

**High School
Student – Parent
Handbook
2011-2012**



LINCOLN SCHOOL, KATHMANDU, NEPAL

Calendar 2011-2012

2011 1st semester							
Aug	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
Sep	M	T	W	T	F	S	S
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	19	20	21	22	23	24	25
	26	27	28	29	30		
Oct	M	T	W	T	F	S	S
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	24	25	26	27	28	29	30
	31						
Nov	M	T	W	T	F	S	S
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	28	29	30				
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

2012 2nd semester							
Jan	M	T	W	T	F	S	S
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	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
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	23	24	25	26	27	28	29
	30	31					
Feb	M	T	W	T	F	S	S
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	20	21	22	23	24	25	26
	27	28	29				
Mar	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
Apr	M	T	W	T	F	S	S
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	23	24	25	26	27	28	29
	30						
May	M	T	W	T	F	S	S
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	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
June	M	T	W	T	F	S	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

July 27, 2011- Aug 5 - New Teacher Orientation
Aug 8, 9, 10- Faculty/Staff Meeting
Aug 11 - First Student Day
Oct 3-7 - Dashain Holiday
Oct 21 - Q1 ends
Oct 26, 27, 28 - Tihar holiday
Nov 24, 25 -Thanksgiving Holiday
Dec 17 - Jan 8 - Winter Break
Jan 9 - School Resumes
Jan 20 - Q2/S1 ends
Feb 20 - President Day-Long Weekend
Mar 23 - Q3 ends
Mar 30 - April 8 - Spring Break
Apr 13 - Nepali New Year- Holiday
May 26 - Graduation
May 31- Last day of school
Q4/S2 ends
June 1 - Teacher Workday
178 school days

Welcome to the Lincoln School Community

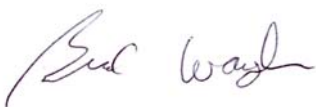
Whether you are new to the Lincoln High School program or a returning family we hope that you find this handbook to be a useful resource. We ask that you familiarize yourself with its contents and keep it on hand as a reference throughout the 2011-12 school year.

Lincoln School is home to a small but diverse and multi-cultural community, and in these fortunate circumstances, we come to know one another well. Our students, their families and teachers come from all corners of the globe and each of us brings to Lincoln a wealth of experiences and perspectives that become part of the rich texture of this learning community. We make a point of knowing our students well, celebrating what is unique about each, recognizing their shared interests and concerns, and actively seeking students' input. As a small school committed to student-centered education, Lincoln is able to provide an outstanding academic and social learning experience for our students, that reflects both our shared diversity and understanding of one another.

Lincoln School welcomes parents as active participants in our community and we encourage you to come by the school. The Lincoln calendar of events offers many opportunities for parents to get involved in the goings-on of the school and we invite you to join us in continuing to build this very special community. If you would like to visit your child's classroom or to meet with a teacher we do ask that you make an appointment with the teacher in advance to ensure your visit is at an opportune time. Please keep in mind that your child's teacher is the best source of information regarding class work and you should feel free to contact him or her by e-mail or by phoning the school should you have any questions or concerns about a particular class.

I am always glad to hear from students and parents and look forward to getting to know you as the year progresses. In particular, please do contact me with your questions concerning administrative matters or matters to do with the high school program. Questions about scheduling, course selection or college preparation, for matters concerning the well-being your son or daughter, please contact the School Counselor, Mr. Bernie Lenoue, directly. I look forward to meeting you in person.

Sincerely,

A handwritten signature in cursive script that reads "Brad Waugh".

Brad Waugh
High School Principal

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High School Faculty and Staff: 2011-2012

WAUGH, Brad	-	Principal
LENOUE, Bernie	-	Counselor
RAJBHANDARY, Minush	-	Secondary Office
THAKUR, Sudeep	-	Counseling Office
ALEMAN, Jose	-	Computer Science, Director of Technology
ATKINS, Marty	-	Algebra 2, AP Calculus, App Math Reasoning, Physics, MUN
CHALISE, Deepak	-	Nepali
COMESOTTI, Renee	-	Art, Music & Words, English 9, English 11, Great Writers Great Idea,
CRISSY, Beth	-	Biology, AP Biology, Environmental Science, Forensics, Psychology
DAVIS, Luke	-	Athletic Director
DAVIS, Sam	-	Physical Education
DODGE, Tom	-	AP Stat, Adv Math, Geometry, Engineering Projects
FARISH, Heather	-	Algebra 1, Chemistry, AP Chemistry, Photography
FRANCE, Kathy	-	HS Drama
GARRISON, Joel	-	Physical Education
HERROLD, Tad	-	AP English, English 10, English 12, Literary Magazine
JUSTICE, Monica	-	Yearbook
LENOUE, Katie	-	Music
PASSIG, Robert	-	Art
PIMENTEL, Maryline	-	French
POWEL, Christie	-	Curriculum Director
REID, Melinda	-	ESOL (English for speakers of other languages)
SMEE, Adam	-	ToK/Sr. Project, MUN, Movie Making, Yearbook
WEBER, Cort	-	AP World History, Class, Inequality and Development, History 9, History 10

Administrative Staff

DETWILER, Richard	-	Interim Director
SHAH, Janne	-	Business Manager
KASHYAP, Ram Babu	-	Transportation Officer
SHRESTHA, Hira	-	Asst. School Services
SHRESTHA, Bhaju Ram	-	Library Assistant/AV Specialist
SHRESTHA, Niva	-	Finance Officer
SIJAPATI, Prerana	-	Front Office
THAPA, Dal	-	School Services Officer
VAIDYA, Rustam	-	Technology: System Administrator
DUPAR, Marsha	-	School Nurse
RAJOURIA, Sudha	-	Health Office Assistant
MAHARJAN, Harihar	-	Asst. Finance Officer

Secondary Teaching Assistants

CHALISE, Arun	-	Technology
GUPTA, Vivek	-	Science, Academic Support
GYAWALI, Binayak	-	Science
KASHYAP, Poonam	-	French, Humanities
KHAN, Zaheer	-	PE/Health
KUMAR, Rajiva	-	Math
LHALUNGPA, James	-	Humanities
MANANDHAR, Sumina	-	Library Assistant
RAI, Marcus	-	Humanities
RAJBHANDARY, Kishor	-	Art
RANA, Sheela Chettri	-	ESOL, Study Hall
SHRESTHA, Deepesh	-	Science
SINGH, Binod	-	Theater Technician, Music

Description of Lincoln School

Founded in 1954, Lincoln School is an independent, co-educational day school for students of all nationalities from Preschool through Grade 12. A nine-member School Board of Education governs the school. Lincoln is fully accredited by both the New England Association of Schools and Colleges and the Council of International Schools. The school enrolls approximately 320 students. Lincoln School offers an American curriculum with special programs in ESOL, physical education, music, art, and French. There is a guidance counselor, and a resource specialist is also available to test and provide support to students with special learning needs. The campus also houses a 23,000 volume library, three computer labs, a theater, a large multi-purpose room, gymnasium and two playing fields. Internet access is available in the library, computer lab and in the classrooms.

Mission

Lincoln School is a multicultural community in the foothills of the Himalaya that inspires in each student a passion for learning, the confidence and competence to pursue their dreams, and the commitment to serve as compassionate global citizens and leaders, who are stewards of the environment.

Core Values

We believe that:

- Experiencing and understanding diversity enriches life and learning.
- Continuous learning is essential to growth and well-being.
- Each individual has value and positive contributions to make.
- Working together benefits the individual and the community.
- Working together towards a common goal creates limitless possibilities.
- A nurturing environment encourages people to realize and express their full potential.
- When individuals act with integrity and take responsibility for their actions, the community and the environment thrive.

