



Lahore American School



Handbook

Parent / Student
Middle School
2011-2012

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Superintendent's Message

Welcome to a new school year at Lahore American School, and a particularly warm greeting to our new LAS families! We present this handbook to all of our families so that they can be aware of the standards and expectations that their children have each day at school.

An American curriculum, along with the learning outcomes and the teaching methods that are part of an American education, may be new to some of our families. The material between the covers of this handbook is meant to answer

your questions and inform you of the educational, recreational and general practices of LAS. If you have further questions, please call, email or drop by to meet with someone who can give you the information you require.



Communication and cooperation between the home and the school will set the best possible environment for children to do their best. We ask that you attend our Parent Orientation Sessions early in the school year, so you can get to know your children's teachers and their expectations. Please be aware of our weekly Friday Flash, as well as newsletters from other school sections, which contain news of upcoming events and special days. Also, we ask that you be sure to give the school's offices your email addresses, so that we may make more use of electronic transmission of timely information. All parent contact information must be up to date and kept up to date throughout the school year.

We aim to provide a full, rounded program for our LAS students. A strong academic component, along with various sporting activities, clubs, debating, artistic pursuits, concerts, movie nights, annual special events, plays, field trips, student councils, Honor Societies and dances are part



of a vibrant school experience. We ask that you encourage your children to join in.

LAS is changing and growing. We want our LAS families to truly be a part of this exciting journey.

Respectfully,

Kathryn D. Cochran
Superintendent

Principals' Message

Lahore American School is a place where academic rigor and inspired learning are valued, but, especially in Middle School, it is also a home to our students. LAS is a place where students are welcomed and nurtured, a place where they are valued for their individual characters and creativity and a place where we learn the importance of taking care of each other and our community.

This Middle School Parent-Student Handbook exists so that students and parents are fully aware of expectations, policies and rules for Middle School. Please take time to read through it and keep it handy for your reference throughout the year. You can find additional information at the school website www.las.edu.pk and should be frequent visitors to Moodle, our online education site, www.las.mrooms2.net.

We urge all parents to continue to visit school regularly and be active members of your children's educational lives. Parents, students and school faculty form the vital Learning Triangle which will help LAS Middle School students develop into fully formed young adults. This triangle is most successful when parents, students and faculty



invest time in getting to know each other, listen to each other and keep conversations focused on what is best for the development of the student. As Principals, we are happy to facilitate conversations among the Learning Triangle, but your first communication about any concern should be directed to the teacher(s) involved.

Our hope for each of our students is that you will possess creativity, self-confidence, self-direction and individuality, a work ethic and study habits, critical thinking skills and an ability to make wise choices, consideration of the needs of others and appreciation for the good fortune they have in their lives. With the support of a strong Learning Triangle, this will be a reality! We look forward to a wonderful year of learning,

Dennis Tangeman
Secondary Principal

Myna Anderson
Secondary Assistant Principal



Middle School Bell Schedule

Monday, Wednesday & Thursday

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

Tuesday

1st Block	7:40 - 9:05 am	85 minutes
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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
Bufs 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 - 10:05 am	10 minutes
3rd Block	10:05 - 11:05 am	60 minutes
Transition	11:05 - 11:20 am	15 minutes
4th Block	11:20 am - 12:20 pm	60 minutes



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.

Overview

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. LAS was 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 limited provisions at LAS for students who have specialized educational or social and emotional needs.

Calendar

The school year is comprised of two semesters. Semester 1 runs from mid August to late December. Semester 2 runs from early January to the first weeks of June. The exact calendar is available at www.las.edu.pk Each semester is divided into two quarters for purposes of reporting grades. LAS is in session for approximately 180 days.

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 of 20,000 volumes, science and computer laboratories, art and music rooms and an infirmary. The classrooms are spacious, well-equipped and fully air-conditioned. The multi-purpose sports facility includes covered basketball courts. The theater arts building has a seating capacity of 350 people and caters to presentations, lectures and school community meetings.

General Information

Cafeteria

The school cafeteria serves a nutritious, hot lunch daily. In addition to the daily hot meal, there are a variety of snacks and drinks available from the Buffalo Grill near the main gate. Students who plan to buy food at school must buy coupons from the cafeteria. There is no sale of food against cash. Coupons can be purchased at the Buffalo Grill or cafeteria.

Campus Use

The campus is restricted exclusively for school use during the following hours: Monday to Friday, from 6 am to 6 pm. Admission to the LAS campus is by prior authorization only. Guidelines for obtaining authorization to use the campus are available through the Main Office.

