

# LASA HIGH SCHOOL

## MISSION:

The Liberal Arts and Science Academy educates socially responsible leaders, problem solvers, and thinkers by offering a nationally recognized rigorous, innovative, interdisciplinary curriculum.

## MASCOT

Jaguar

## SCHOOL SONG

We honor our colors, the purple and white.

We praise the LBJ Jaguars with all our  
strength and might.

We sing our school's praise; we aim for the sky.

The Purple Pride we fight for will never,  
No never die.

The Purple Pride of LBJ forever more will fly.

## SCHOOL COLORS

Purple and White

## PERSONALIZE YOUR HANDBOOK:

Name: \_\_\_\_\_

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

## CLASS SCHEDULE:

Period	Class	Teacher	Room
0A			
1			
2			
3			
0B			
5			
6			
7			

## CAMPUS HOURS:

Students may enter the building at 7:00 am. The building closes at 3:45 p.m. to all students unless they are under direct supervision of a faculty or staff member.

## CREDIT REQUIREMENTS:

9th Grade - fewer than 5 credits

10th Grade - 5 to 9 credits

11th Grade - 10 to 14 credits

12th Grade - 15 or more credits

# LASA NON-SPLIT BELL SCHEDULE 2015-2016

## A / B Rotation:

<b>0A / 0B</b>	8:15	9:50	95
<b>1 / 5</b>	9:55	11:25	90
<b>2 / 6*</b>	11:35	1:05	90
<b>Lunch</b>	1:05	2:05	60
<b>3 / 7</b>	2:10	3:40	90

\*Designated PA Period

## Forum - Wednesdays:

<b>0A</b>	8:15	9:35	80
<b>1</b>	9:45	11:15	90
<b>Forum</b>	11:20	11:55	35
<b>2*</b>	12:00	1:25	85
<b>Lunch</b>	1:25	2:05	40
<b>3</b>	2:10	3:40	90

## Late Start - Thursdays:

<b>Meetings</b>	8:00	9:50	
<b>5</b>	10:00	11:15	75
<b>0B*</b>	11:20	12:30	70
<b>Lunch</b>	12:30	1:05	35
<b>6</b>	1:10	2:20	70
<b>7</b>	2:25	3:40	75

## Late Start Dates:

September 3<sup>rd</sup>  
 September 17<sup>th</sup>  
 October 1<sup>st</sup>  
 October 22<sup>nd</sup>  
 November 5<sup>th</sup>  
 November 19<sup>th</sup>  
 January 14<sup>th</sup>  
 January 28<sup>th</sup>  
 February 25<sup>th</sup>  
 April 7<sup>th</sup>

## Pep Rally:

<b>0A / 0B</b>	8:15	9:45	90
<b>1 / 5</b>	9:50	11:25	95
<b>2 / 6*</b>	11:30	1:00	90
<b>Lunch</b>	1:00	1:50	50
<b>3 / 7</b>	1:55	3:20	85
<b>Pep Rally</b>	3:20	4:00	40

# LASA SPLIT BELL SCHEDULE 2015-2016

## Split Classes:

<b>0A / 0B</b>	8:15	8:55	40
<b>1 / 5</b>	9:00	10:30	90
<b>0A / 0B</b>	10:35	11:25	50
<b>2 / 6*</b>	11:35	1:05	90
<b>Lunch</b>	1:05	2:05	60
<b>3 / 7</b>	2:10	3:40	90

\*Designated PA Period

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<b>1</b>	9:00	10:30	90
<b>0A</b>	10:35	11:15	40
<b>Forum</b>	11:20	11:55	35
<b>2*</b>	12:00	1:25	85
<b>Lunch</b>	1:25	2:05	40
<b>3</b>	2:10	3:40	90

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<b>5</b>	10:00	11:15	75
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**LASA HIGH SCHOOL TELEPHONE DIRECTORY:**

