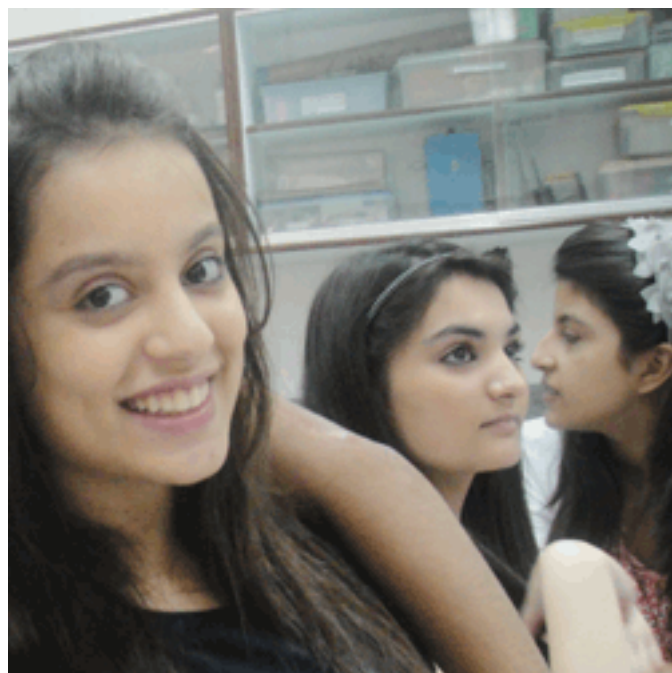
- Counseling.
- Contacting a student's parents.
- Prohibiting a student from participation in an after school activity.
- Removing temporarily a student from a class.
- Engaging a student in a service activity which will be of benefit to the school.
- Assigning in-school suspension.
- Suspending the student from attending school for a specified number of days.
- Recommending to the Superintendent expulsion of the student in an extreme single incident or repetition of behavior incidents.

Under no circumstance shall corporal punishment be used as a disciplinary action. Offenses meriting discipline include :

- Bullying.
- Possession or use of instruments designed to inflict physical harm.
- Responding to an adult in an insubordinate manner.
- Fighting.
- Vandalism and graffiti.
- Theft.
- Obscene language, gestures, or graphics, including the improper use of computers.
- Verbal or physical assault.
- Possession of stolen items.
- Extortion, insubordination or disrespectful behavior.
- Forceful, unapproved or irregular entry (or attempts of entry) to school facilities, campus or classroom buildings.
- Altering official school documents, report cards or progress reports.
- Use of profane, vulgar or other improper language.
- Leaving school without authorization.
- Plagiarism, collusion, malpractice in a testing

situation.

- Forgery, counterfeiting, or alteration of hall passes, gate passes, ID cards.
- Hazing activities - persecuting or harassing with meaningless, difficult, or humiliating tasks.
- Public displays of affection (PDA).
- Tardiness to class.



- Possession and/or use of tobacco, alcohol, drugs.
- Possession of pornographic material.
- Inappropriate dress.
- Harassment (verbal, written, graphic, electronic).
- Any other breach of conduct as deemed appropriate by the administration.

Lahore American School maintains the right to conduct a search of a student's person and personal belongings located on campus when sufficient evidence warrants such action. Searches may include but are not limited to lockers, book bags, other personal possessions, and the emptying of pockets or handbags. Searches are to be conducted with utmost respect for the individual.

### **Harassment**

The school is the workplace for students and their

job is to perform well. Harassment of any form is considered a serious offense as the respect, dignity, performance, and self-esteem of an individual are affected. It is considered as serious an offense as fighting and assault, and therefore, results in suspension from school. Cases of harassment will result in severe disciplinary action. Harassment may include :

- **Sexual Harassment:** Legally, sexual harassment is defined as any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone in the workplace, which is offensive or objectionable to the recipient, or which causes the recipient discomfort or humiliation, or which interferes with the recipient's job performance.
- **Racial/Ethnic Harassment:** Any derogatory remarks or innuendoes based on race, religion, or color of skin will not be tolerated and will be dealt with severely.
- **Bullying:** Bullying maybe defined as, but not limited to, intimidation with harsh looks and/or physical and verbal threats. These will be dealt with severely.