Closing of School

Parents will receive an SMS message in the event of an unscheduled school closing. (Please provide the school with your up-to-date and accurate contact information for this purpose). Lessons and assignments will be posted on Moodle, a distance learning site. Students are expected to complete assignments as instructed by their teacher during school closures.

Communication

Parents are encouraged to use email as a primary mode of communication with teachers. Teacher e-mails are available to the students and can be obtained from the office.

Several channels of communication from all levels of the organization are available as a means of keeping parents informed.

- The LAS website is updated regularly and includes information pertaining to school operations and events, found at www.las.edu.pk.
- The Friday Flash is a paperless weekly school wide newsletter with articles from each division of the school. The Friday Flash is posted on the school website and emailed to parents each Friday that school is in session.



- Important class information and assignments are presented on Moodle. LAS middle school students and parents should be regular visitors to Moodle at www.las.mrooms2.net.
- The school will employ SMS communication for special occasions.

Conflict Resolution

LAS fosters and encourages collaboration

between parents and teachers. After all, parents and teachers are both working toward the same goal, maximizing learning. However, educating children is a complex process. From time-to-time there may be concerns or issues that must be resolved. When or if such situations arise, parents are requested to communicate with the person who is most closely associated with the topic or issue. That person is most often the teacher. Therefore parents should speak with the teacher before seeking intervention from a higher authority. The Principal and Assistant Principal, of course, are available to help when needed. The Superintendent is available as a last resort.



Closed Campus

LAS is a closed campus. Students may not leave the campus at any time during the school day except with the permission of his or her parents or designee. A parent or guardian may request in writing that a student be permitted to leave campus. The request must be presented to the Principal's office. Students must obtain a Gate Pass from the office in order to clear security.

English Language

As LAS is an American school, and as English is

the medium of instruction, every opportunity to use English will be exercised.

English as a Second Language (ESL)

ESL support is available for foreign students in grades 1-8 for an additional fee. Support is intended to supplement regular classroom instruction. ESL services are limited in terms of time and scope. Generally students may receive no more than one time period per day for a time ranging up to two years. ESL services may provide a separate site for assessments and learning support for reading comprehension.

Health Office

LAS has a doctor who is on campus from 8:00 until 4:00 Monday through Thursday and 8:00 to 12:30 on Fridays to provide basic first aid as necessary. In case of a serious injury or illness, parents are notified and the student is taken to a hospital. Students who feel sick during the school day must have permission from the teacher to go to the Health Office. A student may not leave campus for health reasons unless the school doctor or an administrator has granted permission.

Homework / Independent Practice

A better word for homework is independent practice. School work that is done at home should be done independently with a minimum of assistance. Independent Practice is an important educational tool and aids in the development of responsible, independent learners. Independent Practice serves as an informal assessment of student's mastery of a concept introduced in class or as reinforcement of an essential skill. Independent Practice also gives students the opportunity to work on long-term projects which are too time-consuming to complete in school.

Insurance

The school does not provide a student insurance program. Parents should consider maintaining a personal or company related program.

Late Assignments

Students are expected to submit assignments on the given date as part of a college preparatory program. Late work will be assessed a penalty

affecting the grade of the assignment. Major assignments are given well in advance of due dates. Students who are absent on the due date of a long term assignment will see that assignment assessed a heavier penalty. Extenuating circumstances may be considered on an individual basis by the teacher involved. The final grade is determined by the teacher.

Learning Support Services (LSS)

LSS is available for selected students who, in spite of their best efforts, struggle academically. In order to be eligible for services a student referral is submitted to the LSS teacher for review by the Child Study Team (CST). The CST will gather data about the child through teacher observation, parent observation, in-house diagnostic assessment or outside referral for testing. Following the referral process the CST will determine whether the student qualifies for Learning Support Services. LSS available at LAS are limited in scope and depth. In general, students may receive tutoring on writing, reading and math assignments up to one hour per day.

Library

The LAS library is a resource 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, and encyclopedia sets, atlases and EBSCO Host.

The large selection of fiction and non-fiction books is cataloged on an electronic database that is user friendly. The library subscribes to three major Pakistani English language newspapers as well as the Gulf News. The library houses over 40 general interest and professional periodicals that are available to 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. Periodicals are available for one

week renewable periods. Middle 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.



Lockers

Students are assigned lockers by their advisors on the first day of school. Students are responsible for returning the same lock to their advisors at the end of the school year. Lost locks are billed to the student. It is the responsibility of each student to keep his/her locker neat and locked at all times. Books and other materials are not to be left on top of lockers, in the bathrooms, or anywhere other than inside lockers. In an effort to keep the

school neat, materials found in open areas will be periodically collected and placed in lost and found. Lockers are school property and are subject to checks at any time by the administration.