Main Number 512-414-5272

Fax Number 512-414-6050

**PRINCIPAL:**

Stacia Crescenzi 512-414-6581

**ACADEMY DIRECTOR:**

(10<sup>th</sup>-12<sup>th</sup>: M-Z) 512-414-7094

**ASSISTANT PRINCIPALS:**

San Czaplinski (Freshmen) 512-414-7052

Marc Hernandez (10<sup>th</sup>-12<sup>th</sup>: A-L) 512-414-6058

**LEAD COUNSELOR:**

Shannon Bergeron (A-G) 512-414-7097

**COUNSELORS:**

Carole McPherson (H-Pa) 512-414-7088

April Walker (Pe-Z) 512-841-4029

Jamie Kocian (College Counselor) 512-414-1903

**STUDENT WELLNESS/CRISIS COUNSELORS:**

Meagan Butler 512-414-6051

Marissa Rivera 512-414-7029

**OTHER HELPFUL NUMBERS:**

Athletics 512-414-7048

Band 512-414-7032

Library 512-414-7065

Registrar 512-414-7081

School Nurse 512-414-7024

Attendance Clerk 512-841-4027

TEA Forms 512-414-7085

School Resource Officer (SRO) 512-414-7098

### **ACADEMIC PROBATION:**

Students of LASA High School are expected to maintain high standards of academic success, including receiving passing grades in all classes and a passing scale score on all tested areas of STAAR EOC exams. Students who fail to meet these requirements within a school year may be placed on Academic Probation. At the end of a school year, if a student passes all of his/her classes and STAAR EOC exams, s/he will return to good academic standing. If these conditions are not met, the student will either remain at LASA on probation or their academic transfer to LASA will be revoked. Students may be given the option to appeal the ending of their academic placement to the LASA Principal. During their high school career students will only be given one opportunity to appeal.

### **ANNOUNCEMENTS AND PLEDGES:**

Announcements (approved by administration) will be made daily. Announcements will provide information about school news, clubs, student activities, athletic events, etc. Students are expected to be attentive and respectful during announcements and pledges. If students wish to have an announcement made forms can be picked up in the front office.

### **APPEARANCE/DRESS:**

Students are expected to dress appropriately for school and extracurricular events. Caps/hats/head coverings are not to be worn in the building except with principal's approval. Shoes must be worn at all times. Inappropriate clothing for school includes, but is not limited to, tops that expose the stomach or navel; bicycle shorts; sunglasses; clothing items that promote illegal or controlled substances; ultra-short dresses, skirts, shorts; house shoes; any clothing that displays profane language, weaponry and/or racial slurs, and items that reflect gang affiliation. At LASA, shorts and skirts must extend to mid-thigh or be fingertip length; whichever is shortest. Tank top straps must be at least three fingers wide. Any garment that reveals a student's underarm/rib area (bro tank), cleavage or undergarments, including sports undergarments, is against dress code. Having a jacket or long sleeve shirt over an inappropriate shirt, or available to put on, will not keep you from being dress coded.

- **First Offense:** Change into LASA dress code violation attire and note sent home with student that requires parent/guardian signature and must be returned the following day.
- **Second Offense:** Change into LASA dress code violation attire and administrative phone call home.
- **Third Offense:** Change into LASA dress code violation attire and administrative phone call home, assigned two lunch detentions.
- **Additional Offenses:** In School Suspension, parent/guardian conference required, and a change of clothes must be provided by parent/guardian prior to student returning to class.

### **ARTICLES PROHIBITED IN SCHOOL:**

Prohibited items include but are not limited to weapons (real or toy), alcohol, tobacco, e-cigarettes, fireworks and other items as defined by law are prohibited at school. These items will be confiscated and released only to parents/guardians or law enforcement personnel. Students are subject to AISD's student code of conduct consequences for infractions. Students are also not allowed to bring food or drinks upstairs and into classrooms without teacher approval. Students must clean-up after themselves. Eating and/or drinking in classrooms should not add work to custodians and this privilege may be revoked at any time.

