

**Middle 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	<b>11</b>	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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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
Oct	M	T	W	T	F	S	S
						1	2
	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	8	9
	10	11	12	13	14	15	16
	17	18	19	20	<b>21</b>	22	23
	24	25	<b>26</b>	<b>27</b>	<b>28</b>	29	30
	31						
Nov	M	T	W	T	F	S	S
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	28	29	30				
Dec	M	T	W	T	F	S	S
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	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24	25
	26	27	28	29	30	31	

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

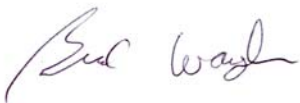
Whether you are new to the Lincoln Middle School program or a returning family we hope that you find this handbook to be a useful resource. We ask that you familiarize yourself with its contents and keep it on hand as a reference throughout the 2011-12 school year.

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 middle school program. For matters concerning the well-being of 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". The signature is written in dark ink and is positioned above the printed name.

Brad Waugh  
Middle School Principal

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### **Middle School Faculty And Staff: 2011-2012**

WAUGH, Brad	-	Principal
LENOUE, Bernie	-	Counselor
RAJBHANDARY, Minush	-	Secondary Office
THAKUR, Sudeep	-	Counseling Office
ALEMAN, Jose	-	Director of Technology, MS Exploratory
BROWN, Christa	-	Math 6, 7 and 8, MS Exploratory
CHALISE, Deepak	-	Nepali 7 and 8
DAVIS, Luke	-	Language Arts 6, Social Studies 6, Athletic Director
DAVIS, Sam	-	PE/Health 6, 7 & 8
FRANCE, Kathy	-	Drama 7 and 8, MS Exploratory
HENNIGAR, Peter	-	Science 6, 7 and 8, MS Exploratory
JUSTICE, Monica	-	French 7
LENOUE, Katie	-	Band and Choir
PASSIG, Robert	-	Art, MS Exploratory
PIMENTEL, Maryline	-	French 8
POWEL, Christie	-	Curriculum Director
REID, Melinda	-	ESOL (English for speakers of other languages)
ROSE, Tim	-	Social Studies 7 & 8, Language Arts 7 & 8, MS Exploratory
SIMS, Greg	-	MS Exploratory

### **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

### **Middle School Teaching Assistants**

CHALISE, Arun	-	Technology
GUPTA, Vivek	-	Math & Science
GYAWALI, Binayak	-	Math
KASHYAP, Poonam	-	French & Humanities
KHAN, Zaheer	-	PE/Health
LHALUNGPA, James	-	Humanities
RAJBHANDARI, Kishor	-	Art
MANANDHAR, Sumina	-	Library Assistant
RANA, Sheela	-	ESOL, Study Hall
RAI, Marcus	-	Humanities
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 Middle School Philosophy

Lincoln School strives to meet the unique needs of middle school students in their transition from elementary to high school, emphasizing both personal and academic responsibility. At Lincoln school we want our middle school students to be actively involved with their learning and personal growth. To empower your children to take responsibility for their learning and personal growth, we have developed the following ten learning outcomes:

1. To be a productive group member and have good relations with my peers
2. To be a critical thinker and creative problem solver
3. To be a responsible world citizen and a steward of the environment
4. To be a lifelong learner, willing to take intellectual risks
5. To be able to access information and use technology effectively
6. To be an effective communicator and public speaker
7. To appreciate the culture of Nepal and diversity in general
8. To possess essential knowledge and skills
9. To have a commitment to wellness
10. To possess high self esteem

### Grading System for Academic Program

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, which may lead to permanent dismissal.

In the above grading system,

- “A” Outstanding Achievement (4.0 grade points, 90-100%) - Denotes mastery of the objectives of the course.
- “B” Above Average Achievement (3.0 grade points, 80-89%) - Denotes mastery of most objectives of the course.
- “C” Average Achievement (2.0 grade points, 70-79%) - Denotes the acquisition of basic course objectives.
- “D” Below Average Achievement (1.0 grade points, 60-69%) - Denotes the acquisition of the minimum objectives of the course. Indicates a weak performance requiring remedial or additional work to achieve a satisfactory performance standard.
- “F” Little or No Achievement (0 grade points, below 60%) - Denotes the student did not meet the minimum standard as defined by the course objectives.
- “P” Pass - Denotes that the 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.