Lost and Found

All lost and found articles are to be turned in to the Secondary Office on the day they are found. Unclaimed articles of clothing are given to charity at the end of each quarter. Students are discouraged from bringing valuables or large amounts of money to school. The school is not responsible for lost property.



Students may access the Lost and Found before and after school and between classes. Students will not be allowed to access the Lost and Found during instructional time.

Parent / Teacher Conferences

Parents are encouraged to maintain communication with teachers. Parent/teacher conferences are held at the end of the first and third quarters for the purpose of educational planning. Students and parents are expected to attend. Parents and teachers may also meet at any other time during the school year. If you wish to meet a teacher please arrange appointments in advance through

email or personal notes to the teachers.

Parents Who Temporarily Leave the Country

A student must have a parent or 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, an adult guardian must be given responsibility for the student and the school notified so we know whom to contact in the event of illness or other matters requiring attention.

Personal Property

Valuables, such as I-pods, CD's, cell phones and expensive sports equipment, jewelry and calculators are not to be brought to school unless needed for classroom use. If such items are brought to school they should be properly safeguarded by the student. The school assumes no responsibility for lost or stolen articles. I-pods may not be used in class.

Phone Use

The Secondary School Office phone is available for student use in cases of emergency. Parents may leave urgent messages for students at 0423-576-2406. Students will be called from class in cases of emergency only. The school is not responsible for the loss of mobile phones or other electronic gadgets. We highly recommend that middle school students do not bring mobile phones to school.

To ensure the academic environment, students who bring phones to LAS must submit them to the teacher at the beginning of each and every class in the basket provided. Parents should not call their child during class times.

Consequences for failing to follow these rules :

- Upon the first offence, the phone will be given to the Secondary Principal, who will return it the following day.
- Upon the second offence, the phone will be given to the Secondary Principal, who will return it after one week.
- Students who further violate the telephone policy will be considered insubordinate and will lose the privilege of having a phone on campus.

Safety Drills

In the event of an emergency during the school day, bells will ring or specific announcements will be made over the public address system. Drills are reviewed and practiced on a regular basis.

Schedule

Middle School students attend school for approximately seven hours. Students will attend four classes each day on an alternating A/B schedule. The schedule includes two 15 minute transition periods and a 40 minute lunch break. Each class is 90 minutes in length except on Fridays. Friday classes are 60 minutes long.

Intramurals and co-curricular sports programs are scheduled before or after school and during the lunch break.

The Buffs Block provides time once a week for students to meet in advisory groups, hold class meetings and host assemblies. Regular classes are shortened by 5 minutes each to provide this time.

School Hours

Students are expected to be in their classroom by 7:40 am. The school day ends at 2:55 pm each day except on Fridays when students are dismissed at 12:20 pm. For their own safety, students who are not in a supervised activity after regular school dismissal are expected to leave campus and return home.

Swimming Pool

The pool is available for use, free of charge, by LAS staff, students and Society Members. The pool is available from 3 pm to 7 pm on weekdays, unless it has been previously reserved for school activities. Information regarding pool timings is posted on the pool notice board.

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 from the pool attendant.

Textbooks and Supplies

Textbooks are provided to all students on a

loan basis. Students are responsible for books checked out to them and must pay the book's total replacement cost, including shipping and handling, in case of loss or damage. Students supply their own notebooks, paper, pencils, pens and other necessary school supplies.

Students who lose or damage books must pay the replacement cost plus 25 percent shipping cost. A student may not receive a replacement textbook until he or she has paid for the lost or damaged book. Report Cards and other school records will not be released until all fines have been paid for lost or damaged books.



Transportation

Please obey the one-way street designation on the hours posted. This cooperation is crucial to the safe and efficient start and end of each school day. Middle School students should be dropped and collected at the gym gate.

Tutors

Teachers may not receive money for tutoring their own students. Tutors should NOT do the work for the student. Instead, tutors may help students develop the skills required of the student to do the work for herself or himself.

Visitors

All visitors are requested to report to the elementary or middle school office before going into the elementary area. Parents are requested not to interrupt classes in session.

Water Bottles and Water Fountains

Water fountains are located in several areas around the school. All drinking water is filtered through an ultra-violet filter and tested by the school doctor.



To reduce the school's impact on the environment, LAS has banned the use of disposable plastic water bottles on campus. All students should bring a re-usable water bottle, clearly labeled with their names, to school each day.