## **ATTENDANCE:**

Texas State Law requires that high school students attend school at least 90% of the school days each semester or they will not receive credit for that course. Double blocked classes combine attendance from both periods. The Texas Education Agency allows for students to have an excused absence for participation in the following:

1. School board approved activity.
2. Mentorship approved by district personnel.
3. Medicaid-eligible student in testing by DHS.
4. Observing religious holy days.
5. Appointment with health care professional (if student returns same day with doctor's note).
6. Military deployment.
7. Department of Family and Protective Services conservatorship.
8. Election clerk or early voting election clerk.

### **• APPEAL PROCESS:**

Students who do not meet the 90% of days of class attendance requirement but who successfully meet the other course requirements and earn a passing grade will receive a No Credit (NC). Students may appeal to have the NC converted to the earned passing grade by completing an attendance appeal form. An attendance appeal form may be obtained from the attendance clerk in the front office. All attendance appeals should be made within the 1<sup>st</sup> three weeks of the semester following the NC. In addition, any requirements set by the campus principal or the committee must be completed by the end of the semester in which they are assigned.

### **• DOCUMENTING ABSENCES:**

A parent or guardian is required to send documentation via fax, hand deliver, or email on the morning that the student returns to school. The note should have the following information: the date, the student's name, date of the absence(s), the reason for the absence, a parent or guardian's signature, and a telephone number where the parent or guardian may be reached. Students must submit notes within 48 hours of returning to school or the note will be invalid and the absence will remain unexcused.

### **• EXCUSE TO LEAVE SCHOOL:**

If it is necessary for students to leave school during the day they must have a written note from a parent or guardian. Students should take the note to the attendance office at the beginning of the day in order to receive the 'Permit to Leave' slip. A parent/guardian must report to the main office to sign their child out before the student leaves campus. Upon returning to school, students should report to the main office with proper documentation (i.e. doctor's note, etc.) for a 'Permit to Enter Class' slip.

### **• MAKE-UP WORK EXPECTATIONS:**

Excused absences (includes field trips and in-school events):

Due dates for work that is *assigned* the day of an absence:

New due date = calendar days absent + 1.

Due dates for work that was *due* the day of the absence:

New due date = # calendar days absent.

Long-Term absences:

Make-up assignments are up to teacher discretion; they may be different from (but must be comparable to) the original student assignment. The same algorithm for unexcused absences as above applies for when the work is due.

Unexcused absences:

The penalty for unexcused absences regarding student making up the assignments/tests/projects etc. is left to teacher discretion. Each subject will have a uniform unexcused make-up work policy.

- **PROCEDURES FOR REPORTING ABSENCES:**

Students are required to report to the attendance office upon return to campus from an absence in order to obtain a “Permit to Enter” slip. This slip must be presented to each teacher the next time they are present in each class from which they were absent. (Note: students will be sent to the office if they do not enter with a permit.) **Students should be aware that any absence becomes an unexcused absence if a note is not turned into the attendance office within 48 hours of the student’s return to school.** Because students have 48 hours to bring their note for an excused absence, they may present an ‘unexcused’ admit slip initially to his/her teacher upon returning to class. It is the student’s responsibility to show proof, via an admit slip, noting the change to ‘excused’ within 48 hours. It is the student’s responsibility to find out the assignments missed when he/she returns by either approaching the teacher (at lunch, via email, etc), or by checking the teacher’s website.

- **TARDY POLICY:**

Students are considered tardy to class if they are not in the appropriate classroom when class begins (See Common Infractions and Consequences). If a student enters class after the midpoint of the period without a signed note from an administrator or a counselor, they are to be counted absent.

