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SUPPORT
A civil institution is hereby established under the name of Asociación Escuelas Lincoln, for the purpose of maintaining in operation, the school of the same name as well as to foster the development of education and teaching in accordance with the laws and regulations of the country, whatever the religious beliefs or nationality of its students, professors or associates. The instruction to be offered shall adhere to patriotic principles, the moral and civic outlook of its pupils to be guided in accordance with the principles set forth in the Argentine Constitution, at the same time, inculcating a proper respect for and knowledge of the land of their forefathers.

The legal domicile of the Association is in the Federal Capital, but other schools may be established in the same city as well as branches in other parts of the country.

The Association does not seek any personal financial profit for its members. Such profits as may be obtained shall be invested in the school itself, in the establishment of other schools and, in general, in educational projects such as: the acquisition of its own buildings, the renewal of teaching equipment, prizes, scholarships and similar rewards, the reduction of educational fees, or other endeavors.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985.
REFERENCE: I. 2.0

POLICY: ARTICLES OF ASSOCIATION DECREES

DATE APPROVED: MARCH 1988

DATE(S) OF REVISION:

Dates of approval of the original Articles of Association and subsequent modifications:

- National Executive Power Decree No. 80.316, dated 21 December 1940.
- Resolution of the National Ministry for Education and Justice dated 15 October 1965.
- Resolution of the State Secretary of Justice dated 8 April 1968.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985.
The Association shall be managed and administered by a Board of Governors composed of nine members elected from amongst the active members of the Association at the Ordinary General Meeting by simple majority vote.

The Board of Governors shall be composed of a President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and three Directors.

Each year, the General Meeting shall designate from amongst the members of the Board of Governors, the persons who are to act as President and Vice-President for the fiscal year in question. The Board of Governors, at its first meeting following the Ordinary General Meeting, will elect by majority vote those of its members who, during one year, will act as Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

The same meeting will designate five alternates of the Board of Governors, for two years, who will replace the Director in case of absence, resignation or impediment of any of them, in accordance with the order in which they were designated.

The alternates, in accordance with the order of their designation, will replace the Directors of the Board of Governors in each case of absence, resignation or impediment.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985.
The Philosophy of Asociación Escuelas Lincoln is a statement of the examined beliefs of the school faculty, administration, and Board of Governors in regards to the education of students and the purpose and goals of the school.

We believe students should be provided excellent academic, social, and personal opportunities in order to be successful and contributive members of a culturally diverse society, regardless of race, religion, gender, or ethnic background. The core tenets of our educational program are based upon practices in the better schools of the United States. In recognition of the multinational background of our student population, we also strive to meet the needs of our community by offering Argentine and International Baccalaureate curricular strands to enhance our United States accredited diploma program.

While celebrating the diversity of our school population, we seek to create among parents, students, teaching and non-teaching staff, administration and Board of Governors, a unified and caring community that exhibits mutual respect and understanding wherein the individual feels welcomed and valued.

The school endeavors to develop individuals with healthy self-esteem, confidence and the desire to become life-long learners. To this end, we employ teaching methods that are creative, varied and flexible. We hold that the learning climate, while demanding, should be enjoyable, active, and dynamic. Our classrooms are characterized by inquiry, discovery, creativity, problem-solving, and self-direction. The individuality and potential of each student will be maximized in a multi-faceted, high quality learning environment.

We seek to nurture the intellectual, personal, social, physical, and affective characteristics of the whole student. We value and endorse character education, which encompasses responsibility, respect, honesty, cooperation, compassion, and concern for the welfare of the community and the world at large.

We believe that through consistent application of these principles and ideals, a learning community will be fostered in which rational, caring, and intellectually discerning students will develop.
Lincoln provides an education to the highest US accreditation standards, focused on academic excellence and developing confident, ethical world citizens.
REFERENCE: I. 6.0

POLICY: SCHOOL ORGANIZATIONAL PLAN

DATE APPROVED: NOVEMBER 1996

DATE(S) OF REVISION: JUNE 2015
There shall be three classes of members:

a) Active Members

b) Associate Members

c) Honorary Members

- Active Members are those who pay, once, the special quota established by the Board of Governors, in addition to the same general periodic dues as paid by Associate Members. A certificate for each special quota paid will be extended to the Active Members. The quota may be modified uniformly and periodically by the Board of Governors, according to special circumstances that may occur as time goes by. The Department of Justice will be informed in each case.
- The Certificates referred to above are registered, the only purpose being to serve as evidence of the status of active members.
- Active Members shall each have one vote in the General Meetings regardless of the number of Certificates they may possess. To attend General Meetings it shall suffice for the member to be up to date with his monthly dues.
- Associate Members are those who pay the periodic dues established by the Board of Governors. They shall not have the right to vote at the General Meetings, but may take part in the discussions. The Board of Governors will set the date or dates of payment of the dues.
- An Associate Member may be made an Active Member by subscription for at least one special quota.
- In the event of insolvency, bankruptcy, or criminal sentence, a member shall lose his status as such and may be barred from the Association, as well as for flagrant moral incapacity in the judgment of the Board of Governors. The member in question may appeal such decision, in which event, the case shall be considered at the Next General Meeting.
- The Board of Governors shall name as honorary Members such persons as it may deem worthy of the distinction because of services rendered to the Association or for any other reason. Honorary Members shall have no vote in the General Meetings and shall not be required to pay dues of any nature whatsoever.
- The Founding Member referred to in Policy AEA shall not be empowered to vote at the General Meetings but may take part in the discussions.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985
The General Meeting shall be held every year within the first four months subsequent to the end of the Financial Year. Notice thereof and of the subjects to be discussed are to be sent to all Active Members by registered letter 15 days in advance, it being forbidden to take up at such meetings any matter not on the Agenda.

- Notice of meetings shall likewise be posted fifteen days in advance on the bulletin board at the domicile of the Association for the information of all members.

- Active Members may be represented by a letter of proxy. No proxy may cast more than those corresponding to him as a member of the Association and five more as proxy. No proxy will be entitled to cast more than six votes in all. The members of the Board of Governors cannot serve as proxies.

- At the General Meeting, the financial situation of the Association will be studied in the light of the Annual Report, Balance Sheets and Inventory. The Members of the Board of Governors and the alternates shall be designated to replace the outgoing members thereof. The President and the Vice President for the fiscal year shall be designated. An Audit Committee and an alternate for the same shall be named.

- A quorum shall consist of one-half of the members having the right to vote, plus one. Any number present with the right to vote shall constitute a quorum upon the expiration of a half hour from the time fixed for the meeting. Resolutions shall be passed by a majority of those present.

Source: Asociación Escuelas Lincoln Estatutos, as revised, 1985.
### Extraordinary General Meetings

Extraordinary General Meetings shall be held when the Board of Governors deems it desirable, but the Board shall be required to call a meeting upon the written request of at least 25% of the Active Members. The notice of such meeting shall be given in the same way as for the Ordinary Meetings and within fifteen days of the date on which the request was made.

The necessary quorum for these meetings shall consist of one-half of the members having the right to vote, plus one. If this number is not present at the first meeting, a second shall be called within twenty days of the date of the first. In such case, the meeting may deliberate validly with the number of members having the right to vote that may be present after expiration of a half an hour from the time fixed for the meeting. Resolutions shall be passed by majority vote.

Extraordinary General Meetings shall be called to amend these Articles of Association to dispose of/or mortgage real property. The quorum shall be that set forth in the preceding paragraph.

Source: Asociación Escuelas Lincoln Estatutos, as revised, 1985.
By reason of having been the founder of Lincoln School the activities of which are continued by the Association, Miss Allena Luce is recognized as sole Founding Member for Life, a category which is purely honorary and which cannot be granted to any other person.

Source: Asociación Escuelas Lincoln Estatutos, as revised, 1985.
The permanent closing of the school shall be determined at a General Meeting of the Active Members of the Association. The General Meeting cannot decide to wind up the Association as long as at least nine of its members agree to maintain it.

In case of winding up of the Association, be it by decision of the General Meeting, or because of the fact that it is no longer possible to comply with its objectives, or due to a resolution of the Executive Power of the Nation, the winding up will be carried out by persons designated by the General Meeting.

The assets of the Association, once all debts have been paid, will be transferred to an institution of public welfare of a similar nature or aims as of the Association, or to charitable or beneficial institutions, not operating for a profit and exempt from Income Tax payment, in accordance with the decision of the General Meeting, arrived at by majority vote. In no case said assets will be distributed directly or indirectly among the members of the Association.

Source: Asociación Escuelas Lincoln Estatutos, as revised, 1985.
The Board recognizes that the operation of the school in Argentina requires the school calendar to meet both the legal expectations of the host country and sound educational criteria. The Superintendent will develop an annual calendar, which accommodates the legal minimum of 180 instructional days in the academic year, and submit it to the Board for approval. The calendar will be patterned after school calendars found in North American (U.S.) schools to better facilitate the transfer of students between Lincoln School and U.S. schools.
The school day for student attendance will be established by the Superintendent. The school day will be planned to provide sufficient time to appropriately cover the instructional needs of the school. The establishing of the school day will comply with Argentine ministry requirements and standards established by the Southern Association of Colleges and Schools.
The Administration will develop an Emergency Evacuation Plan for use at the school. The plan will include contingency measures to cover such situations as bomb threats, closing the school due to mechanical failure of equipment, fire, and other such situations.