Academics

Mid-quarter Progress Reports

Mid-quarter reports show the progress of a student

in a particular class at the halfway point of any given quarter. Mid-quarters progress reports may be sent home to commend a student for his/her effort or achievement, and must be sent home for any achievement below 70% in any subject. The main purpose is to convey transitional information and to serve as an alert. Parents are required to sign mid-quarter reports and return them to the appropriate teacher. A copy of the mid-quarter report is kept on file in the Principal's office. In addition to signing and returning the report, parents are advised to meet with those teachers who have issued the mid-quarter, as their child may be at academic risk.

Grades and Numerical Equivalents

A+	97% to 100%
A	94% to 96%
A-	90% to 93%
B+	87% to 89%
B	84% to 86%
B-	80% to 83%
C+	77% to 79%
C	74% to 76%
C-	70% to 73%
D+	67% to 69%
D	64% to 66%
D-	60% to 63%
F	0 to 59%

Report Cards

Report cards are issued four times per year at the end of each grading period. Grades are reported as percentages as illustrated in the table below.

Incomplete Grades

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 Principal of any circumstances deserving a grade of Incomplete.
- The Principal may require teachers to give a student a grade of Incomplete due to extenuating circumstances that have come to his or her attention.

Incomplete grades must be rectified within the first ten days of the next quarter unless it is a case of an ongoing illness for which the Principal 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.

Semester Exams for Grade 8

Given that one of the purposes of the middle school experience is to prepare students for the rigors of high school, grade 8 students will take semester exams in each of the five core subjects at the end of semester two (math, science, social studies, language arts, and either French or Urdu).

The exams will be cumulative, covering knowledge and skills taught throughout the semester. The weighting for the exams shall be the same as one unit test and will count as part of the fourth quarter grades.

Students who are absent on the day of the exam are subject to a 10 percent grade reduction.

Awards for Academic Achievement

Awards Assemblies

Students achieving a quarterly 3.5 GPA or higher will be honored at an awards assembly each quarter. Students are issued certificates stating their academic achievements as follows :

High Honor Roll
GPA of 3.7 or higher

Honor Roll
GPA of 3.5 up to 3.69

The GPA is calculated as follows :

Excellent work
97 – 100 (A+) = 4.0

Good Work
94 – 96 (A) = 4.0

90 – 93 (A-) = 3.7
87 – 89 (B+) = 3.3
84 – 86 (B) = 3.0
80 – 83 (B-) = 2.7

Average Work
74 – 76 (C) = 2.0
70 – 73 (C-) = 1.7
67 – 69 (D+) = 1.3

Poor Work
64 – 66 (D) = 1.0
60 – 63 (D-) = 0.7

Failing Work
0 – 59 (F) = 0.0



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.

National Junior Honor Society

Membership is open to sixth, seventh, and eighth graders who meet the criteria established by the College Board and is granted only to those students selected by the faculty council. Students

may not apply for membership in the National Junior Honor Society.

In all cases those students who have a cumulative grade point average of 3.5 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the faculty council meet the scholarship requirement for membership in the National Junior Honor Society. These students are then eligible for consideration on the basis of leadership, service, character and citizenship.

Membership to NJHS is not considered on the basis of grades alone, although the faculty council may consider scholarship the most important of the five criteria.



End of Year Awards

Subject Awards and Presidential Awards are offered to students at the end of each academic year based on improvement, achievement and excellence criteria.

Academic Warning and Probation

LAS middle school students are expected to

earn all passing grades (i.e. no failing grades) to remain in good standing. Students are placed on Academic Warning or Academic Probation with the aim of assisting them to successfully passing all classes and finding academic success.

At the end of every quarter, report cards are issued to students. These reports will be used by the Administration to determine Academic Warning or Academic Probation as follows :

- One F in any subject will result in Academic Warning.
- Two or more Ds will result in Academic Warning.
- One F and one D (or more) will result in Academic Probation.
- Two or more Fs will result in Academic Probation.

Academic Warning

- Students on Academic warning will be required to complete weekly grade checks signed by teachers, Assistant Secondary Principal/ Guidance Counselor and parents.
- Students on Academic warning lose the privilege of participating in SAISA Sports* and Major Extracurricular Productions**while on Academic Warning.
- Students on Academic Warning may participate in After School Clubs.
- Students may be removed from Academic Warning when all teachers involved confirm that the student is earning grades above 60% (in the case of an F) or improved grades from the report card (in the case of Ds) for three consecutive weeks of school.