### **CAFETERIA:**

The LASA cafeteria is open for breakfast each day from 7:00 a.m. until 8:10 a.m. and for both lunch periods. All students must stay on campus during lunch with the **exception of seniors who are 17 and older**. Students must:

1. Dispose of all trash.
2. Leave the area around their seat clean.
3. Refrain from throwing food.

Students are allowed to eat in the cafeteria, outside, in the Fine Arts area, or upstairs. However, if a clean campus environment is not maintained students will be required to eat only in the cafeteria.

There will be a 10-minute break on regular rotation days. Students are encouraged to bring snacks from home or are welcome to purchase a snack during breakfast in the cafeteria. During the break the cafeteria will not be open and students are not allowed to leave campus. In addition, it will be up to each teacher to allow students to eat in their classroom.

### **CLOSED CAMPUS:**

Students are not allowed to leave campus during school hours. The one exception to this district-wide rule is that seniors who are 17 and older are allowed to leave campus during their lunch period. Students should have current ID cards available upon request by the LASA administration or a faculty/staff member in order to leave campus for lunch (See Common Infractions and Consequences for Leaving Campus).

### **CODE OF CONDUCT:**

The Austin Independent School District has a written Student Code of Conduct that outlines the behavior expectations of students and possible disciplinary consequences for violations. Copies are made available to students and parents during the beginning weeks of school. Electronic copies may also be found at AISD’s website.

- **COMMON INFRACTIONS AND COSEQUENCES:**

Cheating - Under the Honor Code, violations will result in a zero on the assignment and the possibility of one or more of the following consequences as recommended by the Academic Honesty Committee and determined by an Administrator. Upon the third violation during a student's career at LASA, the student's magnet transfer will be revoked and s/he will be asked to return to his/her home campus at the end of the semester.

**Possible consequences:**

- |                        |                          |
|------------------------|--------------------------|
| - Lunch Detention      | - Saturday Detention     |
| - In School Suspension | - Home School Suspension |

Other consequences may be assigned based on specific circumstances.

Disruption of the educational process or rude to an adult: Depending on the severity of the disruption, a consequence could include ISS, HSS, lunch detentions.

Leaving campus during the school day without permission: If the student is caught off campus by a police officer, the student will receive a citation. Lunch detention or Saturday school will be assigned whether the student is cited or not for the first offense. Consequences accelerate if infraction continues. If a senior is caught transporting an underclassman off school ground during school hours, including lunch, he/she will lose their off campus lunch privileges and be subject to citation and fine.

Skippping class: Lunch or after school detentions will be assigned for first offense. Consequences accelerate if infraction continues.

Tardies: The recording process begins anew each semester and is tallied by class period. Students will be counted tardy twice within the period that is split by lunch if they are late to the start of the class and late returning from lunch.

- 1-4 Tardies - Teacher warning and redirection.
- 5-7 Tardies - Administrator contacts parent. One lunch detention per tardy.
- 8-9 Tardies - Administrator contacts parent. Two lunch detention per tardy.
- 10+ Tardies - Administrator contacts parent. Additional consequences issued.

**COLLEGE VISITS:**

College visits will be limited to three days for juniors and six days for seniors. Students should secure college visit forms from the counselor's office prior to visit. Completed forms must be turned in to the Attendance Clerk within two days after the visit.

**COMMUNICATION EXPECTATIONS:** *Student protocols*

- **Student to Administrator:** provide feedback/address concerns through open door policy. Students can also make appointments through the principal secretary.
- **Student to Faculty:** practice self-advocacy; discuss classroom/academic concerns with teacher to achieve understanding and/or resolution of the problem. Students are responsible for communicating with teachers about missed assignments due to an absence the calendar day they return to school. Options for obtaining assignments include using the teacher's website, communicating with a fellow student, or meeting face-to-face with the teacher.
- **Student to Parent:** discuss concerns and difficulties in the classroom/school environment.