Strategic Objectives

By 2014, each student will:

- At least annually, identify, investigate, plan, and reflect on progress made towards pursuing a personal dream.
- Consciously and consistently choose to serve the community and the environment, and to model this behavior within and beyond the campus.
- Participate fully in an innovative and vigorous academic experience.

Strategies

1. We will develop a long-term financial plan and revise policies and practices, as necessary, to assure a sustained commitment to our mission and strategic objectives.
2. We will take full advantage of our multicultural community and being in Nepal, by utilizing the human, cultural and natural resources to achieve our mission and strategic objectives.
3. We will develop system-wide, integrated curricula, which are both world class and innovative, that support our mission and strategic objectives.
4. We will develop and implement a continuous process to review and then reduce or align commitments so that we can achieve our mission and strategic objectives.

Lincoln School Learning Principles

We believe that meaningful learning takes place at Lincoln when students:

- Use their knowledge and skills to successfully complete new, real-world tasks.
- Receive consistent, timely feedback which allows for reflection and revision.
- Practice reflection and self-assessment to successfully transfer their skills to new situations.
- Use their strengths, their voice and their decision-making skills to personalize and maximize their learning.

- Feel safe and ready to take risks in their learning.
- Understand the reason behind the focus of study and are able to make connections between and among their learning experiences.
- Are allowed to truly construct understanding via materials and human resources.
- See that their work is important.
- Develop the capacity to view the world and issues from multiple perspectives.
- Understand the learning goals and the ways their progress toward them will be measured.

The High School Grades 9-12

Introduction: Lincoln High School strives to provide a vigorous program of instruction leading to an American High School Diploma and enabling all students to realize their potential for excellence. The curriculum is designed to prepare all students for post-secondary work in which English, social studies, science, mathematics, technology and foreign language are emphasized. Lincoln School promotes an environment for the individual student to grow into a responsible world citizen capable of leading a meaningful life after the high school experience.

Expectations of High School Students

It is understood that when students enroll in Lincoln School, they and their parents agree to follow its procedures and rules. The following expectations apply for all of our students:

- Make a sincere effort to learn by completing assignments and participating in classroom activities to the best of their ability.
- Contribute positively to the creation and maintenance of a climate that is conducive to learning.
- Demonstrate respect for all staff members and students alike.
- Adhere to school policies and classroom standards of behavior.
- Participate in established school programs on a consistent basis and help to promote new activities as well.
- Assume responsibility for their own behavior by attending class regularly and punctually.
- Foster a spirit of inquiry in which they offer opinions and listen to and respect the viewpoints expressed by peers.
- Accept the duties of membership in a democratic, civic-minded community.

- Understand that correct classroom behavior requires considering the rights of other students.
- Take responsibility for the care of school supplies, equipment and personal property.
- Academic honesty

ACADEMIC PROGRAM

Graduation Requirements

High school students earn credits for all subjects that are successfully completed. In order to receive a Lincoln High School diploma, students must earn at least 25 credits in the following subject areas:

English	=	4	
Mathematics	=	3	
Science	=	3	
Social Studies	=	3	
Foreign Language	=	2*	(Two consecutive years of same language at the HS level)
P.E.	=	3**	
Technology	=	1	
Fine Arts	=	1	(Art, Drama, Band and Choir class)
Life Skills	=	1	
Explore Nepal	=	0.25	(For each year enroll at Lincoln School)
Electives	=	4.5	
<hr/>			
Total	=	25	(Minimum)

* The Foreign Language requirement may be satisfied through independent study if the course meets certain predetermined conditions. Consult Counselor for more details. This requirement may also be waived for students with documented learning disabilities, limited English language proficiency, or other mitigating circumstances. The Principal and Counselor must approve all waivers in advance.

** High School students who participate fully in season-long sports teams such as soccer, basketball, volleyball, swimming, and track & field will earn .5 PE credit. Students may earn up to 2.0 credits by

participating in such (SAISA) sports; a minimum of 1.0 credit must be earned through formal participation in P.E. classes.

In order to earn P.E. credit for participation in SAISA sports, the student must meet the following standards:

- Complete the full season
- Attend at least 80% of the practices
- Attend 100% of the scheduled games at home

Please note that student does not have to travel with team to get PE credit. The P.E. requirements will be waived under special circumstances, such as when a student is medically unable to participate or has a scheduling conflict that will not allow him or her to satisfy PE requirements in time to graduate. In such cases, a non-physical alternative may be substituted.

Please note that students may also earn PE credit through an alternative after-school arrangement, but only if formally approved by the Principal.

Possible Four Year Plan	
Grade 9, Freshman	Grade 10, Sophomore
English 9 History 9 Algebra 1 or Geometry Biology Physical Education Understanding Computers* Fine Arts*	English 10 History 10 Geometry or Algebra 2 Chemistry Physical Education Elective Elective*
<i>*Can be taken any time in four years of high school.</i>	<i>*Electives are anything taken after the graduation requirement has been met. Can be Art, Music, Learning through Service, M.U.N., just to name a few.</i>

Grade 11, Junior	Grade 12, Senior
English 11 Algebra 2 or Adv. Math AP World History or Class, Inequality and Development Environmental Science or Physics or AP Biology or Forensics Foreign Language* Physical Education Elective	English 12 or AP English Language Adv. Math or AP Calculus AP World History or Class, Inequality and Development Environmental Science or Physics or AP Biology or Forensics Foreign Language Elective* Elective
<i>*Can be taken any two consecutive years of high school.</i>	<i>*See above and note that Math, History, and Science taken in 12th grade count as Elective.</i>

The lists above do not include all of the courses offered at Lincoln, nor do they represent the only possible four year plan. Students select a schedule each year based on interests, abilities and goals, with advice from parents, teachers, and the school counselor. Math, History, and Science are listed in the Senior year to illustrate how a student may choose to use their elective choice after the graduation requirement is met.

Four Year College Entrance Requirements

College and university minimum requirements include 4 years of English, 3 years of math to include Algebra 2/Trigonometry, 2 years of science (1 being a lab), 3 years of social studies, 2 consecutive years of the same foreign language and .50 of fine arts. Lincoln School graduation requirements meet or exceed the minimum requirements for most universities. Most students do choose to take more than the minimum requirements in Math, Science, and History.

Most universities in Europe will require three to five Advanced Placement classes with scores of 3 or higher on the AP Exams.

Foreign Language requirements: Two consecutive years of the same foreign language is the minimum requirement for most colleges and for Lincoln School. There are two exceptions: 1) ESL students and 2) Students who enter Lincoln after the 10th grade from a non-American curriculum and who have already mastered multiple languages.

Advanced Placement Courses **

Students have an opportunity to take a wide range of Advanced Placement Courses/Examinations. The following AP courses are offered for the current 2011-2012 school year: Biology, Calculus AB, Chemistry, English Language, French Language, Physics, Statistics, Studio Arts World History. The College Board and the Educational Testing Service in Princeton, N.J. develop AP Examinations. Achieving a high score on an exam may allow students to earn university credit after entering American and Canadian universities. Taking AP courses is also recognized by universities as an indicator that a student has excelled in a rigorous course of study, thereby increasing the applicant's chance of admission. Students interested in the AP courses and exams should meet with the appropriate teacher and counselor. The following guidelines should be used in the decision to pursue one or several AP courses.