### Homework

Homework assignments reinforce class work. In general academic requirements are such that students should expect the following amount of homework daily:

Sixth Grade	1.0 - 1.5 hours
Seventh Grade	1.5 - 2.0 hours
Eighth Grade	1.5 - 2.5 hours

### Parent-Teacher and Student-Led Conferences

Your first conferences of the year will be with the middle school teachers on October . This will be an opportunity for you to talk with teachers about your children's goals and academic progress. Student-led conferences are scheduled for January and May. Student-led conferences give students an opportunity to celebrate their learning, review their growth over time, and provide parents with a better understanding of their overall progress.

### Progress Reports

Progress Reports are issued four times a year and may also be used at any time to inform students and parents of a drop in performance. This year the Progress Reports will be issued on the following dates:

- September : all middle school students
- December : all new students and in classes with a C or below
- February : all new students and in classes with a C or below
- May : all new students and in classes with a C or below

### Report Cards

Report Cards are issued to inform students and their parents of student 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

**Measures of Academic Progress (MAP)** is administered to our students in sixth, seventh and eighth grades three times during the school year. *MAP* is computer-based and assesses reading, language usage, mathematics and science. This is an 'adaptive assessment' in that a student's correct or incorrect response affects the difficulty level of the next item presented. Simply put, if a child responds correctly to a problem in geometry, the next geometry problem will be at a higher level and visa versa if the student answers incorrectly. It is our hope that this assessment will provide us with more specific information and further support our teachers in addressing individual student needs and in developing more effective instructional strategies.

## 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 (mrajbandary@lnepal.com) by 8:00 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.
- Students who continually violate attendance procedures or having excessive tardies may receive an in-school suspension.
- 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 are 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. Middle School students are allowed to stay on campus until 4:00 pm. After this time they must be a part of SAISA or an after school activity. Otherwise they must go home.

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 return home, 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**

### **Expectations of Middle School Students**

It is understood that when a student enrolls in our school, he/she and his/her parents agree to conform to its procedures and comply with its rules.

Students are expected to assume responsibility for:

- being regular and punctual in attendance.
- being prepared for class, and completing work on time.
- showing respect for self, others and school property.
- making best effort to learn.

### **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 Preschool-Grade12 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;
- 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;
- 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, and the student will have an opportunity to redo the assignment.\*
2. For the second offence the teacher will report the incident to the principal, and the student's parents will be notified by the teacher. The student will receive a grade of zero for the plagiarized work.
3. For the third offense the teacher will refer the student to the principal, and the student's parents will be notified. This and further cheating incidents will be reported to subsequent schools the student attends.
4. For the fourth 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.

## 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.
- Students who wish to ride a bus after 4:00 PM which is not their regularly scheduled bus, must have the permission of the middle school principal no later than 2:00 PM on the day the change is requested.

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

### 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) would 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.

### Controversial Issues

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. The teacher must approach the teaching of and classroom discussions about controversial topics in an impartial and unprejudiced manner, and must refrain from using his/her classroom privileges 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 or related to the established course of study.

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.

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.

### **Dances and Other Social Events**

These are organized by the Student Council or individual classes. In addition to regular school rules, the following are to be observed:

- Guests may be brought ONLY when permission has been granted in advance by the Principal. Visitors must abide by the school rules listed above.
- No one will be admitted after the first hour of a dance or social event.
- Once students leave a dance or social event they will not be readmitted.
- Admission to a social event may be refused and students may be asked to leave if their behavior or dress is unbecoming or inappropriate.
- Middle school students are not allowed to take taxis or walk home after a school event. Should your child want to spend the night with a classmate or ride home with someone else, the teachers chaperoning the dance need your written permission.

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.

### **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).

The following steps will be taken if a student violates the dress code.

1. 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.
2. 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).
3. Principal contacts parent; student is formally suspended for day; work is not excused.