### **COMPUTER USAGE:**

LASA High School computer and wireless network users are expected to follow the Acceptable Use Policy, which may be found at [www.austinisd.org](http://www.austinisd.org). Students are also expected to comply with directives issued by an administrator or teacher and to observe standards of conduct appropriate for an academic institution. Students are not to unplug Ethernet cables from LASA computers and plug them into their personal laptops. LASA computer resources shall not be used for illegal purposes. All users are responsible for reporting violations of the Acceptable Use Policy laws or bypass of facilities security. Be aware that the exploitation of such flaws would be a violation of the Acceptable Use Policy. Students who are in violation of the Acceptable Use Policy will have their school computer privileges taken away and those violating the policy with their personal devices will be prohibited from using their electronic devices on campus.

Users must not post, publish, forward or display any defamatory, violent, abusive, profane or sexually oriented language or material. Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization. Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual. Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account.

### **COUNSELING DEPARTMENT:**

The LASA Counseling Department provides assistance in the areas of academics, career and occupational choices, peer mediation, test interpretation, college selection, and family and social concerns. Students may set up an appointment to see a counselor as needed.

#### **• CAMPUS BASED COUNSELING REFERRAL CENTER (CBCRC):**

AISS has partnered with Seaton Medical Center to provide a Licensed Professional Counselor at some schools. The LBJ/LASA CBCRC is located in the library and provides students and families with individual and family therapy. Referrals are made through a school counselor or administrator. Insurance is accepted.

### **DELTA COURSE EXPECTATIONS:**

The LASA DELTA lab provides students the opportunity to complete certain graduation requirements, such as Speech and Health, through a program of accelerated independent study. Most DELTA courses are conducted online and, with the exception of exams, may be accessed from any computer with an internet connection. Students are expected to prioritize their assigned time in the DELTA lab such that DELTA course work takes precedence over outside projects or activities. *DELTA courses should be completed within three to six weeks.* Afterward, students may: take the opportunity to switch into another elective, become a teacher or office aide, or activate some other option approved by their counselors.

### **DUAL CREDIT COURSES:**

Students may begin to take dual credit courses at Austin Community College the summer after they have completed their sophomore year. See a counselor for more information.

### **ELECTRONIC DEVICES VIOLATION PENALTIES:**

Electronic devices are allowed, but may only be used before/after school, during the lunch period, or occasionally for academic purposes at teacher discretion.

- **First Offense:** \$15, pick up at end of day
- **Second Offense:** \$15, hold for two days, pick up at the end of the second day
- **Third Offense:** \$15, hold for two days, PARENT required to pick up after that time
- **Fourth Offense:** \$15, hold for five days, PARENT required to pick up after that time

### **EMERGENCY PROCEDURES AND DRILLS:**

Fire drills will be held periodically throughout the year. A map and evacuation instructions are posted in each classroom. Anyone tampering with any part of the fire and/or security systems will be subject to severe disciplinary actions, and legal charges will be filed. Should weather emergency situations occur, LASA teachers and staff will use their best judgment for the safety of students. In the event that weather conditions are severe enough to prevent the opening of school, the AISD central administration staff will release special announcements via local television or radio and on the AISD Access Television Station, Cable Channel 22.

### **GRADING POLICY:**

Each semester is divided into three grading and reporting periods. Written and/or performance final exams shall be offered in all classes in all departments. Each of the six weeks grades and the final exam constitutes 25% of the semester grade. All students must complete a final exam or a culminating semester activity. Each department will set grading policies for specific courses including weights for homework, and tests. Teachers are required to enter a minimum of six grades each grading period and post at least one grade weekly. Teachers are also required to have a minimum of two different assignments per category within a grading period that is weighted at 41% and above. Access to student's grades is through the parent cloud. Visit: [www.my.austinsisd.org](http://www.my.austinsisd.org) to monitor student's progress.

### **GRADING SYSTEM:**

Weighted courses are denoted by the letter **H** (Honors) and **P** (Advanced Placement). They are on a 5.0 scale. Courses denoted by the letter **R** (Regular) are on a 4.0 scale.