- **What are the requirements for students interested in taking AP Courses?**

Eligibility is based on a variety of factors. First, students must obtain permission from the teacher of the AP course. Second, students must have earned a "B" or better in the previous year of study in this field. Please note that unless an exception is made, semester grades of "B-" or below will not qualify students for an AP course.

- **How should students decide whether to enroll in one or multiple AP courses?**

AP courses are college level courses. Only students who have a strong work ethic and solid preparation will do well in the AP courses. Students who have achieved semester grades of "A" and "A-" in a given subject matter have traditionally done quite well in AP courses. Students with grades of "B-" or below have often struggled, lowering their GPA and creating unhealthy levels of stress and anxiety. Lincoln School is committed to enhancing opportunities for post-secondary study; poor grades in AP courses do not impress college admission officers. While students in AP courses have a wide-range of strengths and abilities, students who are not prepared for the accelerated pace of AP work may slow the class down, and possibly interfere with students who are preparing for exams and pursuing college credit.

Students and parents need to consider the number of AP courses to take in a given year. A discussion with the Guidance Counselor is an essential first step in the decision-making process. It must be noted that scheduling problems may limit access to an AP course. The

Guidance Counselor and Principal make all possible effort to accommodate student and parent requests. Students may not take more than three AP classes at a time without the permission of the counselor and principal.

**Additional AP information on courses and recognition can be found at www.collegeboard.com and on college websites.

GRADING SYSTEM FOR ACADEMIC PROGRAM

The following table indicates how Grade Point Average is computed on transcripts. Please note that the percentages in parentheses are only close approximations of those used by teachers in their particular courses, and grading policies will vary slightly depending on course and teacher:

<u>Letter Grade</u>	<u>G.P.A.</u>	<u>Passing Credit</u>	<u>Included in GPA</u>
A+ (97-100%)	4.00	Yes	Yes
A (93-96%)	4.00	Yes	Yes
A- (90-92%)	3.67	Yes	Yes
B+ (87-89%)	3.33	Yes	Yes
B (83-86%)	3.00	Yes	Yes
B- (80-82%)	2.67	Yes	Yes
C+ (77-79%)	2.33	Yes	Yes
C (73-76%)	2.00	Yes	Yes
C- (70-72%)	1.67	Yes	Yes
D+ (67-69%)	1.33	Yes	Yes
D (63-66%)	1.00	Yes	Yes
D- (60-62%)	0.67	Yes	Yes
F (below 60%)	0.00	No	Yes
P	0.00	Yes	No
I	0.00	No	No

In the above grading system,

- “A” Outstanding Achievement (4.0 grade points) - Denotes mastery of nearly all of the objectives of the course.
- “B” Above Average Achievement (3.0 grade points) - Denotes mastery of most objectives of the course.
- “C” Average Achievement (2.0 grade points) - Denotes the mastery of basic course objectives. Teacher acknowledges that students have the skills and understanding necessary to advance to the next course of study.
- “D” Below Average Achievement (1.0 grade points) - Denotes the completion of the minimum objectives of the course and suggests a weak performance and effort. Teacher might give this grade to students who require remedial or additional work to meet a satisfactory standard of performance for the course.
- “F” Little or No Achievement (0 grade points) - Denotes that a student did not meet the minimum standard as defined by the course objectives.
- “P” Pass - Denotes that a student has reached a satisfactory level of performance for the course. This grade may be given, with parental approval, instead of an A-F grade.
- “I” Incomplete – Indicates that the student has not completed the required work for the grading period, and he/she will be given additional time to complete work and receive credit.

Semester Exams

Comprehensive semester exams are an opportunity for students to demonstrate their knowledge and skills in a particular course. The exams will focus on the major objectives of the course and in most cases will last for two hours. Exams may count for up to 20% of the semester grade, but such decisions will vary across teachers and courses. Seniors in their final semester who are maintaining at least an A- in a particular subject may be excused from the semester exam with the permission of the teacher. Decisions regarding whether High School students may leave after an exam or must remain for the duration of the exam period are at the discretion of the Principal and faculty.

Honor Roll

The Honor Roll is based on a student's grade point average and academic consistency for each quarter of the school year. Students who establish an excellent record of scholastic achievement are recognized and encouraged by having their names appear on either the High Honor Roll or Honor Roll. In accordance with our school's philosophy which expects students to develop talents academically, socially, athletically and artistically, all courses will be considered when calculating a student's GPA and determining eligibility for High Honor roll or Honor Roll. AP grades will be weighted for Honor Roll.

- **High Honor Roll:** 3.80 Grade Point Average, grades of A or A- in all courses, grades of at least a B or B- in all AP courses.
- **Honor Roll:** 3.50 Grade Point Average and grades of C or higher in all courses.

Homework

Homework assignments reinforce class work. In general, academic requirements are such that students should expect to spend two to three hours daily on work outside of class. If a student is in Advanced Placement classes, he/she should expect to spend an average of one hour per course per day. The above expectations only approximate the amount of time students are expected to work on homework. Policies will vary across courses at the discretion of the teacher.

National Honor Society

Lincoln High School hosts a chapter of the National Honor Society affiliated with the National Association of Secondary School Principals (NASSP) in the United States. A faculty committee elects members to this service organization annually on the basis of character, scholarship, leadership and service. Among other responsibilities, NHS students are expected to serve as tutors for peers in need of extra assistance. For more information about all NHS activities, please contact Melinda Reid, our NHS faculty advisor.

Students with Special Needs

A certified and experienced specialist, is available to assess and work with students who have special learning needs. Some students may be scheduled to work with the resource specialist on a regular basis.

Library

All middle school and high school students are encouraged to use the Lincoln School Library regularly. The library is open from 8 to 4 on school days and part time during the holidays, and is staffed by a fulltime librarian and two full-time library assistants. Secondary students come to the library at a scheduled time for orientation, as well as when scheduled by teachers for research, book talks, and integrated library/subject content lessons. Students are also free to drop in whenever they have time (lunch break, self-study periods, etc.) to check out and return library materials and to use library resources.

Our Lincoln library currently has over 23,000 books, and more than 1000 DVDs, videos and audio-books; over 60 periodicals are also available. Secondary students may borrow up to ten books (though four is the usual amount). Books are normally checked out for a two-week period and may be renewed if necessary. Reference books may be borrowed overnight or over a weekend.

A list of students with overdue books is published each Monday and posted on the bulletin board by the library entrance. While there are no overdue fines, students are requested to return overdue materials before they check out library materials and students are responsible for paying the replacement price for lost or damaged books.

The Lincoln School Library is a library for all members of the Lincoln community, so parents are welcome to stop by and use our library resources themselves or to check out books to share with their children.

Withdrawal From A Course

Students who choose to withdraw from a course after the 14th day of the course may do so with parental permission and the approval of the Counselor. The student's final transcript will reflect either a grade of WP or WF, signifying a withdrawal with either a passing or a failing grade at the time of withdrawal. No credit will be granted for such withdrawals.

Academic Probation

Students are expected to maintain a minimum grade point average of 2.0 per quarter. Students falling below this mark will receive an Academic Warning. Students falling below a 1.50 G.P.A. for a semester will be placed on Academic Probation. If there is not satisfactory improvement, students may be required to leave Lincoln School.

Advisory

In order to help students reach their academic goals, an advisory time will be scheduled as necessary. Class advisors will meet with students individually or in small groups to help develop academic goals for the year and discuss their academic progress. Class advisors will also monitor progress reports, report cards, and any other concerns that may arise.