The Emergency Evacuation Plan will be reviewed annually by the Administration and updated as required.

Emergency evacuation drills will be held regularly at the school. All students and staff will be informed as to the routes to use for evacuation and the procedures to follow during emergency situations prior to the need to use such practices.
Emergency situations may arise during which time the school must be closed. The Superintendent will develop contingency plans to provide for closing the school in emergency situations.

The Superintendent is given the authority to close the school during situations on a temporary basis. If the school is to be closed, the Superintendent will confer with Board president or his designee to evaluate the circumstances and determine the course of events that best meets the needs of the school and provides for the safety and well-being of students and staff.

If the Board president or his designee is not immediately available, the Superintendent will take the required action and confer with the president or his designee as soon as possible. Should the school have to be closed for more than two days, the available members of the Board will be consulted.
The Board recognizes the positive value of encouraging parents to visit the school. Likewise, other interested parties such as visiting school officials, company representatives and diplomatic personnel are encouraged to visit the school.

School visitors should expect that their presence in the school will not disrupt the educational program in the classroom or other instructional areas. Visitors should report to the receptionist or to the appropriate school office prior to any visit to instructional areas during the school day. If specific conferences with members of the staff are requested, these should be arranged prior to the visitors’ arrival at school and should be scheduled so that the instructional program is not interrupted. Students of schools other than Lincoln may also visit the school upon the specific invitation of a Lincoln student and with prior approval by the principal of the school where the visit is to take place.

Commercial vendors will be expected to go directly to the manager or administrator they plan to visit after being received by the receptionist. Commercial vendors will not be allowed classroom or staff access without specific permission from the Superintendent.
Individuals and organizations may make donations of goods or services to the school. The Board authorizes the Superintendent to accept such gifts on behalf of the school. The Superintendent will report the receipt of gifts to the Board. Capital items will be inventoried and will become part of the capital assets of the school. Donors of gifts to the school will surrender all rights to such gifts to the school.

Donations of monies or services to support club activities or sport teams are given without obligating the school in any way. Organizations or individuals should be aware that donations, gifts or services would not give them favored status in their business operations with the school as such action would be considered a conflict of interest.
Asociación Escuelas Lincoln is a “smoke-free” institution, and smoking is prohibited at any time within the school boundaries for both students and adults.
The safety and wellbeing of students shall be the primary reason for having a clean and well-maintained school plant and facilities. A facility deemed unsafe shall immediately be repaired or isolated from the students until repair or replacement can occur. The Administration will be held responsible for monitoring and inspecting the school plant and facilities, including playgrounds and physical education facilities and equipment, on a regular basis to assure compliance with this policy.
Carrying, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, bus or at any school-sponsored activity, by any person without the authorization of the school Superintendent is prohibited.

As applied to this policy, “dangerous weapon” means:

1. A firearm, whether loaded or unloaded.
2. Any pellet gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade of any length or a spring-loaded knife of any length.
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

The Superintendent shall initiate disciplinary proceedings immediately as appropriate for students or employees who violate this policy. Disciplinary measures may include suspension, expulsion or dismissal in case of Lincoln students or employees and banning from the Lincoln campus for others, in accordance with School Policy.
Lincoln School, as an international school operating in Argentina, represents a broad cross section of nationality and cultural communities. The recognition of holidays, events of national importance, and other observances will be undertaken in such a manner that all ethnic and nationality groups develop a better understanding of other cultures.

As a guest of the government of Argentina, the school is expected to observe Argentine national holidays.
The Superintendent may suspend and/or recommend for expulsion or dismissal any student, faculty member, clerical and other employee who is charged and/or convicted of a criminal act or who is known to engage in notorious misconduct and whose presence may constitute a serious distraction or danger to other students or colleagues.

In the case of recommendation for expulsion or dismissal, the Superintendent will present the situation to the Board of Governors for their disposition.
The Board of Governors shall have full powers to administer and manage the affairs of the Association, being empowered to:

A. Exercise absolute and direct control over incomes and expenditures as well as over any commitments which may involve the expenditure of funds or other eventual obligations.
B. Acquire any whatsoever property.
C. Request credits and contract loans, with or without special guarantee, and issue bonds to the members. Borrow money by mortgage or otherwise encumber the property of the Association; mortgages may be effected also with the National Mortgage Bank and the Bank of the Province of Buenos Aires.
D. Appoint and discharge all employees and other personnel of the Association and determine their duties and salaries
E. Draft and modify the internal regulations.
F. Appoint Special Committees for such purposes as it may deem advisable.
G. Decide upon the admission or expulsion of members in accordance with the provisions of policy AE.
H. Increase the special quota to be paid by active members, as set forth in policy AE.
I. Carry out and conclude all acts not provided for in the Estatutos inasmuch as the foregoing is not restrictive; and carry out, through the President, the resolutions of the General Meetings

The Board of Governors shall appoint a Technical Director who shall be directly and personally responsible for running the School. His or her duties and obligations shall be determined by the Board, and he or she shall be especially responsible for:

A. Carrying out the management of the School as head of the administrative and technical personnel with authority to suspend advising the Board of Governors, which shall make the final decision in the matter
B. Prepare the draft expenditure budget.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985
The members of the Board of Governors shall be elected for two years, four of the members to be elected one year, and five the following year. They may be re-elected and shall perform their duties gratuitously. At the time of forming the first Board of Governors, lots shall be drawn amongst its members to determine which four members are to hold office for one year.

The members of the Board and of the Special Committees may be removed by a two-thirds vote of the Board of Governors in the cases set forth below; the next General Meeting to be held shall be informed of such action:

A. When they are absent from four consecutive ordinary meetings or from six non-consecutive meetings without proper cause in the judgment of the Board.

B. By reason of having been declared bankrupt, insolvent or sentenced by criminal courts, or in flagrant cases of moral incapacity in the judgment of the Board.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985
The President of the Board of Governors

The matters decided by the Board shall be carried out by the President whose rights and obligations shall be governed by the general rules of agency insofar as they are not covered by the Articles of Association found in the Asociación Escuelas Lincoln Estatutos as revised, 1985.

Further, the President is the legal representative and head of the Association, and as such shall:

  a) Represent the Association in all its acts.
  b) Preside over the General Meetings and Board of Governors Meetings.
  c) See that these Articles of Association, the internal regulations and the resolutions of the Board and of the General Meetings are carried out.
  d) Authorize the appointment of all personnel of the Association.
  e) Grant administrative and legal powers of attorney for all purposes, advising the Board thereof.
  f) Sign jointly with the Secretary, the minutes of the Board of Governors and General Meeting, and the Balance Sheets of the Association.
  g) Sign jointly with the Treasurer, the checks and banking documents of the Association. The Board may designate another person to sign for the President in these cases.

The Vice President of the Board of Governors

The Vice President shall replace the President in case of absence or other impediment and with the same powers and faculties.

In the event of the absence or resignation of the Vice President, the remaining members of the Board shall designate which of its members is to replace him.

The Secretary of the Board of Governors

The Secretary is empowered to:

  a) Sign jointly with the President, the minutes of the Board and General Meetings. Sign the Balance Sheets.
  b) Keep the Minutes Book of the Board and the General Meetings. Draft the Minutes.
  c) Sign jointly with the President, the communications and correspondence of the Association.
The Treasurer of the Board of Governors

The Treasurer shall receive and disburse the funds of the Association in accordance with the instructions of the Board of Governors in each case.

The Treasurer shall keep the accounts of the Association in the Association’s books which may be consulted by the members of the Board of Governors.

The Treasurer shall sign the receipt books and jointly with the President or other person designated by the Board shall sign checks and banking documents.

The Assistant Secretary of the Board of Governors

The Assistant Secretary shall replace the Secretary in case of absence or other impediment, with the same powers and faculties.

The Assistant Treasurer of the Board of Governors

The Assistant Treasurer shall replace the Treasurer in case of absence or other impediment, with the same powers and faculties.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985.
The Board may establish committees to deal with various aspects of Board operations. Such committees may include, but are not limited to:

- Finance
- Personnel
- Construction, Maintenance & Services
- Education

Other Committees may be established as needs arise.

The President of the Board will assign members of the Board to the various committees.

Special (ad hoc) committees will be formed to study issues and prepare reports to the Board on specific issues requiring resolution. Each committee chairperson will nominate interested and qualified parents for Board review who will be appointed as members of standing and ad-hoc committees.

The President will appoint such committees, establish the task for the committee and set a date for the completion of the task at hand.
The broad framework of rules and regulations within which the School must operate is provided by Argentine laws and regulations. Other regulations are provided by the Accrediting Association, and, to some extent, governmental agencies of the U.S. Embassy. The Board of Governors shall reserve to itself the function of providing guides for discretionary action within these existing external regulations. These guides for discretionary action will constitute the policies governing the operation of the School.