Academic Probation

- Student progress will be reviewed by a Student Study Team.
- The student on Academic Probation will meet with parents and Assistant Principal/Counselor to set out an Academic Probation Contract outlining the behaviors required to reach a passing level in the class.
- Students on Academic Probation will be required to complete weekly contract checks signed by teachers, the Assistant Principal/ Counselor and parents to ensure the contract is being fulfilled.
- Students on Academic Probation forfeit the

privilege of participating in SAISA Sports teams and Major Extracurricular Productions** from the time they begin Academic Probation until the end of the next quarter.

- The Academic Probation Contract will stipulate whether that student is allowed or not allowed to participate in after school clubs as decided by the Principal in the student's best interest.

*Unless the roster for the event has been submitted to the SAISA host school.

** For a Major Extracurricular Production, should fewer than three weeks remain before the production date, the Principal may grant an exemption allowing the student to continue.

Promotion and Retention

- A year's grade will be calculated by averaging the four quarters (25% for each quarter) in all MS subjects.
- In order for a student to be promoted, s/he must have a pass (60%) in four (4) of the following core subjects, based on the year's grade :*

Language Arts
Math
Science
Social Studies
Modern Language (Urdu or French)

- In addition, a student must pass three (3) of the following special subjects, based on the year's grade :

Physical Education
Art
Music
ICT

*A student who receives F in two or more core subjects will repeat the grade. A student who receives F in only one core subject will have the option of being assigned summer work and then be retested in August.

If the student is successful in the retest, s/he will be promoted to the next grade. If the student is unsuccessful in the August retest, s/he will repeat the grade. A Middle School student may repeat a grade only once.

Attendance

It is the belief of the Lahore American Society School Board of Directors, Administration, and Faculty that attendance is an important aspect of student learning and should be reflected in the assessment progress. The procedures regarding attendance are as follows :

- Each student is allowed five (5) absences per quarter that are forgiven. Absences are neither defined as 'excused' or 'unexcused.'
- Forgiven' absences are not cumulative from quarter to quarter.
- On the 6th absence and every absence thereafter in the quarter, the quarter grade in each of the student's courses will be reduced by 1% per day of absence.



- The only exception to this procedure will be those days beyond five days absence for which the Superintendent is provided a discharge form from a hospital that can be verified by the superintendent. Such a discharge form must show that the student was admitted to a hospital room. The Superintendent must be provided the discharge form within ten days of the student's absence for it to be considered.

- The reduction of grades is computed centrally during the quarterly grading process. Teachers enter the original grade earned and the computer system deducts the appropriate percentage for non-participation in class. Report Cards reflect the number of days the students has been absent in the quarter, the number of absences exceeding the five allowed, and the grade reduction that has been applied.

Make-up Work

It is the responsibility of the student to learn what material or assignments have been missed, and to make arrangements for completing work and/or tests. A reasonable time period to complete



missing work is one school day for each class period of absence. A zero is assigned for any work not completed within the time limit established between the student and teacher. Truant students will not be allowed to make up work or exams.

Students should check for assignments and class work via Moodle. They may make arrangements with a fellow classmate to collect any necessary text or papers from school. Parents may email teachers to request homework for students who are unable.

Planned Absences

For planned absences, students must notify teachers in advance. Students are responsible for obtaining assignments and returning them as per deadlines set by the teacher. The five (5) day attendance rule remains in effect.

Teacher email addresses are made available at the beginning of the school year and can be obtained from the office as well. In addition, students may use the message function of Moodle to notify teachers.

Punctuality (Tardies)

It is imperative that students leave home with a good margin of time to ensure that traffic and other such situations do not cause them to be late.

- Students who arrive at school after the first bell has rung must pick up a tardy slip from the Middle School Office. Such students are marked "Tardy" or "Absent" by their homeroom teacher.
- Students who are late by 15 minutes or more will be counted as absent from the class.
- Students are allowed three tardies in each class per quarter.
- The fourth tardy in a class will decrease the student's quarterly grade by 5%.
- Each additional tardy will decrease the student's quarterly grade by 1%.

Student Activities

Students are encouraged to become involved in extracurricular activities and athletics. A wide range of choices in SAISA and intramural athletics is offered. SAISA tournaments include soccer, basketball, track and field, volleyball and swimming for both boys and girls in Middle School. Students may run for election for various leadership positions in the Student Council and Class Government.

Eligibility

MS Students in good academic standing and

having solid attendance and punctuality records are eligible and encouraged to participate in SAISA activities. MS students on Academic Warning or Academic Probation will not be allowed to participate as noted earlier.