Guidance and Counseling

Lincoln School's current Guidance Counselor, Bernie Lenoue, has a variety of responsibilities to ensure that each student's academic and developmental needs are met. The Counselor coordinates individualized academic programs, assists students in making decisions regarding universities/colleges, counsels and offers other support services to students, parents and teachers alike. The Counselor (in consultation with the Director) is also responsible for most decisions regarding admission and placement of students (see below). Please refer to the Guidance and Counseling web page at the Lincoln School website for more information about provided services.

Admission and Placement

The School reserves the right to place children at a grade level or within a specially designed program deemed appropriate by the counselor and director. The Counselor, Director, (and in some cases, in consultation with the Principal and faculty), will make decisions about placement and admissions, based on the student's academic ability, social maturity, and the interests of the student and school. If a student does not meet the criteria to advance to the next grade level at Lincoln School, the student may not be readmitted the following year. In general, the number of credits completed at a previous school determines a student's grade level assignment. However, all placement decisions are made at the discretion of the counselor and director.

COMMUNICATION WITH PARENTS

Up to Date Information

LS staff, students and families contact information is securely kept in the LS Database. Staff and Student Bio data forms are sent out to confirm this information. Please review the information on it carefully & append as needed. If contact information needs to be updated at other times of the year, please send that information to the counseling office.

Parent/Teacher Conferences

Regularly scheduled conferences are held on November. Other conferences may be held at any time at the request of the parent, teacher, and/or student. If there is any question concerning your son/daughter's performance in the classroom, please contact the teacher first then, if necessary, the Principal or Counselor. If a conference is desired, please make an appointment with the teacher during non-instructional time or contact the Secondary office for assistance.

Progress Reports

Progress Reports are formally issued four times a year and may also be used at any time to inform students and parents of a child's performance. Teachers are only required to issue reports to students who are maintaining a grade of C- or lower. However, parents may inquire about their child's performance at any time. This year formal Progress Reports will be issued on the following dates:

- September
- December
- February
- May

Report Cards

Reports Cards are issued to inform students and their parents of their progress and to maintain records of student achievement that may be sent to other institutions. Report Cards are issued at the end of each quarter. This year Report Cards will be issued on the following dates:

- Quarter 1 November
- Quarter 2/Semester 1 February
- Quarter 3 April
- Quarter 4/Semester 2 June

Lincoln Newsletter

On Fridays, a newsletter is sent home with your son/daughter. This is a critical source of information about events and activities at school. Be sure to alert your son/daughter to the importance of getting it to you. The Lincoln Newsletter is also available on the Lincoln school web page. You may also receive it by e-mail. Please notify the front office of your preference.

Lincoln Web page

The Lincoln School website is located at www.lsnepal.com. The website is updated periodically to announce upcoming events, and share other important information about our school, our people and our program of studies. It is also possible to donate money to the school through our website. To retrieve confidential information from the school, the Login username is snow and the password is leopard.

ACTIVITIES AND PROGRAMS

Student Council

The Student Council is made up of two students from each grade level in the High School, along with several other school-wide officeholders. Every year, the student body elects representatives to coordinate activities and programs and assume an overall leadership role in the governance of the school and student-affairs. The High School Student Council plans activities for the student body including Spirit Week, dances, fundraisers, sports tournaments, talent shows/class wars, interschool activities such as Battle of the Bands. The faculty advisor oversees all Student Council decisions and activities.

Student Activities

Students at Lincoln may participate in a wide range of activities. All school activities are supervised by school personnel. Examples of such activities include but are not limited to the following: Newspaper Club, Literature Magazine, SAT Verbal Preparation, Gourmet Club, French Community Service Club, Roots and Shoots Club and a variety of sports including SAISA and Intramurals.

Dances and Other Social Events

- The Student Councils or individual classes also organize dances and other social events. In addition to regular school rules, the following rules are to be observed for every off-campus event: Guests may be brought ONLY when the Principal has granted permission in advance. Visitors must abide by all school rules.
- Students may not be admitted after the first hour of a dance or social event.
- Once students leave a dance or social event, they may not be readmitted.
- Admission to a social event may be refused and students may be asked to leave if their behavior or dress is inappropriate.

SAISA Sports and Fine Arts Tournaments

Lincoln School is a member of the South Asia Inter-School Sports Association (SAISA). Participating schools include the following:

American International School/Dhaka	(AIS/D)	Dhaka, Bangladesh
American International School of Chennai	(AISC)	Chennai, India
American School of Bombay	(ASB)	Mumbai, India
International School of Islamabad	(ISOI)	Islamabad, Pakistan
International School of Karachi	(ISK)	Karachi, Pakistan
Lahore American School	(LAS)	Lahore, Pakistan
Lincoln School	(LS)	Kathmandu, Nepal
Murree Christian School	(MCS)	Murree, Pakistan
Overseas School of Colombo	(OSC)	Colombo, Sri Lanka

Each year Lincoln students participate in fine arts (art and music) and a variety of sporting events. The fundamental aim of SAISA is to promote collaboration, creativity, sportsmanship, and fair, ethical competition. Through SAISA events, students come together to participate in various activities in the truest spirit of cooperation and competition. A detailed schedule of events and venues follows. Please contact Lincoln's Athletic Director, Mr. Luke Davis, if you have any additional questions or concerns.

SAISA Eligibility Requirements

Students who maintain a grade point average of at least a C (2.0) with no grades lower than a C- or 70% on the last grading report (most recent progress report, quarter grade, or semester grade) are eligible to participate in SAISA practices and events. In addition, a student must have a record of good attendance and maintain good citizenship to be eligible for SAISA participation. Staff members may recommend that a student who has had poor attendance or poor citizenship be declared ineligible for practice. Such a recommendation should be made at least three weeks prior to the competition.

Early during the SAISA season the coaches will compile a season roster list and check participants grades based on the most recent report card data. Students with a GPA lower than 2.0, or subject grades of less than 70% on their most recent report card or progress report are given **provisional participation status**. The student, as well as their parents, are informed of this status by the coaches and/or Athletic Director. The student is then put on grade check cards, which s/he must collect from the AD every Monday and return by 3.15pm on Thursday. Based on the results of the grade check cards, the teachers, in collaboration with AD,

coaches and/or Principal will make a decision as to how often the student can attend practice the following week. The student then has a few weeks of the season to demonstrate a commitment to improve their academic standing, attendance and/or citizenship.

Before the travel team is chosen, if a student is still on provisional participation status, s/he can petition for full participant status with the teacher(s) of the class in which the concern exists. After conversation with the student regarding their effort and progress, the teacher should communicate his/her decision to the student, coaches, AD and Principal. If the teacher approves reinstating full participation status the process is closed and the student may be chosen for travel.

If the teacher advises that the student remain on provisional participation status, the student-athlete has an opportunity to appeal this decision. This appeal should be delivered in writing to the Principal. After consultation with the student, teacher(s), coach and AD, a decision will be made as to whether a student may be eligible for SAISA participation. In addition, the student may be required to sign a contract stating the conditions for participation and parents will be informed. Final decisions for SAISA participation and travel should be made three weeks prior to the tournament whenever possible.

SAISA Sports Eligibility Health History and Physical Examination

Students participating in competitive/SAISA sports are required to undergo a Sports Eligibility Health History and Examination every year. This exam is valid for 12 months. Students are required to submit a valid Sports Eligibility Health History and Examination form at the start of the sports season, prior to participation in practice sessions. New students and students advancing to grades 6 and 9 are not required to have 2 health exams. However, they are required to complete the health history section of the SAISA Sports Eligibility form and review this with their doctor when having the Student Health Exam. The SAISA Sports Health History and Physical Examination form is available from the Health Office or may be downloaded from the school's website.