The formation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School. The formal adoption of policy statements shall be recorded in the minutes of the Board meeting when adopted. Only those written statements, as adopted and so recorded, shall be regarded as official Board policy.
An updated Board Policy manual will be made available in the reference section of both the Elementary and High School Libraries. As policy amendments or new policy is enacted, a copy of the pending policy will be posted in the libraries. The Board will consider comments at the next Board meeting.

Members of the Board of Governors will be provided with forms on which policy recommendations can be written and subsequently presented to the Board for consideration.

Once a year, in April, a new updated manual will be placed in each library.
In accordance with the stated philosophy, Asociación Escuelas Lincoln shall endeavor to maintain a program for learning and growth that will:

A. Provide an educational program which facilitates the transfer of students from and into educational institutions in the United States of America, as well as other American International Schools abroad.

B. Be familiar with and integrate US national educational objectives with those developed from local requirements and understanding, and coordinate as closely as possible, the educational aims of the US and Argentine programs in order to better facilitate learning, school transfers, and university admissions.

C. Provide educational programs that recognize and support the multicultural and multinational nature of our student body, while remaining cognizant of the core values of a US based educational program.

D. Assist each child in achieving a self-adjustment to the educational environment that will ensure happiness and educational progress, and that will foster respect, appreciation and understanding of the Argentine culture.

E. Stimulate the intellectual curiosity and encourage emotional, moral, physical and social growth according to the needs of the individual student.

F. Recognize and cultivate individual differences in students, providing, whenever possible, clubs, sports programs, and other extra-curricular activities for students with special talents and interests.

G. Maintain high standards of teaching, curriculum and facilities so as to foster the development of open and inquiring minds and the ability to reason and solve problems.

H. Encourage and support the professional staff to remain educationally current as to be well prepared to take advantage of new trends and techniques in education, with particular emphasis in the area of educational technology.

I. Maintain a fully accredited school as determined by the Southern Association of Colleges and Schools or an equivalent organization in the United States.

J. Maintain Argentine national accreditation in so far as it can be compatible with the US Accreditation requirements.
The Board of Governors may appoint an ad hoc Nominating Committee for the purpose of filling vacancies on the Board. The committee will solicit candidates from the members of the Asociación Escuelas Lincoln and may also solicit names from the general parental community. The Board of Governors will try to maintain a balance of skills among its members in order for the Education, Finance, Personnel and Construction/Maintenance Committees to work effectively.

The Nominating Committee will send a brief biographical sketch of all candidates to the Association members prior to the election. Recommendations from this committee on candidates will also be included.

The following requirements must be met by candidates for nomination:

1. Must not have any overdue debts to the School of the Asociación Escuelas Lincoln.
2. Must not be an employee of the Lincoln School or a relative of an employee.
3. Preference will be given to parents with children enrolled in School.
4. Must not be from a member organization of the Asociación Escuelas Lincoln already represented on the Board of Governors.
5. Must express a strong desire to devote the time and energy required for service on the Board of Governors.
6. Must be sponsored by an Active Association member.
School Boards are expected to serve as firm and forward looking policy-making bodies. School Superintendents are expected to serve as strenuous and resourceful implementers of policy, as professional School executives in the best sense of the term. To eliminate potential conflicts in the interpretation of who shall be responsible for what, the following statements of general responsibility are provided:

I. The Board shall expect the Superintendent to:

A. Serve as its chief executive officer; to serve the Board in all matters as its professional advisor.
B. Recommend appropriate policies for the Board’s consideration, and implement and execute all policies adopted by the Board.
C. Create, with the assistance of staff, job descriptions for each administrative position, as developed under the aegis of the Board of Governors’ stated goals.
D. Keep the Board fully and accurately informed about the School program.
E. Interpret the needs of the school system and present his recommendations on all problems and issues considered by the Board.
F. Devote a large share of his thought and time to the improvement of instruction and be alert to advances and improvements in educational programs.
G. Lead in the development and operation of an adequate program of school community relations.
H. Participate to as great a degree as possible in community activities.
I. Practice great care in nominating candidates for appointment to the school staff.
J. Present for the consideration of the Board an annual budget that is designed to serve the needs of the school and assume total responsibility for the day to day financial condition of the school.
K. Cooperate with openness, trust and confidence as the Board performs its responsibility in conducting an annual evaluation of the Superintendent’s performance.
L. Review and evaluate administrative staff performance.

II. The Superintendent shall expect the Board to:

A. Assist the Superintendent with counsel and advice, giving him/her the benefit of its judgment, experience and familiarity with the school and community.
B. Consult with him/her on all matters concerning the school which the Board is considering or about which it proposes to take action.
C. Delegate to him/her the responsibility for all executive functions, refrain from handling directly any administrative details, and give the Superintendent authority commensurate with his responsibilities.
D. Make all employees of the School responsible to the Superintendent, refrain from any direct dealings of an official nature with them, and require and receive all reports from them through the Superintendent.

E. Refer all operations, complaints and other communications, oral or written, to the Superintendent except when such may come to the Board, in meeting, on appeal from decisions of the Superintendent.

F. Provide adequate safeguards for the Superintendent and other personnel so that they may perform their proper functions on a professional basis. (This involves, particularly, supporting the Superintendent in his efforts to protect the personnel and the School from individuals and organizations seeking to exploit the School for selfish or biased reasons).

G. Support him/her loyally and actively in all decisions and actions that are in keeping with proper professional standards and the announced policy of the Board, and accept full responsibility for administrative acts authorized by, or resulting from, the policies of the Board.

H. Develop long and short range goals for the School. On the basis of these goals the Superintendent has a right to expect that the Board will cooperate with him/her in establishing written performance objectives.

I. Annually conduct an executive session, as per specifications of the Superintendent’s contract, during which an evaluation of the Superintendent’s performance is made on the basis of previously agreed upon performance expectations.

J. Hold him/her strictly responsible for the administration of the school, require him/her to keep the Board fully informed at all times, through both written and oral reports, and immediately appraise him/her when any of his/her methods or procedures are inappropriate.

K. Become continuously familiar with current educational issues and philosophies. This would include familiarity with modern management operations and procedures.
REFERENCE: II. 6.1

POLICY: EVALUATION OF THE SUPERINTENDENT

DATE APPROVED: MARCH 1988

DATE(S) OF REVISION:

(TO BE DEVELOPED)
Meetings of the Board shall be called by the President or at the request of two of its members, and by the Secretary in the case of meetings called for dates previously fixed by the Board.

Any meeting called at the request of two members of the Board shall be held no later than eight days thereafter.

Meetings of the Board will be scheduled in such a manner that all members of the Board can be notified of such meetings in a timely manner.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985
Minutes shall be kept of all meetings in a book kept for that purpose, and shall be signed by the President and Secretary or in the absence of these by two members of the Board chosen by majority thereof.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985.
A quorum shall consist of six members in attendance. Resolutions shall be made by majority vote. The President shall have one vote and an additional vote in the event of a tie.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1985
The Board of Governors recognizes that communication between the Board and the [Lincoln School] community is vital. [The Board will issue quarterly reports to the community-at-large reviewing work completed. Interim reports will be made as issues demand.]

[Community] meetings will be held periodically to allow the opportunity for questions and discussion [of] school issues. The Superintendent will serve as chairman of these meetings.

Communication from the Board must be representative of the Board as an entity. Individual Board members will not issue statements to the community-at-large regarding the workings of the Board unless so authorized to do so by specific Board action.

Communication to the community-at-large will be issued by the President of the Board or his designee.

(Since the PTO now has a representative in the Board meetings, the following phrase has been deleted: “The Board will also send a representative to PTO meetings and will submit monthly articles to the school newspaper for publication.”)
The Fiscal Year shall end on July 31 of each year.

Source: Asociación Escuelas Lincoln Estatutos as revised, 1996
The fiscal year for Asociación Escuelas Lincoln shall be August 1 to July 31. The Administration should present the annual budget proposal, covering all curriculum, operating costs and capital expenditures, and to allow the maintenance of a reasonable Reserve level, to the Board of Governors by April preceding the upcoming fiscal year. The final budget approval and adoption should be done by the Board of Governors no later than its regular June meeting.

Tuition and fee announcements for the year following must be made to Lincoln’s parents by May of each year.

The superintendent will be responsible for the preparation of the budget proposal. A schedule of activities should be developed that will lead to a final budget proposal to the Board of Governors no later than May 1. (See implementation Calendar). The annual operating budget should represent the means by which the school will execute its educational plan for the subsequent year. This proposal should include projected personnel costs as well as the costs for the materials and services needed to support the school’s program.

Once the budget is approved and the fiscal year commences, it is expected that the administration will manage the school within the parameters of the adopted budget. All fiscal obligations are to be met in a timely manner to take advantage of any discounts or other cost reductions. Also, prompt payment is expected, as it will maintain good credit ratings and the reputation of the school.
The function of the Purchasing operation is to serve the school program by supplying equipment, materials, and services for the school in a timely manner. The administration shall be responsible for defining a set of procedures for all school purchases. Members of the Board and school staff shall not receive gratuities, financial or otherwise, from suppliers of materials or services to the school.