MS students who join a SAISA team are expected to maintain passing grades and attendance throughout the season. Those students who fail to maintain good academic, behavioral or attendance standing may have the privilege of SAISA participation withdrawn at the discretion of the Athletic Director and MS Principal. To monitor student progress, weekly grade check cards and attendance checks will be made by the Athletic Director. Eligibility for activities 1st quarter may be determined by using grades from 4th quarter of the preceding year. The final decision regarding eligibility rests with the administration.

Participation in SAISA Teams with Overseas Travel

All students in MS are invited to participate in all MS SAISA events hosted in Pakistan. MS students in grades 7 and 8 having proven competitive athletic talent may be allowed to travel to overseas SAISA events for Swimming and Track & Field at the discretion of the Athletic Director and Principal.

A student must record a qualifying time/distance which is better than the 5th place time/distance from the previous year's overseas SAISA event within the first two weeks of practice in order to have time to organize flights and visas.

SAISA Make-Up Work

Students that miss school days due to participation in SAISA or other school-sponsored activities are granted :

- One day to make up missed work per day of absence
- A maximum of three days to make up work per event
- Tests may be given after an event participant has returned to school for one full day.

SAISA and School Attendance

Students are expected to be in school the day following a SAISA event. Students who are absent the day following an event may be ruled ineligible

for participation in the next SAISA activity by the Athletic Director and/or Principal and may lose their opportunity to make up missed work.

Student Government

Students interested in running for office must form a slate of candidates comprising all the positions in the student government. All elections take place by secret ballot. Students will vote on an entire slate, not individual candidates. LAS is a coeducational, multi-national institution. As such,



each slate-to be a representational government-must have student representatives from both genders as well as foreign students.

Election Rules

To run for office students must :

- Have a grade point average of 3.0 for the previous school year.
- Have no major behavior problems (suspensions) for the previous year.

Student Rights and Responsibilities

- Obtain three letters of recommendation from class teachers.
- Meet the standards of the election committee.

Class Government

Each grade level elects a President, Vice-President, Secretary, Treasurer and two Student Council Representatives (one from each section). Officers are responsible for providing leadership to the class. Proceeds earned from class fundraising activities are used for charity and as the class deems appropriate. Funds cannot be spent without the approval of the advisor.

Student Council

The President, Vice-President, Secretary and Treasurer are elected by the student body in the fall.



Duties of the Student Council include organizing student activities, representing students regarding issues and problems and assisting in maintaining high standards of achievement and conduct. Activities include dances, community service and spirit days.

A faculty member, as Student Council Advisor, will assist and guide the Student Council.

Student Rights

- Students have the right to a meaningful education, the maintenance of high educational standards and an education which adequately meets the needs of the individual student within the limitations of the Lahore American School.
- Students have the right to a meaningful curriculum and the right to voice their opinions and provide input into the development of the curriculum of the school.
- Students have the right to express their views in matters that affect the quality and content of their education.
- Students have the right to adequate and timely notice of all rules, regulations, policies and penalties to which they are subject. All such rules and regulations must be made available in writing and be accessible to all students.
- Students have the right to physical safety and protection of their personal property, including the right to safe and sanitary school buildings and facilities.
- Students have the right to adequate consultation with teachers, counselors, administrators and other school personnel.
- Students have the right to free election of their peers in approved student organizations.

Student Responsibilities

Each student shall be responsible for personal 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 particular guidelines for conduct :

- Neatness and cleanliness of personal attire and hygiene.
- Respect for the property of others, including keeping all books, facilities and materials used in the school in good condition.
- Refrain from fighting, creating disturbances, denying others the use of school facilities, intentionally injuring another person, behaving in such a manner as to risk harm or injury, or using threats or intimidation against any other

- person.
- Concern for the health and safety of others by refraining from using, possessing, transmitting or being under the influence of any alcoholic beverage, controlled substance, or by engaging in excessive noise, theft, or any unlawful activity.
- Respect for the educational process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absence, or other activities such as inappropriate classroom behavior, which diminishes the rights and opportunities of others to receive an education.
- Respect for the ethnicity and gender of all persons by refraining from teasing, harassing, or discriminating against anyone based on their race, ethnic background or gender.

Behavioral Expectations

Attendance at the Lahore American School is a privilege, not a right. In order to safeguard its ideals of scholarship and character, the school, through the school board and administration, reserves the right when there is sufficient cause, to require the withdrawal of any student at any time.

Behavioral Guidelines

Students are expected to follow school rules, regulations, and behavioral expectations during regular school hours and at school-sponsored events. Specific rules and regulations in effect for off-campus events are considered as additional to regular rules and regulations.