SAISA EVENTS CALENDAR 2011-12

EVENT	HOSTING SCHOOL	EVENT DATES
SAISA Boys' Volleyball	LS	Sep 30-Oct 2
SAISA Swim Meet	AIS/C	October 7-9
SAISA Girls' Volleyball	OSC	October 7-9
SAISA Art	AIS/D	November 17-19
SAISA Boys' Soccer	AIS/D	December 1-3
SAISA Girls' Tennis	ASB	December 2-4
SAISA Boys' Tennis	ASB Tentative	December 2-4
SAISA Girls' Basketball	ASB	December 2-4
SAISA Choir	?	February 9-11
SAISA Band	AIS/D	February 9-11
SAISA Girls' Soccer	AIS/D	March 15-17
SAISA Boys' Basketball	OSC	March 16-18
SAISA Track & Field	AIS/C	March 16-18
SAISA Planning Meeting	ISOI	April 9-10

Explore Nepal and Field Trips

Students participate in a variety of activities over a week-long period that actively exposes and engages them with different aspects of Nepal. Efforts are made to connect the regular curriculum to the "Explore Nepal" program so that learning moves from the classroom to the world around them. This program also provides students with learning activities not found in the regular curriculum. Successful completion is awarded .25 credit each year and is a requirement for graduation. This year Explore Nepal program is scheduled from November 7 to 11.

Explore Nepal Advisors

Grade 9: Jose Aleman, Renee Comesotti, Tom Dodge, Binayak Gyawali,

Grade 10: Marty Atkins, Rajeeva Kumar, Adam, Heather

Grade 11: Robert Passig, Maryline Pimentel, Greg Sims

Grade 12: Cort Weber, Zaheer Khan, Deepesh Shreshta, Tad Herold, Beth Crissy

Multi Age: Monica Justice, Poonam Kashyap, James Lhalungpa, Melinda Reid

Partial and full-day outings or field trips are also organized occasionally during the school year. These may be academic, sports-related, or just for fun! Regular school rules (see Section IV) are to be followed during all treks, trips, and outings. While the school wishes to be supportive of social activities, we hope that parents and students will be careful to distinguish between school-sponsored and private parties or trips. Any school-sponsored social event or trip may be identified by the fact that it will be chaperoned by at least two members of the faculty as well as an equal number of parents and advertised as a school-sponsored event.

Preliminary Scholastic Aptitude Tests (PSAT/NMSQT)

The PSAT is a two-hour version of the College Board Scholastic Aptitude Test (SAT). It measures verbal, mathematical and writing abilities and it is the qualifying examination (for US juniors only) for the National Merit Scholarship Program. All juniors are expected to take this test and all sophomores are encouraged to take it.

- The test date for the 2011-2012 School Year will be on October 12th 2011.

SAT Reasoning Test

The SAT measures general aptitude in verbal and mathematical reasoning as well as writing. SATs are required for application to most colleges and universities. A student can take the SAT any number of times and universities will usually count the student's highest test scores. Students should see the Guidance Counselor for a suggested testing timeline.

SAT Subject Tests

The SAT Subject Tests are individual tests in specific subject areas. They are available on the same days as the SAT Reasoning Test, however, not all subject tests are offered on each date. There are 14 areas including languages, sciences, higher mathematics and history. These tests allow

students to show strengths in areas not tested by the SAT Reasoning Test. Students going to select universities should take this test. You can determine if a university requires Subject Tests under their admission criteria. You cannot take the SAT Reasoning Test and SAT Subject Tests on the same date.

SAT test dates for the 2011-2012 school year:

- October 1
- November 5
- December 3
- January 28
- March 10
- May 5
- June 2

Test of English as a Foreign Language (TOEFL)

Foreign students whose native language is not English may need to take this exam for entrance into colleges and universities. Specific rules vary across universities, but students may be exempt from taking the TOEFL if they earn high scores on the SAT Reasoning, have attended an English Speaking school, or have passed an alternative test of English proficiency.

Secondary Scholastic Aptitude Test (SSAT)

Students applying for admission to American private boarding schools may be required to take the SSAT.

ATTENDANCE POLICIES

Absences

All students are expected to be present in each class each day. Regular attendance greatly affects the scholastic success of a student. Absences are excused or unexcused. School sponsored trips where students are away from Lincoln School campus are not considered absences. Special provisions may be arranged for students with a verified long-term illness.

- If a student is absent he/she or his/her parents should inform the school by telephone or e-mail (mrajbhandary@lsnepal.com) by 8:30 am.
- Medical and dental appointments should be made after school, except in emergencies. If scheduled on a school day, a note should be brought to the Principal's office before school begins.

- Absences will be determined to be either excused or unexcused. If the absence is excused, the work missed may be made up according to our attendance policy. (If students are absent the day after the return of a SAISA or school trip, the absence will be unexcused unless the student has an appropriate note from a doctor).
- Students may receive no credit for class work missed without an excuse. Tests, quizzes and homework due during unexcused absences cannot be made up and will be averaged as a zero.
- Students entering Lincoln School during the course of the year should show evidence of having attended school elsewhere so that credit may be awarded for days of school attended prior to entering Lincoln School.
- Any student who needs to leave campus due to illness during the school day must have authorization from the Nurse or the Principal's Office.
- A student who is absent for more than two periods (including a free period) during the day may not participate in any after school activities or school-sponsored events that day. Students who leave school during the day due to illness may not return that day for extra-curricular activities or for school-sponsored events either on or off campus. In the case of a student who is sick the day of a school play or musical performance and thus is unable to attend classes, yet who feels duty bound to perform that evening, the student's parent or guardian must phone the Principal that morning to explain the circumstances and request permission to attend the performance.

Absences are excused only for the following reasons:

- Illness or medical needs.
- Religious observances.
- School sponsored or approved activities.
- Family emergencies.
- Bandhs or security concerns.

Excessive Absences

- Classes meet approximately 25 times per quarter. Three absences per quarter is more than ten percent missed classes.
- Students that miss more than three classes in a quarter will meet with the Counselor and Principal to review the reasons for absences and to establish an attendance contract for the remainder of that quarter. This contract will also include stipulations regarding the loss of SAISA eligibility for additional absences. Parent meetings will also take place should additional absences occur. Loss of credit and removal from the course may result from continued absences that are not justified.
- Absences for SAISA activities or other school field trips will not count toward the three absences in a quarter.

Advance Notification of Absence

If students know in advance that they will be absent from school, they should obtain an "Advance Notification of Absence Form" from the Principal and bring a note from their parents excusing the absence. The form should then be taken to each of their teachers and work to be done for the time of the absence should be detailed. The completed form should be returned to the Principal in order to obtain final approval of the absence as excused. The due date for material missed will coincide with their return to school, unless other arrangements have been made with their teacher(s).

Home Alone

It is the responsibility of each family to inform the Principal or Counselor and to find a suitable guardian for their children in the event both parents are to be away from home for more than one day. This allows us to monitor and assist these students in the absence of their parents.

Presence on Campus

Students are never to go off campus during school hours for any reason unless they have prior permission from the Director or Principal. School hours are 8:00 a.m. to 3:10 p.m., Monday through Friday. All written requests to leave campus should be submitted to the Director or Principal. A gate pass will be issued by the office and given to the guard when signing out at the front gate. All students are required to sign out at the

front gate any time they are leaving the school campus, even when accompanied by a parent.