Minor projects which cannot be accomplished by the school maintenance staff may be awarded to private contractors. The administration may proceed with projects whose cost are up to U$S 5,000. Any capital project above U$S 5,000 must be included in the Capital Budget for the year and should have a minimum of 3 bids, handed in closed envelopes to the Administration, and opened in a meeting with the presence of the Superintendent. Projects up to U$S 10,000 may be awarded by the Superintendent with the conformity of the Facilities Manager, Principal involved and the Business Manager. Projects above U$S 10,000 must be studied by the Facilities Committee and recommended to the Board of Governors for final approval.

Review of recurrent suppliers’ costs such as: stationary, cleaning goods, paints, construction and electrical materials, etc. should be made every 6 (six) months, trying to include different reliable providers.

The administration will be responsible for developing a set of procedures and guidelines to monitor all maintenance projects to be certain they are executed properly. All significant purchases will require a Purchase Order, and/or a contract if needed.
All suppliers of goods and services shall render invoices to the school for payment, complying all legal and tax requirements, and making reference to the Purchase Order #.

The school Principal or Manager indicating that goods have been delivered and/or services completed should sign invoices.

In general, advance payment for goods and services will not take place. If a partial advance payment is granted, it will be restricted to the actual purchasing of materials needed by the vendor to complete a job or work, or to confirm an order for needed educational material.
In order to facilitate minor purchases, the Superintendent or Business Manager may authorize the establishment of Petty Cash Accounts. He/she will be responsible for developing a procedure for the management and control of these accounts.

All disbursements should be made counting with the corresponding invoice in due legal form.

Caps should be established in accordance with taxable limits, however it is reasonable not to exceed the equivalent to U$S 200.

No capital items can be purchased through these means.

Authorization of invoices (refer to Policy III – 2.1 and 2.2).
Development conferences and related trips abroad and expenses will be ruled as follows:

1. Principals or Manager will propose to the Superintendent all educational trips for his approval, indicating the benefit to the school, the teacher or employee to attend and total costs involved.

2. The School will cover the cost of the trip (airline, bus, etc.) expense and registration costs for teachers.

3. Only Administrators (Principals and Business Manager) will also have an Advance equivalent to US$ 50 to cover daily meals and other minor expenses.

4. Upon return, an Expense report (tickets and bills attached) should be filed and submitted for approval, together with the balance of over or under expenses made.

5. The Superintendent will receive a Daily allowance of US$ 75 to cover meals and minor expenses, for each day of attendance to the Conferences or Meetings.

6. Local non-costly development conferences or courses, included in the Budget and directly related with the activity of the teacher or employee, can be approved by the Principal or Manager.
The capital budget will be prepared annually by the administration and discussed with the Finance and Facilities Committees before its adoption and approval by the Board of Governors.

The capital budget will be adopted at the time as the operating budget, normally in May before the fiscal year beginning on August 1.

The Superintendent, is responsible for the management of the approved capital budget. Items or projects costing U$S 10,000 or more must be discussed and approved by the Facilities Committee, before submission to the Board of Governors.

The Superintendent must get approval from the Facilities Committee for any additional capital investment not included and approved in the Capital budget.
The Superintendent shall be the final responsible for receiving and properly accounting for all funds of the school. The accounting system used by the school shall conform with professional standard accounting procedures and practices.

The Board of Governors will direct the administration to prepare an annual Balance sheet, Income statement and Cash flow.

The Board of Directors shall commission an annual financial audit performed on all School accounts. The audit shall be carried out by a qualified independent accounting firm, preferably with an international affiliate. The audit firm should provide an opinion on the internal controls of all operations with special emphasis on any area specifically requested. It will be performed under GAAP or comparable international accounting standards.

Copies of the audited year-end statements will be made available in the reference sections of the Elementary and High School libraries.

The Board shall also receive monthly financial statements from the Superintendent showing the financial condition of the school as of the last business day of the preceding month. A summary of operating results and comments will be prepared reviewing the number of students by grade level, paying student equivalents, tuition and fees billed and received. Other data or reports may be required by the Finance Committee, to be presented to the following Board of Governors meeting.
The school’s operation should strive to break even on its tuition income.

Reserve Fund and the Capital Fund, both built from Capital Assessment fee, shall be separately accounted for.

Reserve funds are those required for catastrophic or unexpected events. This Reserve should be maintained at a level equivalent to a minimum of five months operating expenses.

The Capital fund is reserved for significant capital improvement projects in the school and cannot be used for operating expenses.

The Capital Fund will be informed in a separate account at the bottom of the Statement of Revenues, Unused capital funds may be transferred to Reserve Fund with the approval of the Board of Governors.

The Board has the full discretion to adjust the Capital Assessment Fee: it shall be set annually at the time the operating and capital budgets are adopted.

Year-end balance of the Reserve and Capital funds will be included in the annual financial reports.
The Board of Governors upon the recommendation of the Superintendent and appropriate Board Committee sets school Tuition and Fees annually.

The policy is established as billing by SEMESTER and payment on a monthly basis.

MONTHLY tuition billing is an option and should be awarded under special circumstances and parents request.
BILLING

1. Tuition and fees invoices are in U.S. dollar currency.

2. Payments per semester are not prorated and therefore are due in full, regardless of the date of actual entry within the semester.
   A discount of 50% of the full semester Tuition will be granted in the case of a student entering within the last two months of the semester.
   A written request must be made to the Business Manager or Superintendent for approval, if special circumstances appear at moment of late enrollment along the semester.

3. Annual and semester payments of Tuition will carry a 2% discount.

4. The Matriculation fee and the Capital Assessment (only once) fee will be included in the first invoice of each year. In certain occasions and upon request, payment of Capital Assessment in few installments along the year can be accepted.

5. Transportation and school lunch fees are invoiced per semester. Monthly billing could be obtained upon request to the Business Office.

6. Under special circumstances, families can request in writing, a monthly billing to the Business Manager. The acceptance of this request could also be subject to consultation with the Superintendent.

7. Invoices are sent to the parents on the first week of each semester, or at the end of the previous month—if the payment is per month.

PAYMENTS

1. The due date for semester, annual or monthly invoice, will be the 15th consecutive day from the date of issuance.

2. Amounts unpaid the day following the due date shall be deemed past due. Past due amounts could be charged, depending on circumstances, with an interest rate as established in the Annual Fee schedule.

3. Parents with past due balances outstanding more than 30 days of the due date, will be notified in writing that the balance, the interest and/or the administrative charges must be paid within the next 15 days.

4. In case of under or non-payment of the amounts claimed, serious past-due amounts will be pursued by all legal means available. Withholding of student Reports (except Argentine Official bulletin) may result until payment is made. If the payment is not made in full by the end of the school year, suspension of enrollment for the next year could also result.

5. Scholarships awarded to children of parents who fail to pay past due amounts by the end of the semester could be revoked in the billing for the next semester, based in the circumstances assessed by the Scholarship Committee, if necessary. Once a scholarship is revoked, parents must reapply for this privilege. The Committee reserves the right to deny any such application.
REIMBURSEMENTS * DISCOUNTS

1. Matriculation fee will not be returned or prorated.
2. Capital Assessment fee, will be reimbursed at 50% if a child withdraws during the first semester of the school year.
3. Capital Assessment will be charged in 50% if a student remains at School a maximum of one year. Special considerations may also be applied by the Superintendent if more than one student of the same family, arrive for a short period of time or enroll in the last 2 years of High School.
4. Students of families being transferred or leaving the country for up to a maximum of one year must inform the school in writing, and will not be charged Capital Assessment fee upon re-entering Lincoln. Special considerations may be applied by the Superintendent.
5. Bus and lunch service fees will be reimbursed in the following month after written advice of cancellation of service.
6. In the event of a student’s early withdrawal, Tuition refunds will be prorated on a semester-by-semester basis.
7. In the case of school closure due to “force majeure”, refundable amounts and dates will be determined by the Board.
8. All discounts awarded on Tuition and fees, as well as financial aids, will be accounted for and disclosed under Financial Aids and Benefits line of the Income Statement.

Person/People Responsible
Superintendent
Business Manager

Accountability
Superintendent (exceptions: may be approved in writing at this level)
Business Manager
The Assets of the Association shall consist of:

A. The buildings, land, furniture, fixtures and other properties pertaining to the Asociación Escuelas Lincoln at present established in its domicile at Andrés Ferreyra 4073, La Lucila, Buenos Aires.
B. Any other property purchased in the future.
C. The special quotas paid by Active Association Members.
D. All funds available in operating bank accounts, those invested in local and foreign banks, as well as Reserve funds.
E. The periodic fees paid by the students.
F. All other assets accounted for as assets of the School from time to time.

The Association is empowered to receive legacies, gifts and subsidies, which will also become Assets of the Association.
It will be the investment policy of the school to maximize the income of the Schools funds without taking excessive risks that may jeopardize these funds. The following parameters will be used.