#### **• PASS/FAIL:**

The intention of the pass/fail option is to encourage students to take classes that will intellectually push them without fear of receiving a grade that could potentially be detrimental to their GPA. In order for a student to be allowed to take a class pass/fail, the following criteria must be met: the class cannot be a graduation requirement, the student must be at risk of failing the course (current grade below a 75).

### **HALL PASSES:**

Students are to remain in class for the last 5 minutes of each class. A teacher's designated hall pass should only be used for brief breaks to the bathroom, water fountain, locker, etc... If students need to visit the nurse or will be gone for an extended period of time teachers will issue a handwritten pass. Students must have a hall pass when they leave the classroom during instructional time and should follow teacher's procedures.

### **HARASSMENT/BULLYING/CYBER BULLYING:**

LASA High School takes cases of harassment/bullying/cyber bullying very seriously. State law and AISD policy prohibit any type of harassment or bullying. The administration will handle harassment and bullying complaints in a professional manner while protecting the confidentiality of those who voice the complaints. Complaints can be made to any staff member but we encourage students to come to a counselor or administrator. Complaint forms can be found in the counseling and administrative offices.

### **HEALTH SERVICES:**

The Health Center is located on the first floor near the main office. The nurse's schedule is updated weekly. Students must have a note from a teacher to see the nurse.

- **EMERGENCY CARE INFORMATION:**

Parents/Guardians must provide the school with telephone numbers where they or an adult contact person may be reached, and they must provide the names of the preferred physicians and hospitals in an emergency situation. This information should be submitted online during the registration process or the first week of school via a SR290 form. It is the responsibility of the parent/guardian to keep this information updated as needed. In the event that the school cannot reach the parent or the persons listed in the emergency care sections of school documentation, the school will exercise its right to assist in receiving emergency care. Parents will be responsible for paying for the medical services.

- **ILLNESS OR INJURY AT SCHOOL:**

When students become injured or ill at school, they should inform a faculty or staff member to get permission to see the school nurse. Students are not to leave campus without authorization from the administration or school nurse. The school will not allow ill or injured students to go home unless permission is granted by the parent/guardian or person(s) listed on the Emergency Care Card. EMS is called when school officials deem it necessary. Parents or guardians will be responsible for paying for the emergency services.

- **IMMUNIZATION:**

All students must meet state and district requirements for immunization in order to register at LASA High School. All immunization records must be current and on file. The school nurse can assist with immunization requirements. Students without current records will not be allowed to attend school.

- **MEDICATION:**

LASA High School staff and students cannot dispense any over the counter medication. Students who take prescribed medication during the school day must leave the medication in its original container in the nurse's office. The container should have the student's name and specific directions.

### **HOMEWORK EXPECTATIONS BY DEPARTMENT:**

Keep in mind this is only an estimate. The workload may be higher before tests and projects. In addition, regular review of material is expected. If a student is spending more time than what is listed below please encourage them to see their teacher or counselor.

- **ESTIMATED HOMEWORK TIME BETWEEN CLASS MEETINGS:**

**English:** 30-40 pages of reading

**LOTE:** Levels 1-3: 20-40 minutes, AP: 45-60 minutes, Levels 5-6: 15-20 minutes

**Math:** 60 minutes

**Science:** 30 minutes for non AP classes, 60 minutes for AP classes

**Social Studies:** 30 minutes for non-AP classes, 60 minutes for AP classes

### **LIBRARY:**

The Library is open from 7:30 a.m. until 6:30 p.m. Students may use the library before school, during lunch, and after school. Students may not use the library during class time unless they present a library pass from their teacher and their Student ID. Students must have a valid Student ID in order to check out books from the library. Students will be assessed fines for damaged, lost or late-returned books.

### **LOCKERS:**

Students must supply locks for their lockers. Students should not put valuable items in their lockers, as the school will not be responsible in the event of vandalism or theft. Since lockers are under the jurisdiction of the school, locker searches may happen if reasonable cause exists. Prohibited items found in lockers will be confiscated. Charges will be filed if unlawful items are found in lockers. Students are not to share lockers. All students are assigned a locker. Lockers must be used during testing, as personal items are not allowed in classrooms.