On and Off Campus Expectations and Liability

Before 8:00 a.m. and shortly after 3:10 p.m., some secondary students choose to spend time at the teashop and/or shops across the street from Lincoln School. When students are off campus before the school day officially begins or after it ends, they are not supervised by any faculty member. Lincoln School assumes no liability for students in these establishments before and after the school day.

If you have additional concerns, and/or would like to make certain that your children either report directly to school in the morning or remain on campus until they leave, please contact the principal, at your convenience. We are happy to help enforce your expectations and do our best to accommodate any particular request.

Tardies

Students who are late to first period must check in with the Principal's Office for a tardy slip and be taken off the day's absentee list. Three tardies in a class will constitute an unexcused absence in that class; so for example, six tardies equals two unexcused absences.

RULES AND POLICIES

Discipline

We believe that honesty and trust are necessary to maintain the integrity and standards of Lincoln School. Each student should treat fellow students, the faculty, and staff with kindness, respect and consideration.

In general, we expect students to work closely with the faculty and administration to set behavioral attitudes appropriate for a Pre-school-12 international school. Learning is central to Lincoln School. The school organizes a program of formal instruction to increase the probability of that learning occurring. A student's behavior should promote that learning program, not hinder it.

Each teacher is responsible for his/her own classroom discipline and is expected to handle routine problems on the spot. All teachers are generally responsible for students who are elsewhere than in a classroom,

and teachers should discipline anyone misbehaving in halls, toilet areas or anywhere else on school grounds.

Disciplinary measures should not humiliate or degrade students. Corporal punishment is expressly prohibited. The Director and Principal are responsible for discipline practices at the school.

School rules and regulations defining appropriate standards of conduct and behavior shall be distributed to all students and shall be listed in the Student-Parent Handbook. Students shall also be informed of the consequences of breaking these rules or of inappropriate behavior.

As a private school, Lincoln School reserves the right to take appropriate disciplinary action, including assigning a student "Detention," "In-School Suspension," "Suspension," or ultimately "Expulsion" from the school for activities considered detrimental to the welfare of the school, the student body or the individual when said activity is at or near school, on school buses or at school-sponsored functions. Parents will be contacted regarding all offenses deemed serious enough to warrant disciplinary action.

1. Detention

Detention can be assigned by the Director, the Principal or a teacher. A student on detention is required to remain during lunch or after school with the Principal or a teacher. It is at the discretion of the person assigning the detention to notify parents of the reasons underlying a particular detention.

Types of actions which may lead to **DETENTION** include, but are not limited, to the following:

- Tardiness to class;
- Truancy (in addition to Detention, no credit will be given for work due during the truancy period);
- Causing a disruption or disturbance;
- Discourteous or disrespectful behavior.

2. In School Suspension

In-School Suspension can be assigned by the Director or the Principal. A student receiving In-School Suspension is required to work isolated from his/her peers on school grounds for a specified amount of time.

The following procedures must be followed in order to assign a student In-School Suspension:

- a) The Director and/or Principal shall advise the student and parents of the alleged breach of rules.
- b) The student shall have the opportunity to explain his/her version of the incident or misconduct.
- c) After due consideration of the case, the Director and/or Principal shall make the decision as to whether In-School Suspension is warranted and for what period of time. In most cases this process shall take place as soon as possible after the infraction.
- d) Parents will be informed of the In-School Suspension.

Types of actions which may lead to **IN-SCHOOL SUSPENSION**, include, but are not limited to, the following:

- Leaving school grounds without authorization;
- Truancy;
- Smoking;
- Endangering the safety or well being of others;
- Willful defiance of direct requests made by school personnel;
- Willful defiance of school, classroom, bus, or extra-curricular rules;
- Cheating, plagiarism, lying, or other forms of unethical conduct (in addition a zero will be given on any assignment or examination in which cheating or plagiarism has occurred);
- Failure to serve assigned Detention.

3. Suspension

The Director and Principal have the option of suspending a student for a period of up to ten days for serious violations of school rules and regulations. A student receiving suspension is not allowed to attend school or school sponsored activities or events for a specified amount of time.

The following procedures must be followed in order to assign a student suspension:

- a) The Director and/or Principal shall advise the student and parents of the alleged breach of rules.

- b) The student shall have the opportunity to explain his/her version of the incident or misconduct.
- c) After due consideration of the case, the Director and/or Principal shall make the decision as to whether In-School Suspension is warranted and for what period of time. In most cases this process shall take place as soon as possible after the infraction.
- d) The Director and/or Principal shall request an immediate conference with the parents of the concerned student to notify them in writing and in person of the suspension action and the reasons thereof.
- e) The Director shall inform the School Board of such action and the reasons for the action at the next scheduled Board meeting.

Types of actions which may lead to **SUSPENSION** include, but are not limited to, the following:

- Fighting, bullying, harassing; or threatening a fellow student or staff member;
- Endangering the safety or well being of others;
- Carrying or using dangerous weapons or objects;
- Possession or use of illegal or harmful drugs or alcohol;
- Vandalism or theft of school or personal property;
- Willful defiance of direct requests made by school personnel;
- Willful defiance of school, classroom, bus, or extra-curricular rules;
- Cheating, plagiarism, lying, or other forms of unethical conduct (in addition a zero will be given on any assignment or examination in which cheating or plagiarism has occurred);
- Repeated violations of school rules.

4. Expulsion

The Director has the option to recommend expulsion to the Lincoln School Board. Cases of expulsion are decided by the Board.

In the event a student commits an act warranting Expulsion, the following sequence of events will occur:

- a) The Director and/or Principal shall inform the student and his/her parents in writing of the alleged breach of rules and grounds for Expulsion.

- b) The student shall have the opportunity to explain to the Director and/or Principal his/her version of the incident and/or breach of school rules.
- c) The Director, in consultation with the Principal, shall then decide whether to make a recommendation for Expulsion to the School Board. The student will be suspended pending a full hearing by the School Board.
- d) Once Expulsion has been recommended to the School Board, the student and his/her parents shall have the opportunity to present their case to the Board at the earliest opportunity, and no later than the next scheduled School Board meeting.
- e) After due consideration in Executive Session, the School Board shall make the final decision of the case for Expulsion.

Types of actions which may lead to **EXPULSION** include, but are not limited to, the following:

- Possession, distribution, sale, or use of illegal or harmful drugs or alcohol;
- Carrying or using dangerous weapons or objects;
- Endangering the safety or well being of others;
- Vandalism or theft of school or personal property;
- Repeated violations of school rules.

ACADEMIC ETHICS

Cheating

Cheating can be defined as any practice that is intended to deceive. It is not only dishonest and ethically wrong, but it also creates a false impression of a student's real learning and makes valid assessment of a student's work impossible. The school asserts that integrity is more important than an academic record and it supports this assertion by reserving the right to penalize students who cheat. For these reasons, cheating on homework assignments, quizzes, exams and research papers will not be tolerated. Students found cheating will be given an automatic zero. The student will also be sent to the Principal, and his or her parents will be informed of this serious breach of academic integrity. The disciplinary action for cheating may be suspension or, if repeated, expulsion from school. Incidents of plagiarism will be considered as cheating as well. The goal of the school in this regard is to encourage a strong character of academic honesty and to prepare our students to be successful in their further studies once they depart Lincoln School.

Plagiarism

Plagiarism is the practice of knowingly using someone else's words or ideas and presenting them as one's own without the necessary acknowledgment. Plagiarism, like cheating, is dishonest and misleading. There will be times when a student will wish to use the work of others. This is legitimate provided that the source is acknowledged and properly cited. If students are quoting someone else, they must use quotation marks. The author of an idea should be acknowledged either in the text or in a footnote. If using another's conclusions or ideas, students must state that the original ideas were not their own. This is particularly important when rephrasing sentences taken from a book or when using material from an encyclopedia, the internet or other reference source. The best rule to follow is to always acknowledge the source. Any questions about plagiarism should be directed to the teacher.