In general, students are expected to practice good citizenship. This includes courtesy and respect towards others, respecting authority, respecting school property and the property of others, and taking responsibility for one's actions.

Inappropriate Behavior

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 the most serious infractions of school rules and are dealt with by the Assistant Secondary Principal.

- Possession or use of instruments designed to

- inflict physical harm or using any item in a manner, which could result in physical harm.
- Responding to an adult in an insubordinate manner, a manner that would be considered other than polite and respectful.
- Fighting in any form including "play fighting".
- Vandalism of any type.
- Theft.
- Smoking.
- Obscene language or gestures.
- Forgery.
- Assault (verbal or physical).
- Harassment.
- Academic dishonesty.
- Disruption of the instructional environment.
- Bullying, including cyberbullying.



The above acts will result in suspension. The type and length of suspension will be determined by the Principal based on the severity of the act and the student's past history. Students who are suspended from school do not have the right to submit assignments or projects or sit for exams missed due to their suspension. Students who habitually violate the rules are subject to expulsion. In extreme cases the Principal may recommend to the Superintendent that expulsion be considered.

Other minor inappropriate behaviors could result

in a lunch detention. Three such detentions in a quarter may lead to a suspension.

Behavioral Probation

The Principal may place a student who repeatedly exhibits inappropriate behavior on behavioral probation. This would deny the student the right to school involvement other than attending classes. Students on Behavioral Probation who continue to exhibit inappropriate behavior will be referred to the Superintendent for expulsion from LAS.

Alcohol and Drug Use

Parents who enroll their children at Lahore American School have a right to expect that their child is attending school with students who are



not under the influence of alcohol or drugs. In addition, Lahore American School reserves the right to require a confidential medical examination (urinalysis, etc.) of any student.

- The Board, Faculty, and Administration of Lahore American School believe that the school has a pro-active responsibility to monitor the student body for adherence to this policy. In order to meet our responsibility in this regard, the Superintendent is directed by the Board of

Directors to be proactive in the monitoring of our student body to ensure compliance.

- Should the Superintendent have reason to suspect that there is a specific concern of alcohol or drug usage, he or she may require confidential medical examinations to be conducted in order to be assured that such a concern is not in existence.
- Prior to requiring the medical examination the Superintendent will contact the child's parents or legal guardian. The Superintendent will explain the need to have a medical examination and the concerns that have led to that decision.
- Should the parent not wish to have the medical examination completed on the student, the Superintendent may recommend the student for expulsion. Parents have the right to appeal any expulsion recommendation to the Board of Directors. Students expelled from Lahore American School are not eligible for re-admission.

Academic Dishonesty

Academic honesty means that the student does his/her own work. It means that the ideas and thoughts submitted by the student are without question created by the student.

Academic dishonesty would include but not be limited to the following situations: plagiarism, communicating during a test, obtaining copies of tests, copying homework or test answers from other students, possessing any form of "cheat notes" during an exam, or allowing others to copy their work.

If, in the professional and experienced opinion of the teacher, academic dishonesty has occurred, and if the student or his/ her parents question that judgment, it will be the responsibility of the student to demonstrate otherwise.

Teachers must notify the Principal of all instances of academic dishonesty. Students who commit an act of academic dishonesty will be suspended from school pending a parent conference, and will not receive any credit for academically dishonest work, or for the work missed during the days of suspension. S/he cannot make-up missed work, exams, quizzes, or major reports. Repeat

offenders may be expelled from school.

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.

LAS Dress Code for Middle School

School is a student's place of business. Therefore, students are expected to follow good taste in their dress and grooming, keeping in mind the customs of our host country. 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 is not permitted at LAS :

- Culturally insensitive clothing.
- Drug/alcohol related jewelry or clothing.
- Clothing promoting sexist, racist, violent attitudes or which are purposely provocative (i.e. French Connection United Kingdom).
- Gang-related dress wear, including sagging pants.
- Outlandish hair styles.
- Torn, faded, dirty jeans.
- Bandanas.

- Caps or non-religious headgear inside any classroom or office.
- Immodest clothing.

Please observe the following :

- 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.
- Boys must have their hair and beards neatly trimmed. In keeping with the host country culture and convention, boys should not wear earrings to school and should keep ornaments to a minimum. Girls are encouraged to dress modestly with respect to the cultural norms of Pakistan.



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.

LAS stresses the avoidance of extremes and reserves the right to request a student to change into more appropriate attire or to remove any student who is not complying with LAS standards of dress.

Acceptable Use Policy

For Computers and Internet

Lahore American School recognizes the value of technology as powerful learning tools. These are tools that are available to all students prek-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.