### **MAGNET ENDORSEMENT:**

Please see the detailed magnet endorsement page on our website: [www.lasahighschool.org](http://www.lasahighschool.org) under the *ACADEMICS* tab. Students entering LASA after 9th grade may receive the Magnet Endorsement by meeting all of the requirements with a change to the Signature Course requirements. They must receive one credit from a science Signature Course and one credit from an English Signature Course.

### **MOVING RESIDENCES:**

In order for a student to enroll at LASA, he/she must live in the Austin Independent School District attendance zone or have a parent who works for the district. When a student moves primary residences, the parent or guardian must complete a change of address form in the main office. If the new residence is not within the boundaries of AISD the student may be asked to leave at the end of the semester.

### **NATIONAL HONOR SOCIETY MEMBERSHIP:**

Student in grades 11 and 12 are eligible for membership. Students in grade 10 are eligible for candidacy during the spring semester of their sophomore year. Members of the National Junior Honor society do not automatically become members of the National Honor society.

*Membership is granted only to those students selected by the faculty council.* A timeline for the LASA NHS selection process is given to all candidates in February of the current school year. If you have questions, please contact NHS Advisors.

### **OBLIGATIONS:**

Students are expected to clear all obligations such as library fines, fundraisers, textbook fines, cost of uniforms, etc. Textbook fees may be paid to the administrator in charge of textbooks. Other fines and obligations should be paid to the faculty or staff member who documented that obligation. Students who are listed on the obligation list will be subject to certain restrictions as deemed necessary by the administration. For example, students may not be allowed to check out any additional textbooks or may not be allowed to attend Prom.

### **OFF CAMPUS CREDITS:**

Beginning with the second semester of the senior year, all graduation requirements must be obtained on campus during the school day through a traditional setting at LASA. Therefore, if a student wishes to obtain a year-long credit through an alternative method, the student must complete and submit proof of credit by the ninth week of the fall semester of their senior year. Otherwise, the class will be placed on his/her schedule.

### **OFF PERIODS AND OFFICE/TEACHER AIDE PERIODS:**

Only seniors are allowed to register for an off period, office, or teacher aide period. Students are only allowed to register for one off period or one aide period within a semester. Students may register for two off periods, two aide periods, or 1 off period with one aide period within a semester as long as they do not have an off or aide period in the previous or following semester. Students are not allowed to register for both first and seventh period off within the same semester.

### **PARKING:**

Automobiles parked on LASA property must display a LASA parking permit. Students who park on campus without a parking permit or who park in inappropriate parking areas will be ticketed and/or towed at the owner's expense.

### **PROGRESS REPORTS AND REPORT CARDS:**

Reports of unsatisfactory progress are sent to parents at the end of the third week of each six-week period if a student's grade average in any class is below 70 or the average is considered borderline (70-75). Failure to receive a progress report *does not* guarantee a passing grade at the end of the six weeks. Parents will receive report cards through the U.S. Mail.

### **SCHEDULE CHANGES:**

Students have until the last day of the prior school year to make changes to their next year's schedule.

- Fall schedule changes are only allowed for errors and prerequisite requirements. Elective choices made for the upcoming school year are final. To solve schedule conflicts, counselors may substitute an alternate choice for an elective. Due to overloaded class sizes, counselors cannot accommodate "change of mind" and "self-imposed over-committed schedule" change requests. Possible reasons for a schedule change: student has already earned credit for the class in which they are enrolled, the student has not met a prerequisite for the course, ARD/504 committee decision, or a student has failed a course under the same teacher and another teacher is available.
- **Level changes:** Request for this may be completed on the last day of the first six weeks, the last day of the fall semester, the first day of the spring semester, and the last day of the fourth six weeks. A student becomes eligible for a level change if their six weeks or semester average is a 75 or below. Eligibility is based on number of missing assignments/tests and attending tutoring with the teacher of record for the course. Level changes will be evaluated on a case-by-case basis. Students will be required to make up any missed work for this type of level change. Once a requested level change of any type is approved, it will not be changed back or revisited.
- Teacher changes between the same subject and level area are not allowed.