The following steps will be taken if a student is found plagiarizing:

1. For the first offence the teacher will report the incident to the Principal, parents will be notified by the teacher, and the student will receive a grade of zero for the plagiarized work.*
2. For the second offence the teacher will refer the student to the Principal, and the student's parents will be notified. The student will receive a grade of zero for the plagiarized work. This and further cheating incidents will be reported to subsequent schools the student attends.
3. For the third offence the teacher will refer the student to the Principal, and the student's parents will be notified. The student will receive a grade of zero for the plagiarized work and may be suspended or expelled from school. This incident and the resulting suspension or expulsion will be reported to subsequent schools the student attends.

*New students to Lincoln School may be granted some leniency during their first semester of attendance while they are learning the academic honesty expectations of the school.

Technology

All staff and students review and sign both an Internet Acceptable Use Policy as well as a Computer Use Policy. Students will receive a copy during the advisory period on the first day of school. Teachers will clarify the terms and conditions and ensure that any questions are answered appropriately. We will then expect students and parents to sign the forms

indicating that they understand Lincoln's expectations and policies regarding responsible use of the network.

In addition, families are also expected to review and sign the Photo/Personal Information Release Policy.

Access to computers and the Internet at Lincoln School is solely for educational purposes.

GENERAL INFORMATION

Bus Information

Regular dismissal time is 3:10 every day of the week except Wednesday when it is 2:30. Buses will leave approximately 10 minutes after dismissal time. Students should proceed from class to the bus as quickly as possible. Buses also run later in the day to accommodate students who have signed for after school activities. For this there is a daily bus, except for Wednesday, at 4:00. In addition, during periods when students are practicing for SAISA competitions, there is a bus that leaves at 6:00 PM for these participating students.

Mr. Ram Kashyap is responsible for assigning bus times and routes. If you have any questions, please contact him.

Bus Rules

- Students should understand that their conduct contributes to a safe trip. It is, therefore, essential that all students riding buses adhere strictly to the following rules:
- Go directly to your seats when you enter the bus
- Remain seated until it is time for you to leave the bus
- Any disturbing noise, including loud talking, is not allowed
- Sit normally, don't make disturbing movements, do not extend any part of the body out of the windows, do not throw objects out of the bus, and do not litter, no other drinks besides water is allowed in the bus
- When leaving or approaching the bus, always look both ways down the street. Do not run into the street from behind or in front of the bus
- Follow the directions of the teachers, teaching assistants, bus monitors and drivers
- All other general school rules apply.

- Misbehavior on the bus may lead to suspension of transportation privileges.

Driving Regulations

Students must possess a valid Nepali or International driver's license and have parent permission to drive to school. Students must register their vehicle and license with the Principal's office in order to use their vehicle as a means of transportation to and from school and must park in the school parking lot. Students are not allowed to drive to any field or class trip or during SAISA events. For safety reasons the school highly encourages students to use the school bus for transportation.

Visitors

The Board, administration and faculty encourage parents/guardians and interested members of the community to make an appointment to visit the school and to view the educational program in practice. Students may also request permission from the Principal to have a school-aged friend spend time with them in school. Permission to bring guests to school must be approved by the Principal in advance of the proposed visit.

Lost/Missing/Damaged Supplies

Articles left on campus will be put in the "Lost and Found" Cupboard opposite the Tuc-Shop. The Cupboard is open daily from 11:00 AM – 1:00 PM. Students will receive textbooks for each course directly from their teachers. Once issued, texts become the responsibility of the student. Most of the textbooks and library books used by the students are imported. Replacing lost books is time-consuming and relatively expensive. When a book is missing, the student should inform his/her teacher immediately. If a text is lost or marred, the student will be billed the cost of the book plus a 25% shipping and handling fee. Report cards and transcripts will not be released until all outstanding financial obligations are resolved.

Lockers

Students will be assigned lockers by their class advisors on the first day of school. Locks are provided by the school and lockers should be kept locked to safeguard all items stored in the locker. Students are advised not to share lockers or their personal combination with other students.

Dress Code

All students should be appropriately dressed for school in a manner that promotes academic seriousness and reflects cultural sensitivity for the customs of our host country, Nepal.

Guidelines for Dress Code:

1. No more than one inch of stomach (midriff) may be showing while standing
2. Skirts and shorts must be no shorter than two inches above the knee unless leggings are worn underneath
3. No showing of cleavage;
4. Shoulder straps must have wide bands (at least two inches in width);
5. No showing of boxers or other types of underwear, whether sitting or standing;
6. No inappropriate slogans (for example clothing which depicts drugs, alcohol, sexual innuendo, vulgarity, or profanity).

Consequences

First Offense: Principal requires student to call home and explain that she or he is in violation of the dress code and why. The student will be required to change or cover up. The student will be allowed to make up work missed.

Second Offense: Principal contacts parent and sends student home for the day. Missed work *is* excused and the student is allowed to make it up the next day or for homework (if a student misses an exam, teachers should offer an alternative time to take it).

Third Offense: Principal contacts parent; student is formally suspended for the day; work is *not* excused

Cell Phones and Electronic Devices

Cell phones are allowed on campus but must be turned off and be out of sight during class time. If a student is using his cell phone during class or the cell phone rings or vibrates during class, the teacher may confiscate the phone and give it to the principal. The student's parent(s) have to come and retrieve the phone from the principal's office. Other electronic devices such as MP3s and iPods are only allowed in the classroom with permission from the teacher. If a teacher has requested that students not use these types of electronic devices in class and a student does not follow this directive, then the same consequences as described for cell phones will apply.

Telephone

During the school day, students who have permission may use the telephone located in the front office. The telephone will be available outside the front office. Cell phones are permitted as long as students turn them off during instructional time. In case of an emergency, please contact the Main office for assistance.

Lunch

Students eat outdoors and are free to use the facilities unless the weather is prohibitive. Classrooms will be made available for students on rainy days.

Facility Use

Lincoln School students may use the outside recreational facilities, i.e., soccer fields, and the outside basketball court during non-school hours. Use of the Gymnasium should be scheduled through the Athletic Director. Parents and students should be aware that there are no staff members on duty and often no formal supervision after school-hours.

STUDENT HEALTH**Health Services**

Health services are provided by the School Nurse in the Health Office between 8:00 AM and 3:00 PM, Monday through Friday. The nurse remains on campus until 4:00 PM, but uses the last hour of the day for administrative work. Key support in maintaining up-to-date student health records is provided by the Health Office Assistant, who also assists the nurse in providing prompt care to students and staff.

The function of the Health Office is to promote the health and safety of LS students and staff. The responsibilities of the school nurse include assessing illnesses and injuries and providing basic nursing care and first aid as needed; reviewing and maintaining health records; prevention and control of infectious diseases; provision of health information to students, staff and parents; administration and supervision of medications; assisting with the management of health conditions such as asthma; assisting with the management of a safe school environment; and medical emergency preparedness.

If a student has an injury or illness and needs to go home, the parents will be contacted. The student must be picked up from the Health Office by a parent or other adult. If the student requires outside medical assistance during school hours, the nurse will contact the parent or guardian in order

to get medical help. The nurse will attend to the student until the parent arrives.