- Students are expected to follow all guidelines as stated in the "student behavior" section of the Middle School Parent and Student Handbook.
- Students are expected to work for the entire class period in a productive manner that is not disruptive to others.
- Students are expected to use school materials with care and will be required to replace any items that are improperly handled and/or broken intentionally.



Computer Users

As a computer user, I agree to follow the rules in

all of my work with computers while attending the Lahore American School. The following activities are not permitted :

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information to any persons such as complete name, phone number, address or identifiable photos without permission from the teacher and a parent or guardian.
- Harassing, insulting or attacking others; cyberbullying.
- Downloading unauthorized files or information of any type and storing on the school network or computer hard drive.
- Damaging or modifying technology equipment, computers, computer systems or networks.
- Violating copyright laws (plagiarism) by using material from the internet and other sources directly in your work without fully documenting sources (sources table).
- Copying another student's work.
- Using another person's passwords or sharing your password with others.
- Trespassing in another person's folders, files or coursework.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes, politics, gaming, financial gain or fraud.
- Playing computer games or using computer resources unless it is a teacher-authorized activity.
- Taking flash drives, disks or textbooks out of the computer lab at any time without teacher's permission.
- Making unauthorized copies of software found on school computers or the internet.
- Introducing a virus that may destroy files or disrupt service to other users.
- Wasting class time visiting chat rooms or sending emails without permission.

Penalties

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

First Offence

The incident, whether judged to be intentional or otherwise, will result in a verbal warning to the

student and a note placed in the student's file.

Second Offence

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

Fourth Offence

The Administration reserves the right to bar the student from all access to school computer equipment on 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 cost of the equipment.

Admissions Process

To Apply

Admissions for the upcoming school year are completed between February 1 and April 30. This process includes scheduling a meeting with the Admissions Director, completing the application packet, testing for admission, as well as submitting all required documentation and records. Those students who complete this process by April 30 will receive the highest degree of consideration. They will join our initial candidate pool.

To Be Considered for the Initial Candidate Pool

On May 1 the admissions committee reviews candidates from the initial candidate pool for various grade levels in which there are vacancies. The admissions committee reviews each student's school and health records, and admissions tests.

The admissions committee scores the student's profile and s/he is given an applicant profile rating. The student with the highest applicant profile rating will be offered a seat first in those grade levels in which a seat is available.

The applicant profile rating is determined considering the following :

- LAS Admissions Test results.
- Candidate interview.
- Previous grades from other schools attended.
- Attendance and Health records from previous schools attended.
- Behavioral records from previous schools attended.



To Be Enrolled

Once invited by the Superintendent to have their child join LAS, parents will have one week to submit the 20% deposit and complete the admissions process. If they fail to do so, the admissions offer will be withdrawn and the seat offered to the child with the next highest applicant profile rating for that grade level.

The admissions standards, including the scores required for admittance to LAS on our admissions test, are reviewed each year. This ensures that

only the most capable and talented students are admitted. Together, this combined intellectual level will push all students to even greater heights and prepare students for the greatest universities in the world.

To Be Considered After 1st May

Following the May 1 admissions decisions, should there continue to be any seats available at any grade level, students may be tested. If the child



meets the admissions criteria he or she will be accepted. Students will be invited to join LAS in the order of the date on which they were tested (earliest testing date equals first invited to join). Parents will have one week to submit the 20% deposit and complete the enrollment process. If they fail to do so within one week, the admissions offer will be withdrawn and the seat offered to a qualified student with the next earliest admissions testing date.

To Be Placed on the LAS Candidate Waiting List

Once all seats are filled at each grade level, the Admissions Director keeps a waiting list for those students who test at or above our admissions

standards. Should a vacancy occur, parents on this list may be contacted and invited to have their child join LAS.

Re-Admission Policy

No student who has been expelled from LAS or withdrawn due to academic or behavioral difficulties will be considered for re-admission to Lahore American School.

Withdrawals

A letter from parents, or the official guardian, is required before withdrawal procedures can be initiated.

Early Withdrawal

A student who leaves school permanently prior to the closing of school will receive an attendance statement and transcript based on the amount of work completed. The Principal's office must be notified in writing two weeks in advance in order to prepare student records. An official transcript will be sent to a new school upon request, showing all semester grades and credits that were completed.

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 : _____



Lahore American School



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 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 Middle School Parent and Student Handbook 2011-2012.

Student's Name : _____

Grade : _____

Parent's Name : _____

Parent's Email : _____

Date : _____

Student's Signature : _____

Parent's Signature : _____



Lahore American School