### **SECURITY:**

LASA High School has an SRO and security monitor on campus for extra security measures. All security issues should be brought to the immediate attention of the SRO, security monitor, or the administration. For safety and security purposes, never leave valuables or your backpack unsupervised at any time.

### **STUDENT CLUBS AND ORGANIZATIONS:**

LASA High School has a variety of clubs and organizations. New clubs may be established when there is student interest by obtaining a faculty sponsor, filing out the new club request form, and submitting the form to the Principal for approval. Guidelines and objectives must be formulated. Flyers for clubs and organizations may not be placed up in the school building without sponsor's approval.

### **STUDENT ID CARDS:**

All LASA High School students will be issued an identification card at no cost. Students must have the school issued ID card available at all times when on campus. Students should have their ID available at any school-sponsored event. If an ID is lost, stolen or broken, it is the student's responsibility to replace the ID at a cost of \$5.00.

### **TRANSPORTATION:**

The Austin Independent School District provides transportation for students living more than two miles from LASA High School. Students riding the buses are under the supervision of the Austin Independent School District and LASA High School. These students are expected to follow the established rules and regulations of the Austin Independent School District and LASA High School. Failure to do so will result in suspension from the bus or other disciplinary measures as deemed necessary by the LASA administration. Parents and students may reference the AISD bus stop finder to locate their bus route.

### **TRANSCRIPTS:**

Transcripts are available upon written request from the registrar. See registrar for more details.

### **UIL ELIGIBILITY:**

A student shall be suspended from participating in all extracurricular activities sponsored or sanctioned by the District or UIL after a grade evaluation period, end of the six weeks, in which the student received a grade lower than a 70 in a regular course or a grade lower than a 60 in a weighted course. A suspension continues for at least three school weeks and is not removed during the school year until the conditions of reinstatement are met. A school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays. A suspension shall not last beyond the end of a school year. A suspended student may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

- **Reinstatement:** The District shall review the grades of a student on suspension at the end of each three-week period following the date on which the suspension began. At the time of review, the suspension is removed if the student's grade in each regular course is equal to or greater than a 70 and in each weighted course is equal to or greater than a 60.

### **VERIFICATION OF ENROLLMENT AND ATTENDANCE FORM:**

Students may request the Verification of Form (VOE) from the PEIMS coordinator from 7:30 a.m. until 4:00 p.m. daily. Students must have a valid Student ID card and Social Security number in order to receive a VOE form. If the PEIMS coordinator is unavailable a student may request the form from another staff member in the front office. Students who have lost credit due to attendance are ineligible for Verification Forms.

### **VISITORS:**

Parents are always welcome to visit LASA High School. All visitors, including parents, must first report to the main office with a valid driver's license in order to obtain a visitor's badge. Visitors to individual classrooms during instructional time shall be permitted only with approval from the principal and the teacher of the class. Such visits shall not be permitted if the visit interferes with the instruction or school environment. No school-aged visitors are welcomed during the day.

### **WITHDRAWING FROM LASA:**

Students withdrawing from LASA High School must do so with the PEIMS coordinator. When a student withdraws from LASA, the parent or guardian must sign the **Parent Statement of Intent to Enroll Form**. This form must be signed in the presence of an administrator or the PEIMS coordinator and the student must be enrolled in the new school within 10 days. All obligations are to be taken care of *before* the withdrawal process can be completed. School withdrawals will not be completed via the telephone. Departure from LASA due to a withdrawal may only occur at the completion of a semester if a student plans to enroll in another AISD High School.