In the case of a life-threatening situation or urgent situation and the parent cannot be reached, the student will be transported to an appropriate hospital by school vehicle or ambulance. In that case, the parents will be notified to meet the child at the hospital.

Health Requirements

New and returning students must comply with school health requirements, which include a health examination on admission and when advancing to grades 6 and 9; current immunization status; screening for tuberculosis; and submission of student health information and medical consents. Please refer to the LS website for detailed information regarding health requirements and deadlines.

Health Records

Every year parents need to update their student's health information and medical consents. The school nurse provides care to students based on the information given by you on the Student Health Information form. Therefore, it is important that the form is filled out completely. It is the parent's responsibility to inform the Health Office if there is any change in the student's health condition at any time.

For significant conditions such as asthma/reactive airway, severe allergies, diabetes, or seizures, you should inform the nurse immediately—on or before—the first day that the student attends school, and provide the Health Office with a physician prescribed plan of care and any daily or emergency medicines.

During the year parents may be asked to update their student's health information for SAISA events or other class trips. We realize that this may be inconvenient, but it is important for chaperones to have the most recent emergency contact and health information, as some information may have changed since you last submitted a form.

Students' health records are reviewed by the nurse and kept in the Health Office. In order to provide a safe and healthy environment for all students, a student's health information will be shared with appropriate school staff as needed.

All student health forms are available from the Health Office or may be downloaded from the school's website.

Medications at School

If parents would like the nurse to administer daily or emergency medication to their student, such as antibiotics, cold medicines, inhalers, and EpiPens, they must provide the Health Office with the medication in its original container and an Authorization for Use of Medication at School. If a student is responsible for taking a medication during school hours parents should notify the Health Office and also insure that the student has a complete understanding of this responsibility. The student must not leave the medication where other students may have access to it.

The Health Office has a limited supply of over-the-counter medications that can be given to the student without calling parents first, if parents have signed and submitted the medication consent on the Student Health Information form.

Early Dismissal for Illness or Injury

Students are dismissed from school if they develop the following symptoms or injuries while at school:

- A fever of 100.0° F (37.8° C) or more
- Diarrhea 3 or more times in past 24 hours
- Diarrhea with vomiting, abdominal pains or cramps
- Nausea and vomiting
- Coughing and sneezing with greenish discharge from the nose
- Sore throat, especially with fever or swollen glands in the neck
- Symptoms of pink eye (conjunctivitis) including pain, redness and/or discharge
- Rash and/or symptoms suspected to be chickenpox, measles or mumps
- Headache, earache, toothache, abdominal pain or cramps unrelieved by one dose of paracetamol (Tylenol, Niko) or ibuprofen (Motrin, Advil, Brufen)
- Suspected sprain or strain with pain, swelling and restricted mobility
- Suspected fracture
- Sustained a head or neck injury
- Cut or laceration requiring stitching
- Broken tooth
- Visit to the Health Office 2 times in one day for the same complaint
- Need to rest in the Health Office more than 30 minutes
- Need to be seen by a doctor or dentist

Remember, students with a fever must stay at home until their temperature has been normal (98.6° F or 37.0° C) for at least 24 hours – without the use of a fever-reducing medicine such as paracetamol or ibuprofen.

EMERGENCY PROCEDURES

Earthquake

1. If inside buildings when an earthquake strikes, all students and teachers will immediately:
 - get under anything available: desk, table, counter;
 - drop to knees, backs to windows, knees together;
 - clasp hands firmly behind heads, covering necks;
 - bury faces in arms, close eyes tightly;
 - remain under cover until shocks stop and teacher instructs students to get up.
 - after the shocks stop the teacher will direct students to evacuate the building while the administration checks for any possible structural damage.
 - a verbal “all clear” will be issued by the administration, and the students may then re-enter the building.
2. If outside when an earthquake strikes, all students and teachers will immediately:
 - get clear of all buildings and walls;
 - remain clear until shocks stop.
3. If damage has occurred and buildings have been evacuated, all students and teachers remain in position outside until instructions come from the administration.
4. No one other than Search and Rescue members will re-enter buildings until building safety has been confirmed.
5. No matter how extensive the damage may be, everyone remains on campus until the Administration declares dismissal.

*Note: A procedure will be followed to release students to their parents in a timely, organized and safe manner.

Fire Drill

Fire drills will be conducted periodically. Fire drill routes are posted in each room showing the path of evacuation. Students should walk silently and rapidly along the designated route to the field.

Stand Fast Drills

Stand Fast Drills will also be conducted periodically. Such drills are intended to prepare a response in the event that an unwanted intruder has entered the campus. In such drills, all doors are locked and students and teachers move to inconspicuous places in the room until the drill has ended.

Emergency Dismissal Drills

At different times in the past, we have had to get students and staff on buses quickly in order to avoid demonstrations or to make it home before a curfew. On days where there might be demonstrations or other disruptive activities along the roads, we want all of our riders to be as calm as possible. This drill includes having all students meet on the outdoor basketball court, lined-up by grade level, and then to the buses by grade levels through the main gate. All students and staff, with the exception of those living in the Rabi Bhawan area, will move quietly and orderly to the buses. For the sake of preparedness, students who do not normally ride buses will also be required to board a van or bus as there have been times in the past where everyone has had to be returned home by a Lincoln School vehicle.

Intellectual Freedom

The Board believes that students should have opportunities to discuss controversial issues which have political, religious, social, or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions, and respect the opinions of others.

The Board permits and encourages the study of controversial topics when the study is objective and scholarly. A topic is controversial when some or all positions contained in that issue run counter to the generally accepted

moral, political, intellectual, social, emotional or economic commitments of the community. To the extent possible, teachers must approach the teaching of and classroom discussions about controversial topics in an impartial and unprejudiced manner, and must refrain from using their position of privilege and prestige to promote a partisan point of view.

Teachers should exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class.

Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on an issue under discussion as long as its expression is not malicious or abusive toward others.

Whenever possible, parents/guardians should be informed at least a week in advance of a topic to be discussed in class which may be considered to be controversial. If in doubt about whether or not a topic may be defined as controversial, teacher(s) are encouraged to communicate with the Principal.

Daily Schedule

MONDAY	
8:00-9:00	Period 1
9:05-10:05	Period 2
10:05-10:15	Break
10:20-11:20	Period 3
11:25-11:50	Assembly, Advisory
11:50-12:30	Lunch
12:35-2:05	Long Period 4
2:10-3:10	Period 5
3:15-4:00	After School Activity

TUESDAY and THURSDAY	
8:00-9:00	Period 1
9:05-10:05	Period 2
10:05-10:15	Break
10:20-11:50	Long Period 3
11:50-12:30	Lunch
12:35-2:05	Long Period 4
2:10-3:10	Period 5
3:15-4:00	After School Activity

WEDNESDAY	
8:00-9:00	Period 1
9:05-10:05	Period 2
10:05-10:15	Break
10:20-11:50	Long Period 3
11:50-12:30	Lunch
12:35-1:35	Period 4
1:40-2:40	Period 5
2:45-5:00	Prof Dev

FRIDAY	
8:00-9:00	Period 1
9:05-10:35	Long Period 2
10:35-10:45	Break
10:50-12:20	Long Period 3
12:20-1:00	Lunch
1:05-2:05	Period 4
2:10-3:10	Period 5
3:15-4:00	After School Activity

Secondary Daily Period Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Period 1	A	F	C	H	E	B	G	D
Period 2	B	G	D	A	F	C	H	E
Period 3	C	H	E	B	G	D	A	F
Period 4	D	A	F	C	H	E	B	G
Period 5	E	B	G	D	A	F	C	H