### **Facility Use**

Lincoln School students may use the outside recreational facilities during non-school hours. Use of the Gymnasium should be scheduled through the Activities Coordinator.. ***Parents and students should be aware that there is no school staff on duty after school.***

### **Guidance and Counseling**

The role of the counselor, Bernie Lenoue, is to assist the individual in the process of clarifying his/her own strengths and limitations, possibilities, responsibilities and potential as a student. This is accomplished through individual and group counseling. Some main counseling objectives that parents should be aware of include: scheduling students for appropriate classes, assessing academic difficulties, providing an orientation program for incoming students,

providing appropriate grade-placement, and serving as a center for external testing. The counselor is available to address students' personal problems, behavioral problems, academic concerns, family situations and peer relationships. Depending on the situation, the counselor may contact parents, teachers, or the nurse for support and follow-up. When a student's problem is beyond the counselor's scope, the counselor can serve as a referral service. All counseling matters will be handled in total confidence.

### **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.

### **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.

### **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.

### **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 webpage. You may also receive it by e-mail. Please notify the front office of your preference.

### **Lincoln Webpage**

The Lincoln School website is located at [www.lsnepal.com](http://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.

### **Lockers**

Students will be assigned lockers by their class advisors on the first day of school. Lockers are school property provided as a benefit to students. Locks are provided by the school and lockers should be kept locked. Students should not bring valuables to school.

### **Lost/Missing/Damaged Supplies**

Articles left on campus will be put in the "Lost and Found" Cupboard opposite the Tuk 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.

### Lunch

Students eat outdoors unless the weather is prohibitive. Lunch should only be eaten in classrooms if a faculty member is present. Classrooms will be made available for students on rainy days. Menus are available from a number of local restaurants so that students may order lunch at morning recess.

### 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 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.

**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 expose and engage them with different aspects of Nepal. Efforts are made to connect the core curriculum to the “Explore Nepal” program so that learning moves from the classroom to the world around them.

Explore Nepal Class Advisors

Grade 6: Katie Lenoue, Luke Davis, Bernie Lenoue, Dipak Chalise, Binod Singh

Grade 7: Tim Rose, Vivek Gupta, Peter Hennigar, Jennifer Alevy

Grade 8: Sam Davis, Melinda Reid, Markus Rai, Christa Brown

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.

**Student Council**

The Student Council is elected by the student body yearly and is responsible for the coordination of student class affairs. Any class projects, which affect the general student body, must be approved by the Student Council and its faculty advisor.

**After School Activities**

Students at Lincoln may participate in a wide range of after school activities. These activities are provided by school personnel or private teachers.

**Telephone**

During the school day, students who have permission may use the telephone located in the front office.

### **Up to Date Information for Parent Communication**

Lincoln School staff, students and families' contact information is securely kept in the LS Database. Twice yearly Staff and Student Bio-data forms are sent out to confirm this information. Please review the information on these forms carefully & revise as needed. If contact information needs to be updated at other times of the year, send this information to the counseling office.

### **Visitors**

The Board encourages parents/guardians and interested members of the community to visit the school and view the educational program.

To ensure minimum interruption of the instructional program, Students may request permission from the Principal to have a school-aged friend spend a maximum of two days with them at school. Permission to bring guests to school must be requested of and approved by the Principal at least three days in advance of the proposed visit. Visits during school hours should be first arranged with the teacher and Principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

Use of recording devices may be used by students or visitors in the classroom only with the prior permission of the teacher and Principal.

## **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 with their teachers immediately:
  - a. Get under anything available: desk, table, counter;
  - b. Drop to knees, backs to windows, knees together;
  - c. Clasp hands firmly behind heads, covering necks;
  - d. Bury faces in arms, close eyes tightly;
  - e. Remain under cover until shocks stop and teacher instructs students to get up.
  - f. After the shocks stop the teacher will direct students to evacuate the Building while the administration checks for any possible structural damage.
  - g. A verbal "all clear" will be issued by the administration, and the students may then re-enter the building.
2. If outside buildings when an earthquake strikes, all students with their teachers immediately:
  - a) Get clear of all buildings and walls;
  - b) Remain clear until shocks stop.

3. If damage has occurred and buildings have been evacuated as for a fire drill, all students with their teachers remain in position outside until instructions come from the administration.
4. No matter how extensive damage may be, everyone remains on campus until the Administration declares dismissal.

#### **Fire Drills**

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.

## Daily Schedule

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

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

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

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

## Secondary Daily Period Schedule

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