**GENERAL FUNDS**

1. The equivalent of the forecasted expenses plus any other foreseeable major outflows for the next 120 days will be kept in local Banks peso or dollar money market or equivalent account that can be drawn upon for day to day disbursements.
2. The remaining funds should be invested in US dollar or Euro-currency debt instruments either through specific issues or through mutual funds. Instrument Quality should be Government instruments or corporate bonds with S&P quality rating of AA or better and fluid/liquid active market. The Finance Committee will approve these investments.
3. With specific approval by the Finance Committee longer term denominated debt instruments or equity issues in either the US or the Argentine market can be used.
4. In no cases will the funds of the school be invested in options, warrants, futures, high risk or commodity markets.
Asociación Escuelas Lincoln operates with both Peso and Dollar accounts in Argentina and with international banks in Dollar or Euro accounts.

Check signing authority to facilitate the use of these accounts is as follows:

I. Foreign or Local Banks in Peso, Dollar, or Euro accounts, require two signatures:

- Superintendent
- School Business Manager
- Head of National Programs
- Any Other Empowered Officer

Any two of the previous officers of the School, or any one of the above officers with any one of

- Board of Governor's
- President
- Board of Governor’s
- Vice President
- Board of Governor's
- Treasurer
- Board of Governor's
- Secretary

II. Transfer of Funds and Check Endorsing

Check endorsing can be done with one signature only. Transfers of funds from any Savings to a Current Account of the School, in the same bank or not, will have the same signature procedure as the checks.

III. List of Bank Signatories

The list of authorized signatories with banks or other financial institutions should be updated as soon as possible after changes in personnel.

IV. Responsibilities of Bank Signatories

With the act of signing a check or other bank instrument, each signature is stating that the movement of funds was 1) properly authorized; 2) services were properly completed and/or goods acquired were duly received; and 3) all procedures followed and documentation required proving these facts were present at the time the instrument was signed.

V. Signature Limits

The Officers of the School will have a check signature limit of U$S 250,000. Above this amount the Superintendent or one Board member signature will be required. In addition, for any individual transaction above $400,000 US, a pre-written authorisation from a Board Member identified section 1 is required.
The Superintendent, working with staff, shall be responsible for maintaining an accurate inventory of equipment computers, peripherals, musical instruments and any other valuable fixed asset in the school.

School-wide inventories will be maintained and up-dated on a yearly basis. Such inventory records will be kept on file in the Business Office.

As a principle, no assets under u$s 500 should be capitalized. Under certain considerations of control, some electronic items should be convenient to capitalize.

Depreciation rates suggested by the accounting profession should be applied. More accelerated rates should be used for technical equipment and foreign hire furniture, whenever possible.
Occasionally, the school may be required to borrow funds in order to meet payroll and other cost obligations. For these short-term operating needs, the Administration is authorized to borrow such funds at the lowest possible financing cost option to cover cash flow shortages.

For these short-term operating needs the Administration is authorized to borrow up to U$S 100,000 of such funds at the lowest financing cost option. In these cases, the Finance Committee will be informed. For covering any anticipated shortfall beyond U$S 100,000 agreement will be reached with the Finance Committee beforehand.
AEL will pay salaries to all employees on a monthly basis. Maintenance (blue collar) could have a by-weekly advance.

The Superintendent will develop the necessary procedures to implement this policy.

The procedure established shall be written and included in the procedural manual of the Business Office. The Auditors and Tax advisors shall review this procedural statement, as well as the calculation of salary taxes and income tax withholding methodology, both for local and foreign hire employees.
In the event that certain portions of the school plant or facilities or large equipment are no longer needed for the educational program, the Superintendent will inform the Board of Governors if such facilities should be used for alternative community activity, possible storage facility, or if such facility should be demolished or disposed. Safety of occupants, overall campus security and cost as compared to return shall be considered as the facility in question is retired from service.

Retirement and sale of any other school property will be authorized by the Superintendent and then duly accounted for.
The Board of Governors will engage in building construction and/or modifications from time to time. As schemes for such activity are developed, the basic goals stated below will be integral in the planning stages. These plans will respond to the Long Range Capital Plan prepared with the help of specialists and advisors.

1. Educational specifications, when applicable, will be developed to identify the instructional use for such facilities.
2. Flexibility of use and possible expansion of facilities will be considered in the long-range plan development.
3. Building and/or modifications will be done as economically as possible without surrendering either quality of work or minimizing educational use.
4. Planning for building construction and/or significant modification should involve the professional educational staff and appropriate community representatives.
5. Planning for construction and/or modifications of facilities should include potential community use.
6. Construction of new buildings and/or modification of existing facilities should maximize access to other existing buildings.
7. Construction of new buildings and/or modification of existing facilities shall comply with all building permit requirements. Any exception must be reviewed and approved by the Board of Governors.
Individuals and organizations may make donations of goods or services to the school. The Board authorizes the Superintendent to accept such gifts on behalf of the school. The Superintendent will report the receipt of gifts to the Board. Capital items will be inventoried and will become part of the capital assets of the school. Donors of gifts to the school will surrender all rights to such gifts to the school.

Donations of monies or services to support club activities or sport teams are given without obligating the school in any way. The Superintendent prior to their disposal must approve the use of these donations. Organizations or individuals should be aware that donations, gifts or services would not give them favored status in their business operations with the school as such action would be considered a conflict of interest.

The Board of Governors will create a U.S. based foundation that enjoys U.S. tax exemption and through which individuals, companies, and others may make U.S. tax-exempt contributions. These contributions will only be applied to: excellence scholarships, improvement of educational facilities as well as to the maintenance of such premises and specific development programs. A separate Board will govern this Foundation.
A grant and fundraising committee will be formed at the discretion of the Board of Governors. The committee will be composed of a minimum of four members including a member of the Board selected by the Board president, a Lincoln School administrator and two members from the community.

The committee will have the following responsibilities:

1. To determine which manner should be used to raise funds for capital projects.
2. To make recommendations to the Board through the Board member serving on the committee.
3. To be responsible for the following:
   a. Developing data as it pertains to the particular project assigned by the Board for use in raising funds for the project.
   b. Recommending funding resources (e.g. recital assessment, solicitation of funds from businesses and alumni, formation of a school foundation, solicit grants from various agencies, etc.).
   c. Selecting additional personnel, with the approval of the Board, to assist with the acquisition of funds.
   d. Reporting to the full Board or the designated Board committee periodically on the progress that is being made by the Grants and Fundraising Committee.
   e. Making a final report to the full Board once the fundraising has been concluded.
Lincoln School facilitates transportation services for the students of the school on a contract basis with private companies. The school does not own or operate bus services.

Lincoln School does, however, accept the responsibility for supervising the transportation services by verifying compliance with Municipal, Provincial and National requirements, scheduling bus routes, collecting bus fees, and in most cases hiring chaperones to supervise bus riders. Adequate insurance coverage will be contracted.

Lincoln School will establish rules of conduct for the safety of those who use the contracted bus service. The Administration is responsible for implementing such rules. Failure to adhere to the rules by the riders can result in the denial of the service.

Such services will be rendered on the premise that those using the bus absorb full costs. It is the intent of the Board of Governors to operate this program on a non-profit basis.
The school will provide to the full time staff and teachers a hot lunch at the school on a daily basis during the school year. During non-school time, the lunch program will continue for the staff. This service will be sub-contracted.

Students may purchase lunch or bring a prepared lunch from home. Lunch fees are collected on a semester or monthly basis for those who choose to use the service.

The school lunch program will be closely supervised by the Administration to assure that cleanliness and health standards of high quality are maintained. An ad-hoc committee of one/two PTO parents and a Principal could help in the definition of menus with the provider.

It is the intent of the Board of Governors to operate the school lunch program on a non-profit basis. Fees for the lunch program will be determined by the actual operation costs of the service.
The Administration will assign certain school-owned vehicles for use by school employees, who shall be properly licensed. These vehicles will be used for school-related business only.

The school will provide an automobile for the personal and business use of the Superintendent.

The school will purchase and maintain appropriate insurance coverage on all school-owned vehicles. Such insurance will be extensive enough to protect the school against potential liability in case of accident(s) involving school-owned vehicles.

School-owned vehicles may be replaced every five to six years.
Each year the Board of Governors establishes a program of financial assistance as a percentage of the total Budget. Tuition/matriculation reduction is the most common form of assistance, but under certain circumstances the assistance may consist of extended payments of tuition and/or partial or full waiver of the Capital Assessment fee. The program is administered by a Financial Aid Committee named by the Superintendent.

I. Reduction of Tuition and Matriculation Fees

Temporary and indefinite assistance. Assistance is divided into two broad categories: 1) temporary aid of up to three years for families experiencing temporary financial difficulties and 2) financial aid which may be renewed indefinitely. All families wishing to renew financial aid must file new applications and provide updated financial documentation at the end of each school year. Reductions normally do not exceed 50% of tuition and matriculation costs, and no reductions are offered to families “sponsored” by organizations which are normally expected to provide tuition benefits.

Criteria for awarding assistance. All financial assistance is need based. The most important non-financial criterion is the applicant’s “good fit” with Lincoln’s mission and Lincoln’s predominately transient, English-language educational community. Other non-financial criteria which may be taken into account are:

- applicant’s academic and behavioral history;
- applicant’s proximity to graduation;
- availability of viable educational alternatives in Buenos Aires;
- number of applicants in the same family.