Incidents of harassment should be immediately reported to the Secondary School Principal. Confidentiality will be maintained.

Students are responsible for their possessions at all times. Lahore American School is not responsible for the loss of any individual's personal belongings.

### **Assembly Behavior**

- Food and beverages are not permitted in the theater at any time.
- Students will not be permitted to enter the theater after an event has started until a change of scene or act occurs.
- Students are not to leave during a performance, unless they are encountering some emergency.
- Cat calls, whistling and other types of noises are not appropriate in the theater setting. Applause and laughing (when appropriate) are acceptable.
- Students are to sit properly in the seats. Feet are to be on the ground and not up on the seat in front. Climbing over seats is not appropriate.
- The theater seats are equipped with retractable

writing surfaces. These should be used only for test taking and not handled or moved during performances.

- Upon entering and exiting, students are to observe polite and considerate behavior.
- Students are expected to direct their attention to the events on stage and show proper respect for performers and speakers.



### **Bomb Threats**

Bomb threats and/or actions of a similar nature that threaten the safety of the school or an individual may result in expulsion.

### **Classroom and Campus Environment**

Students are expected to contribute to the appearance of their school by discarding trash in the appropriate receptacles and by avoiding graffiti and vandalism. Special work assignments will be issued to students involved in such activities. Students will be charged for any damage to school property.

### **Food and Beverages**

Cafeteria plates, glasses and utensils that are removed from the cafeteria area must be returned or placed in appropriate receptacles. Trash must

be properly disposed of.

### **Fund-raising/School Representation**

All activities involving fund raising by student groups must be authorized by the Director of Activities. No individual student or student group may represent LAS without prior school authorization. The school's name may not be used to advertise groups or activities, without the school's expressed consent.

### **Field Trip Permission/SAISA Events**

Any student participating in a school-sponsored field trip must have written permission and must obtain this permission in compliance with the procedures indicated by the SSP, teacher or sponsor of the group involved.

- All students on field trips will use the transportation provided by the school unless otherwise approved.
- Students involved in rule infractions may be prohibited from attending out-of-town and off campus field trips at the discretion of the high school administration.
- Students arriving back from school sponsored trips may be permitted to come to school the next day later than usual if their arrival was delayed or at a late hour. This will be determined by the sponsor and SSP.
- It is the responsibility of the administrator of the trip to advise the students at the airport (or school) as to what time they must report the next day and also to inform the attendance office and the SSP.
- Absence or tardiness beyond the designated time will be unexcused.

Think about it. Valuables should not be left on benches or in unlocked P.E. lockers. When loss of such possessions occurs, the School has little opportunity to recover such belongings.

Students are strongly encouraged not to bring unnecessary personal items to school (i.e. collection cards, iPods, MP3 players, CD Player/CD's, radios, etc.) or carry large amounts of money. The school cannot guarantee against loss of such items due to theft. The school reserves the right to disallow bringing any expensive personal items to the campus.

### **Loss of Items Procedure**

- Immediately report the loss to the High School office.
- Submit a report. (Forms are available in the school office).
- The High School will check that the report has been completed accurately.
- If Mobile Phone is lost, the student should suspend the line by calling the relevant Service Provider.



- Parents need to be aware that there is no coverage for lost items.
- A complete record of the theft incident will be kept in the office.

### **Vandalism and Graffiti**

Lahore American School has a beautiful campus and modern facilities. The vast majority of students appreciate the buildings and grounds, treating them with respect. Some may not, however, and this is considered a serious offense.

Any student found guilty of vandalism or graffiti will be subject to detention or possible suspension. Serious offenses may result in immediate expulsion from school and financial compensation.