Preferential awards and reductions. The children of Lincoln alumni may be given preference in the awarding of assistance. The children of Lincoln faculty families may be given tuition/matriculation reductions exceeding 50% in order to bring the cost of Lincoln into line with alternative private schools in Buenos Aires.

II. Extended Payment and Waiver of Capital Assessment Fee

With the approval of the Superintendent, the Business Manager may arrange for the extended payment of the Capital Assessment fee over a maximum period of two years. The Superintendent may waive 100% of the Capital Assessment for a student whose stay at Lincoln will not exceed one semester. The Superintendent may waive 50% of the Capital Assessment fee for a student whose stay at Lincoln will not exceed two semesters, or for two or more students of the same family whose stay at Lincoln will not exceed four semesters. AEL does not offer any other discount for the enrollment of two or more siblings.
Asociación Escuelas Lincoln’s Board of Governors will continually maintain a three-year financial and enrollment plan, which will serve as a guideline for Board/Administrative decisions. The three-year plan will be reviewed at least once per school year by the Finance Committee, who will report to the full Board, the alignment of the school with its plan and the need to modify if necessary.

The three-year plan will serve as a viable document, updated as necessary to provide a realistic blueprint for school decisions.

Under special uncertain economic and political circumstances in the Country, the preparation of the Plan could be postponed.
The appropriate accounting system used by the School will be cost-center structured, as it is commonly used in American Schools.

The Principals of each School or Manager will know best and will have discretion on how to spend their funds budgeted for the year and get the greatest educational value for the resources available. The proper management is part of their administrative responsibility.

The account number structure shall assure complete analysis of operations and compile historical records for clear comparison, futures problem solving and understanding of situations.

Monthly Financial Statements including Results of operations compared to Budget and Cash flow (actual and projected), shall be presented to the Superintendent and Board Members of the Finance Committee.

Operations will be recorded in Local Currency, but mostly reported in Dollars.
It is the responsibility of the Superintendent and his/her designated Business Manager, to ensure that all funds of the School are controlled and accounted for in accordance with generally accepted accounting principles.

The Board of Governors authorizes the establishment of checking accounts, interest-bearing accounts at local or foreign Banks to be managed to the School’s best advantage by the Business Manager, in conjunction with the Superintendent.

Adequate and up-dated Powers of attorneys will be awarded to Officers for better daily administration in the fields of School representation, banks signatures, personnel management, etc.

It is not the Board's intention to put the School’s deposits or investments at risk in an effort to maximize the returns from interest. The security and emergency availability of these assets shall be carefully considered, along with high quality service in determining the bank of primary deposits.

A strong banking base in the United States has to be chosen in view of the many financial and operating transactions that are performed via US checks and transfers.
All members of Asociación Escuelas Lincoln staff make important contributions to a successful education program.

The program of the school will be best served when the school employs highly qualified personnel, conducts meaningful staff development activity and establishes policies and working conditions, which are conducive to high morale.

The goals of the Asociación Escuelas Lincoln personnel program will include the following:

1. To develop and implement procedures for personnel recruitment, screening and selection which will result in employing the best available candidates.
2. To assign staff in such a way as to derive the greatest contribution from their skills and talents.
3. To provide positive staff development programs designed to contribute both to improvement of the learning program and to each staff member’s career development.
4. To provide highly competitive compensation and benefits as well as other provisions for staff welfare.
5. To use personnel evaluation processes which contribute to the improvement of both staff capabilities and the educational program.
It is the policy of Asociación Escuelas Lincoln and its Board of Governors that all operations of the school be conducted in strict observance of the laws of Argentina and other relevant governmental jurisdictions, and with the highest standards of business and academic ethics. Employees must record all business and academic transactions accurately and must be honest and forthcoming with the Superintendent, the Board of Governors, the external auditors and other agencies retained by the school to examine financial and operating records and practices. Dishonesty in any form is not to be tolerated.

It is also the policy of Asociación Escuelas Lincoln that all members of the staff, and members of the Board of Governors, avoid any conflict between their own interests and the interests of the school in dealing with suppliers, other employees, students and other third parties.

While it is not practicable to enumerate all situations, which might give rise to a violation of this policy, the examples given below indicate some situations, which would be avoided. Note that the term employee should be read to include all administrators and members of the Board of Governors where applicable.

It is considered to be a violation of this policy:

1. For an employee, or the spouse of an employee, or any member of the employee’s family, including parents, aunts, uncles, and first cousins (or spouses of same) to have business dealings with the school, without the knowledge and written consent of the Superintendent.
2. For an employee to accept a gift of any kind (including dinners, entertainment, tickets, etc.) from a supplier, except for promotional gifts of a nominal value, i.e. no greater than twenty-five U.S. dollars.
3. For an employee to deal with any supplier in a manner which may result in a restriction of competition by circumventing standard bidding and other materials acquisition procedures.
4. For an employee to use the school’s staff, facilities, equipment, or supplies for personal benefit contrary to policies and procedures promulgated by the Superintendent or the Board of Governors.
5. For an employee, without proper authority, to give or release to any person data or information of a confidential nature pertaining to school activities, personnel or students.
6. For any member of the Board of Governors to participate in voting on any matter from which they or a family member may receive financial benefit (e.g. contracts, scholarships, etc.)

It is recognized that an employee may have questions concerning whether certain activities constitute departures from these guidelines. Such questions should be directed to the Superintendent for his/her counsel and resolution. In rare circumstances, such questions may be referred to the Board of Governors.

All employees are expected to abide by these guidelines and are subject to disciplinary action, up to and including termination, for engaging in behavior considered to be in violation of the ethics and conflict of interests policy.
The goal of staff selection shall be to hire the best qualified staff to fulfill the mission of the school.

The superintendent shall be responsible for determining personnel needs and finding the best personnel through a worldwide search for qualified candidates. The superintendent may hire staff within the number of staff allocated in the annual budget. Hiring teachers beyond the number budgeted must be approved by the Board of Governors. In these instances, the Personnel and Finance Committees should be consulted before recommendations for additional staff are made to the larger Board.

Candidates for teaching and/or administrative positions shall be properly certified. The hired of non-certified personnel will be considered only if no qualified candidates are available.

Candidates for local hire positions at AEL will only be hired and/or contracted if they hold visas and legal documentation allowing them to accept employment in Argentina.
The primary purpose of staff evaluation will be the improvement of work performed. The appraisal of a staff member’s work will be a continuous activity. As an integral part of the evaluation, the staff member will be expected to accept goals for improvement.

The administration shall be responsible for developing an evaluation scheme for the professional administration/teaching and the non-teaching staffs.

The evaluation will include a combination of personal observations and subsequent conversations about the observations and a written report of performance, which includes recommendations for improved performance. The reports of these evaluations will become a part of the employee’s personnel record.

The superintendent shall thoroughly review staff evaluation with the Personnel Committee each year.

The Board President and Personnel Committee shall be responsible for the Superintendent’s performance review which will also be done annually.
The categories and procedures stated below establish the criteria for granting leaves of absence from assigned duties without loss of pay.

1. **ILLNESS**
   a. If an employee is ill or injured, he will receive sick leave benefits that are consistent with Article 208 of the Labor Contract Law.
   b. During the time of absence due to illness, the employee will be expected to take all measures required by his medical doctor to regain his health. Further, the employee will not undertake any public or private employment during the leave period.
   c. If the employee is the only immediate relative who can care for a son, daughter, spouse, mother or father during the period of illness, the employee may have time off to provide that care. Days off that are granted under this provision will be consistent with Argentine law.

2. **MATERNITY LEAVE**
   a. Maternity leave will be granted to female employees upon presentation of a medical certificate indicating the probable date of birth.
   b. A total of 90 calendar days will be granted to the female employee. The maternity leave may begin between 45 and 30 calendar days prior to the probable birth date. The remaining number of calendar days will be allowed after the actual birth.
   c. Upon the birth of the child, a copy of the medical certificate and birth certificate will be presented to the school within 15 days.
   d. Upon return to duty, the mother will be allowed up to one hour per day of released time for a period not to exceed one calendar year from the date of birth to provide feeding and nursing care to the newborn child.
   e. A male employee will be granted five workdays of absence immediately after the birth of his child. Under some circumstances, a male employee may take additional time from work beyond the five days but with loss of pay.

3. **BEREAVEMENT LEAVE - Residents of Argentina**
   a. Upon the death of any member of his/her immediate family, an employee will be granted leave of up to five consecutive workdays.

   **BEREAVEMENT LEAVE – Non Residents of Argentina (Contract U.S. Staff)**
   a. Upon the death of a family member, parents, children and/or brothers or sisters, the school employee may be granted up to ten workdays of consecutive leave. In addition, the school will pay for a round trip economy class airfare to the point of origin for the affected employee. Spouses of the affected employee may be granted up to ten days of leave if employed at the school, but will not be reimbursed for travel.
b. The Superintendent will evaluate each situation on an individual need basis and present a full report to the Board of Governors at the first regularly scheduled meeting after the event.

4. **DEATH OR INJURY OF AN EMPLOYEE WHILE AT WORK**
   a. If an employee is injured while on duty and/or if an employee is killed or dies of natural causes, the school will meet the obligations to the employee or to his survivors as mandated by Argentine law.