## Co-Curricular Program

At Lahore American School, the faculty and staff believe in providing students with extensive opportunities to develop individual interests and abilities. Athletics, school government and special interest clubs provide "hands on" opportunities for students to learn and practice leadership skills. Students elected to leadership positions and who participate in team and club positions develop confidence and skills for a successful life.

### SAISA

SAISA stands for South Asia Inter School Association and is comprised of :

- American Embassy School, New Delhi
- American International School, Chennai
- American International School, Dhaka
- American School of Bombay
- International School of Islamabad
- Karachi American School
- Lahore American School
- Lincoln School, Katmandu
- Overseas School of Colombo
- Murree Christian School

During the school year, SAISA sponsors eleven (11) varsity sports conventions, a leadership conference, a fine arts festival, a math convention, and a music festival. Parents and students must adhere to both SAISA rules and regulations and the LAS code of conduct for these events.

LAS subsidizes 100% of the SAISA Participation fee and 50% of the airfare costs for students selected for all SAISA activities. All varsity teams will practice 6 weeks prior to the SAISA competition. SAISA participants will be required to stay with host school families when travelling, but the AD will work to ensure appropriate housing for all.

In cases of a student's SAISA travel being cancelled or cut short, the student will be held financially responsible for all fees paid, as well as for any costs associated with changing flights or other unrecoverable charges. This will include students who are :

- Pulled from a team for academic or disciplinary

infractions prior to the trip.

- Involved in inappropriate student behavior on a trip; and/or
- Removed from a team or trip at the parents' request.

### SAISA Expectations/Standards for Participation



It is understood that participation in SAISA is a privilege. To earn the privilege students must :

- Earn a minimum GPA the previous quarter of a 2.00 and maintain a GPA of 2.0 or higher for any subsequent quarters which occur during the season. Evidence of this will be obtained quarterly from the Registrar.
- Maintain excellent attendance and punctuality. Evidence of this will be obtained daily from the Main Office.
- Maintain passing grades and show academic effort in all classes, participating and not falling behind on assignments or tests. Evidence of this will be obtained weekly from the student's Grade Check card.
- Collect and complete assignments/tests for classes to be missed prior to the event/trip. Evidence of this will be a completed Official Absence Homework Form.

Attendance and punctuality will be monitored by the Athletic Director and coaches, and students absent or late to school will not be allowed to practice or play that day or weekend (for Friday school days).

Note that three absences from practices will result in removal from a SAISA team. Absences can only be excused by the AD.

Weekly grade checks will be required to ensure a participant is up to standard. Students will be responsible for completing and turning in the Grade Check card weekly to the AD. Students who have fallen behind on assignments/tests may be barred from practice until all work is made up, at the discretion of the AD. Students whose grades are low, especially due to lack of effort and academic responsibility, may also be barred from practices or SAISA teams until there is evidence of improvement.

Students who miss school days due to participation in SAISA or other school-sponsored activities will return to school on the first school day following their return to Lahore unless they arrive after 10 pm. They are granted :

- One day to make up missed work per each day of absence up to a maximum of three days to make up work per event.
- Tests may be given the day after an event participant has returned to school, or at the discretion of the teacher, provided notice was given to students prior to the team departing for the SAISA event.

## Communication

An informed and involved parent community is an asset in any educational environment. LAS pursues this goal in a variety of ways :

- General Information is posted on school bulletin boards for students.
- The weekly Friday Flash is our main on-going informational channel to parents. The Friday Flash may be read on our website (<http://www.las.edu.pk>).

- Class moodle sites make daily assignments and class expectations available to students and parents.
- Interim progress reports and report cards are sent home each quarter.
- Parent-Teacher conferences may be initiated at any time.
- Each semester there is a day set aside for Parent-Teacher conferences.
- The School has monthly board meetings with an open session at the beginning of the meeting.
- The high school has an open house at the first of the year.
- During the course of the year special meetings on particular topics, e.g., College Night, are held.

## Channels of Communication



To make their views known to the School and the LAS School Board, parents should follow these channels of communication.