5. **PERSONAL LEAVE**
   a. Up to three days per school year may be granted to an employee. No more than one such day may be used in any given month unless there are unusual circumstances that must be considered. Under no condition will more than three days be granted with pay. These days may not be taken during the last month of a semester. In all instances, personal day’s absences must be approved by the teacher’s principal.

   The Superintendent will be responsible for granting personal leave days after approval has been received from the appropriate administrator or manager.

   Leave days will not be granted on days immediately preceding or following school holidays.

6. **MARRIAGE**
   a. A leave of absence of up to ten working days will be granted to an employee who is getting married. Up to two days may be granted prior to the event. Under certain circumstances the Superintendent may grant additional days of leave but without pay.

7. **EDUCATIONAL LEAVE**
   a. Members of the staff who have been employed by the school for five or more years may be granted educational leave for the purpose of seeking or maintaining proper teacher certification, for pursuing full time study for an advanced degree, or for gaining further training in a technical field.
   
   b. Educational leave may be granted up to one full calendar year. The Superintendent will present a recommendation to the Board of Governors stating the condition of the leave request. The Board of Governors will either approve, reject, or modify the request.
c. The staff member, upon return to the school after the leave period, will be assigned professional or technical responsibilities that best meet the needs of the school. While every effort will be made to return, the staff member to his previous position, this cannot be guaranteed.

d. The staff member receiving a paid leave of absence under this policy will be expected to assume professional or technical responsibilities at the school for at least two full calendar years after the completion of the leave period. Failure to do so will mean that all monies and the value of in kind services must be fully refunded to the school.

e. Staff attending schools and/or universities or having to take official examinations will be granted two working days per examination. These will not exceed 10 working days per year.

8. PROCEDURE FOR APPLYING FOR LEAVES
   a. Appropriate forms will be available for use by the employees in requesting leave. Strict adherence to the procedures is expected. Leave requests that fail to meet these conditions may be refused.

9. CONFERENCES
   a. From time to time, staff members may be able to attend conferences, workshops or other educational in-service opportunities. The Superintendent may grant leaves of absence to attend conferences.

10. OTHER REQUESTS
    a. Leaves of absence which are not covered by the above will be dealt with on an individual basis and will be reported to the Board of Governors by the Superintendent.
Pursuant to policy GCB, the categories and procedures stated below establish the criteria for granting leaves of absence from assigned duties with loss of pay.

1. **EDUCATIONAL LEAVE**
   a. Members of the staff may be granted educational leave for the purpose of seeking or maintaining proper teacher certification, for pursuing full time study for an advanced degree, or for gaining further training in a technical field.
   b. Educational leave may be granted up to one full calendar year. The Superintendent will present a recommendation to the Board of Governors stating the condition of the leave request. The Board of Governors will either approve, reject or modify the request.
   c. The staff member, upon return to the school after the leave period, will be assigned professional or technical responsibilities that best meet the needs of the school. While every effort will be made to return the staff member to his previous position, this cannot be guaranteed.
   d. If leave is taken and the staff member wishes to return to the school, the staff member must notify the school at least three calendar months prior to the anticipated return date. If the staff member does not plan to return he must also notify the school three months prior to the opening of the school in August.

2. **FALSIFYING REQUESTS**
   a. Staff members who falsify or fail to fully comply with procedures covering paid leaves, will lose pay for days absent.

In addition, the review of such action will be included in the staff ember’s personnel file and considered at the time of his evaluation.

3. **FAILURE TO RETURN AFTER LEAVE PERIOD**
   a. Staff members will begin their duties on the first regularly scheduled work day after their leave period ends. If the staff member does not return after five days, action will be taken to terminate the employee’s work agreement. Further, paid leave days will not be honored in such situations and loss of pay for the appropriate days will be deducted from any final payment due the former employee.

4. **MILITARY SERVICE**
   a. A leave of absence shall be granted to the staff member affected as of the date beginning military service and extending up to 30 days after the completion of duties.
   b. The staff member must notify the school as soon as possible of his intent to return after his discharge from military service.
5. **PROCEDURES FOR APPLYING FOR LEAVES**  
   a. Appropriate forms will be available for use by the employee in requesting leave. Strict adherence to the procedures is expected. Leave requests that fail to meet these conditions may be refused.

6. **OTHER REQUESTS**  
   a. Leaves of absence which are not covered by the above will be dealt with on an individual basis. The Superintendent will report to the Board of Governors all leaves of absence due to exception.
Staff members with questions or concerns about any aspect of the school should assume that questions raised will be dealt with at the level most closely related to the situation at hand.

Questions about the school program should be submitted to school personnel following the chain of command noted below.

<table>
<thead>
<tr>
<th>Level One</th>
<th>Topic submitted in writing to a supervising principal, director/a or a work supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Two</td>
<td>If not satisfactorily handled, topic may be submitted in writing to the Superintendent.</td>
</tr>
<tr>
<td>Level Three</td>
<td>If not satisfactorily handled, topic may be submitted in writing to the Board of Governors by the individual or group involved.</td>
</tr>
</tbody>
</table>
The Board of Governors expects all employees to fulfill their employment obligations to the school. Each employee is provided with a job description of his expected tasks and is assigned to duties under the supervision of a manager or school administrator.

Part of the obligations an employee accepts when he becomes a member of the school staff is to arrive at work at the assigned time and remain on duty until the end of his workday. Likewise, the staff member is expected to report to work each day of his scheduled work period unless he has a valid reason for absence.

Failure on the part of the staff member to fully meet these obligations will result in loss of pay and possible termination of employment.

The Superintendent will establish procedures to assure that all school staff members meet their work obligations.
Staff development activities will be made available to school employees. These programs will be based on themes, which are consistent with the established needs of the school.

The Superintendent may plan up three half days of staff development activity during the school year. These days will be integrated into the annual school calendar.
Members of the professional staff will be encouraged to take university level courses to increase their knowledge of their subject fields and to keep up-to-date with current educational practices. Whenever it is possible, the school will bring to Asociación Escuelas Lincoln, University faculty who can teach educationally relevant courses on the Lincoln campus for credit in the universities represented.

The AEL Superintendent will be responsible for the decision on the relevance and need for the specific university level courses.

The Board of Governors will allocate money in its annual budget to subsidize the travel and per diem expenses incurred by the university personnel teaching classes at Asociación Escuelas Lincoln. Additional expenses may be approved to subsidize the courses. Otherwise, the professional staff will be individually responsible for the course costs. The school does not reimburse or compensate professional staff for coursework held at universities not on the AEL campus.
To help the professional staff of the school remain current in their respective fields, professional libraries will be established for use by the teaching and administrative staffs. Materials and books may be published in English or Spanish and should include educational writing and research from all parts of the world.

The superintendent will include an amount in the annual budget for the purchase of books, periodicals, and other media for the professional staff. These collections should be kept in the elementary and secondary school libraries.
Asociación Escuelas Lincoln neither promotes nor provides for private tutoring. If tutoring is deemed necessary, the following guidelines will be employed:

1. A parent or pupil may discuss the advisability of private tutoring with the teacher, the counselor and/or the school principal. If tutoring is to take place, the classroom teacher, the tutor and the parent (or pupil) will establish a cooperative and mutually supportive instructional setting for the pupil.
2. A teacher will not accept pay as the tutor for a pupil enrolled in his class, except with the permission of his immediate supervisor.
3. A teacher will not tutor individual pupils for pay when the instruction occurs during the school day of the pupil or the worktime of the teacher.
4. It is the responsibility of the parent and the tutor to agree upon a fee and a place for tutoring. Tutoring for pay at Asociación Escuelas Lincoln is to be discouraged and only allowed if reasonable alternatives are not available.
Lincoln employees will be expected to retire when they become eligible for retirement under Argentine laws and regulations, unless an exception is made by the Superintendent. In recognition of experience and continuity of service, the Board has established a one-time payment to retirees equivalent to one (total) monthly salary for every ten years of employment.
Lincoln School staff members who are not directly involved with classroom instruction are expected to work an eight hour day.

The Superintendent will develop a work schedule for the non-teaching staff within the stated workday.
A dependent child shall be defined as it is in the U.S. income tax law for purposes of calculating the tax obligation for an overseas hire.
The Board of Governors recognizes that emergency financial situations arise that employees cannot meet within their pay. Since the school serves as the primary employer, efforts may be made to assist those employees during these temporary situations, if necessary.

Salary loans will only be issued in situations where the employee’s health is at stake or the health of his family members is such that emergency treatment is needed. Loans under these conditions will be limited to a maximum of one month’s salary. In extraordinary circumstances, employees may apply through the Superintendent for loans in excess of one month’s salary. In these instances, the employee should apply by letter in which the reasons for making the request are fully explained. These explanations will be considered by the Personnel Committee on the recommendation of the Superintendent.

(Revision completed June 1988, after legal review)
The School’s policy toward any employee with HIV-infection or AIDS shall be the same as toward anyone who has a serious illness, which may cause temporary or permanent disability. No special precautions need be taken for the HIV-infected person or AIDS patient in the school environment beyond what is demanded by normal hygiene. All data presently available indicate that the HIV virus can only be transmitted by direct contact with body fluids during sexual contact, transfusions with contaminated blood, or use of contaminated hypodermic needles. Normal daily contact with an HIV-infected person or AIDS patient, therefore, presents no risk to others.