- When parents would like to discuss their child's schoolwork they should begin by seeing the

teacher. Appointments with teachers may be arranged through the school office.

- Concerns which cannot be resolved through a conference with the teacher or questions of a more general nature concerning the operation of the school and its programs may be discussed with the Principal. Appointments may be arranged by telephoning the school offices.
- The Superintendent is the agent of the Board of Directors, and is the channel of communication between the Board of Directors and parents. Questions about school policy should be addressed to the Superintendent.
- If an issue cannot be resolved after a meeting with the Superintendent it may be referred to the Board of Directors. Communications directed to the Board should be in writing and should be addressed to the President of the Board c/o the Superintendent's office.

### **Parent/Teacher Conferences**

Parents are encouraged to attend parent/ teacher conferences in order to meet with their child's teachers and learn of their child's progress in school. Apart from the regular twice-yearly conferences, individual conferences may easily be arranged as follows :

- Parents request a conference by sending a note with their child directly to the teacher concerned, to which the teacher responds.
- The teacher sends a note with the student to his/her parents requesting a conference.
- Parents wishing specific information from a number of teachers should contact the Principal and/or the Guidance Director. The Main Office Coordinator will arrange a meeting of all concerned.

In any subject where the earned grade is below a 70%, it is strongly advised that a parent/teacher conference be held at any point during the school year, with the student present at the meeting. Communication is key to student success.

### **Report Cards**

High School students are issued report cards four times each year. Grades are reported as a grade point average with 60% as the minimal passing grade.

## **Other Information**



### **Accounts Office**

The LAS Accounts Office receives school payments and fees. Questions regarding tuition, fees, and financial matters should be directed to this office. It is located opposite the Main Office. Accounts Office hours are 7:30 am to 4 pm.

### **Campus Use**

The campus is restricted exclusively for school use from Monday to Friday, 7 am to 6 pm. Admission to the LAS campus is by appropriate authorization only. Guidelines for obtaining authorization to use the campus are available from the Director of Activities Office.

### **Closed Campus**

LAS has a closed campus, and students are not allowed to leave campus at any time during the school day. If a student has a note from a parent or guardian to leave campus, it must be presented to the Main Office. At the time of leaving, students must first go to the Main Office to obtain a Gate Pass.

## Guest Privileges

A student who wishes to bring a guest to school must receive permission two days in advance from the Secondary School Principal. The guest must be registered in the Main Office. Guests must be introduced to the classroom teacher before each class starts. The guest may attend classes of the sponsor only. If the sponsor is not in a class, the guest will have to report to the Secondary School Principal.

Any abuse of the privileges, and/or infraction of the discipline policy, will result in having the guest leave campus, and the guest privileges for the sponsoring student withdrawn. Guests on campus must carry a visitors pass at all times.

## Personal Property

LAS discourages bringing to school mobiles, electronic games, radios, tape players or any other electronic device unless necessary for classroom use. Students must never under any circumstances carry items which threaten the safety of others.

## School Calendar

The school year is comprised of two semesters (15 August to 21 December 2011 and 9 January to 31 May 2012).

## Swimming Pool

Information regarding special pool timings is posted on the pool notice board. For clarification of use of the pool outside the teaching day, contact the office of the LAS Athletic Director.

All persons are expected to abide by the rules pertaining to the use of the pool. These rules are posted at the pool and are available with the pool attendant.

## Traffic

Parents are urged to strongly insist that their drivers cooperate with our security staff as they assist and direct morning and afternoon traffic. This cooperation is crucial to the safe and efficient start and end of each school day. High School students should enter school at the Main Gate.

## LAS Appropriate Use Policy

### Information and Communication Technology

Lahore American School recognizes the value of technology as powerful learning tools. These are tools that are available to all students Pre K-12. In order to prevent the misuse of these facilities, LAS has set up guidelines for their use. Penalties and disciplinary actions will be applicable to students who violate the terms of the LAS Appropriate Use Policy.



The activities listed below are not permitted :

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others.
- Damaging or modifying technology equipment, computers, computer systems or computer networks.
- Violating copyright laws.

- Using others' passwords.
- Sharing your password with others.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources .
- Employing the network for commercial purposes, politics, gaming, financial gain, or fraud.

## Disciplinary Action

### Consequences for Students

Failure to comply with any or all of these guidelines may range from the revoking of any/all computer privileges, and/or other disciplinary action including suspension or expulsion.

#### Penalties

##### First Offence

The incident (whether judged to be intentional or otherwise) will result in a verbal warning to the student and a note put in the student's file.

##### Second Offence

The student shall be suspended from the school network (losing all computer privileges) for one week. Parents will be informed and a note put in the student's file.

##### Third Offence

The student shall have an in-school suspension for one day and lose all computer privileges for two weeks. Parents shall be called to the school



for a meeting. A note will be put in the student's file.

#### Fourth Offence

The Administration reserves the right and responsibility of removing the student from all access to school computer equipment on the campus for the following four weeks of school.

\*\*\* In addition, any loss of or damage to technology equipment or data caused by irresponsible behavior will result in a fine equivalent to the replacement price of said equipment.



## Required Forms

Please print and sign the following forms (at the back of this handbook) and return to your child's classroom teacher as soon as possible.

Please note that you are not required to sign the Technology Parent Permission form if you already submitted this form last school year.

## School Hours

### School Office Hours

7:30 am to 3:30 pm

### Library Hours

7:00 am to 4:00 pm

### Regular School Day Timings

7:40 am to 2:55 pm

### Friday School Day Timings

7:40 am to 12:20 pm



## Telephone Extensions

Executive Assistant to Superintendent	224
Secondary Principal's Assistant	212
Main Office Coordinator	211
Business Office	215
Accounts Office	216
General Services Officer	236
Business Office Secretary	239
Assistant Business Manager	215
Elementary Guidance Counselor	227
Director of Admissions	226
Registrar	244
Print Shop	240
Librarian	228
Medical Officer	219
Cafeteria	230
Main Gate	231
Athletic Director and Activities Coordinator	245

## Contact Information

### Address

The Lahore American School,  
15 Upper Mall,  
Canal Bank,  
Lahore,  
Pakistan 54000

### Telephone

92 423 576 2406 / 7 / 8

### Fax

92 423 571 1901

### Email

las@las.edu.pk

### Website

www.las.edu.pk

## Technology Acceptable Use Policy

Please sign and return to your child's classroom teacher.

I have read the Acceptable Use Policy for Computer and Internet found elsewhere in this handbook and fully understand its contents. I understand that my behavior and conduct are applicable to all aspects of technology use in and around the Lahore American School and among its students and faculty.

Student's Name : \_\_\_\_\_

Grade : \_\_\_\_\_

Parent's Name : \_\_\_\_\_

Parent's Email : \_\_\_\_\_

Date : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_



## Technology Parent Permission Form

If you have not already submitted this form, please sign and return to your child's classroom teacher or the main office as soon as possible.

I give Lahore American School permission to use my child's picture and original work on the LAS website and all other forms of online activities. At no time will last names, home addresses, email addresses or phone numbers be published on the internet.

Student's Name : \_\_\_\_\_

Grade : \_\_\_\_\_

\_\_\_\_\_ : I grant permission for my child's picture and original work to be used on the school website, all other forms of online activities and in print publications.

\_\_\_\_\_ : I do not grant permission for my child's picture and original work to be used on the school website, all other forms of online activities and in print publications.

Parent's Signature : \_\_\_\_\_

Date : \_\_\_\_\_



Lahore American School



## Acknowledgment of Receipt of Handbook

Please sign and return to your child's classroom teacher.

I acknowledge that I have received, read and understood my rights and responsibilities as a student or parent of a student at Lahore American School as explained in the High School Parent and Student Handbook 2011-2012.

Student's Name : \_\_\_\_\_

Grade : \_\_\_\_\_

Parent's Name : \_\_\_\_\_

Parent's Email : \_\_\_\_\_

Date : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