An employee who has AIDS shall inform the Superintendent of the illness if the patient’s disability demands the School’s making special arrangements to accommodate the patient’s needs. To protect the patient’s right of privacy, the School shall take extreme care that all information regarding the patient shall remain strictly confidential. The employee shall be informed ahead of time if the special arrangements might require unavoidable but necessary disclosure to Administrators or colleagues.

The School shall handle each case of HIV-infection or AIDS on an individual basis. At no time shall an AIDS patient be restricted or excluded from school, unless an attested medical statement from the employee’s doctor, a (host country) health agency, or a School-appointed doctor indicates that the personal has a disability which presents a danger to the School environment.

Whenever disability or illness due to AIDS prevents an employee from performing fully, or in part, the contracted work assignment, the Superintendent will be guided by the School’s policies on sick leave and long-term medical leave.

An HIV screening test or other proof of non-infection with HIV virus shall not be required for initial or continued employment.

The Superintendent shall convene an “ad hoc” committee each year to review the AIDS policy and current research on AIDS and to recommend any changes to the current AIDS policy. The committee shall include a member of the Board of Governors, another school administrator, a faculty member, and a parent.

Each year, the Superintendent shall organize meetings for staff and students to share the latest information on HIV and AIDS and to help prepare staff to cope with HIV-infected persons or AIDS sufferers.
It is the policy of the Board to provide furnished housing for its overseas recruited faculty. The Superintendent will insure the equitability of housing at all times and keep records accordingly. The assignment of housing will be based on the following priorities:

First priority: Job Classification
Second priority: Resident Family Size

The Superintendent will ensure the equity of housing assignments and keep records demonstrating the same. The Superintendent or his/her designee, and the Director of Financial and Support Services, shall be authorized to enter into long-term contracts, within limits established in Board policy and in the Budget, for faculty housing that is of size and condition normally acceptable to expatriates living in the local community. All housing shall be furnished in accordance with implementing regulations extending from this policy. Normal care and maintenance of the grounds and furnishings, except for major appliances, owned by the School, shall be the responsibility of the employee. Any damages beyond normal wear and tear that are determined to be the responsibility of the tenant shall be charged to the employee’s school account.
Policy Intent

The Board is committed to providing furnished housing for overseas contracted employees within the budget constraints approved by the Board. The intent of this policy is to cite the priority by which initial housing assignments will be made:

Priority 1: Classification based on job classification
Priority 2: Family size based on resident authorized dependents.

Broader Interpretation

Unless initiated by the School, it is expected that the family will remain in their assigned house for at least two years. When housing does become vacant, it will remain the decision of the School to make housing assignments based on the above list of priorities. Housing fees must be kept within the constraints of the Board-approved annual budget. Ideally, provided housing should satisfy both the occupant and the School (i.e. lease fee, maintenance, size, location, etc.). Ultimately, however, it shall be the School that decides whether or not identified housing meets their business criteria.

Procedures

1. Housing contracts are approved by the Superintendent and the contract signed by the business manager based on the Board-approved budget, the opportunity for a multiyear lease, location and the amount of necessary School-maintenance required.
2. Using the priorities cited in the policy, it shall be the responsibility of the Superintendent to assign housing.
3. Furnishings (list provided) shall include general furniture, beds and major electrical appliances.
4. Normal care and maintenance of the house and furnishing will be the responsibility of the house occupants. Any damages that are determined to be the responsibility of the tenant beyond normal wear, as informed by the facilities manager and as determined by the business manager, will be discussed and charged to the occupants’ accounts.
5. After the initial year assignment to a house, the occupants—if the job classification or family size changed—can request a house transfer. It shall remain, however, the decision of the superintendent to determine if that request will be honored while considering the housing needs of the most recent group of recruited faculty who have yet to arrive on location.
6. Only occupants assigned to the house are allowed to have residence. Any request for summer residency, while the occupants are on vacation, must be approved by the superintendent.
7. The School pays 50% of the utilities cost (exception made to telephone and cable).
8. Requests for housing repairs or major maintenance shall be directed to the facilities and maintenance manager.
9. Finalizing new or renewed housing leases shall be the responsibility of the superintendent with assistance from the school’s business manager.

10. New housing shall be located by the facilities manager and finalized by the superintendent and business manager within the constraints of the Board-approved budget.

**Person/People Responsible**

Superintendent

**Accountability**

Business Manager and Facilities & Maintenance Manager
The focus of Asociación Escuelas Lincoln is on the learner.

The educational development of the student will be the central concern of the policies of the Board. It is the responsibility of the School to assure that each child is provided with the opportunity to realize maximum achievement through continuous progress during his school years.

The instructional staff, which includes the principals and the Spanish director/a, are key figures in fulfilling the responsibility of the School to the learner.

The School will make every reasonable effort to provide the necessary and appropriate facilities, personnel, equipment, and materials for the education of all students enrolled in the School.
The Board considers it essential that the school continually develop and modify the curriculum to meet the changing needs and diversity of the modern world.

The Superintendent will implement a plan of orderly curriculum study and revision that encompasses the total curricular offering of the school. On his recommendation, the Board will endorse courses of study, textbooks, and other curricular offerings.
The School will supply to all students enrolled at the School, textbooks, workbooks, supplementary texts and instructional materials that are necessary to implement the curricula of the School. These materials will be owned by the School and supplied to students as part of their tuition.

Students are responsible for lost or damaged materials and will be charged for replacement costs.
The Board fully supports the need to staff and equip proper libraries for use in the instructional program. Library services shall be established to accommodate all levels of the school program ECE-Grade 12.

In addition to fiction and non-fiction reading, materials, reference materials, periodicals, newspapers, and other forms of instructional media will be part of the inventory of the library services.

Yearly inventories will be kept of the collections. Discarding of obsolete materials will occur as needed. The acquisition of new and/or replacement items will be planned in the preparation of the annual budget.

The professional staff of the school will be encouraged to make suggestions for items to be used in the libraries that complement the instructions program in the classrooms.

The library collections will meet the standards of the American Library Association and the Southern Association of Colleges and Schools.
All materials are purchased with the approval of building principals and superintendent. Any educational materials challenged as being inappropriate, biased, or offensive shall be reviewed by the school’s principal and superintendent.

Parents who are dissatisfied with the decision of the Administration may request, in writing, final review by the School Board.
A well-organized and scheduled annual program of testing will be conducted. Tests will include standardized achievement tests, intelligence tests and special diagnostic tests for special educational purposes. Tests in the High School shall include aptitude tests to guide students toward future vocations and achievement tests to aid with admission to colleges and universities.
The Board of Governors recognizes and accepts the premise that all learners are unique. The potentially high achieving learners; however, often requires an additional or alternative type of challenge to provide for their uniqueness of talent or giftedness.

The School will make a reasonable effort to develop a program that both recognizes learners of exceptional ability and talents, and provides those students with an opportunity to enrich and/or accelerate their educational opportunities.
The Board of Governors recognizes that students classified as handicapped might include a wide range of physically, emotionally, and/or educationally impaired learners. Since a broad program of services to a wide range of handicapped learners could result in an exceptionally high financial burden for the school, services to learners in these categories may have to be limited.

Learners who exhibit behavior requiring specific assistance in the basic skills areas can be admitted to the school. Every effort will be made to accommodate their needs through a cooperative effort between the classroom teacher, counselor, and the Learning Center staff.

Students who have severe learning problems or who have severe physical handicaps may be better served in their home countries where a full range of special services can be provided.

Each special learning situation will be handled individually. For those students enrolled at the school, an Individualized Educational Plan (IEP) will be developed. Progress in the school will be evaluated against this plan.

If satisfactory progress is not being realized, the Administration may recommend that the student be withdrawn from the school so that parents can seek the specialized educational program required.
From time to time students who are assigned to regular Asociación Escuelas Lincoln classes may require remedial learning experience. This need could occur because of extended absence, a change in programs resulting from transfers from another school and/or a variation in experience derived from differences in national programs. Often, these needs for remedial instruction are found in the basic instructional areas or in the use of English as a medium for instruction.

The School will make every effort to assist students who demonstrate these types of learning gaps by providing remedial instruction opportunities in the basic areas of reading and the teaching of English as a Second Language (ESL) and/or Spanish as a Second Language (SSL).
The Board recognizes that an activities program that provides students with additional opportunities to pursue their interests can be a valuable addition to the instructional program. Activities that provide for intellectual, artistic and athletic interests will be developed.

As extracurricular activities are developed, the following guidelines will be followed:

1. Student participation in extracurricular activities will be on a voluntary basis.
2. Any funds raised by the school-sponsored clubs will be used for the benefit of the students.
3. All school sponsored student clubs or organizations shall have an adult professional staff member as advisor. The advisor will attend meetings, monitor the activity of the group, and assist students with the management of their funds, if any.
4. Every teacher is expected to perform extra-duty assignments as part of his/her professional obligation to Asociación Escuelas Lincoln. However, some activities require teachers to perform beyond the school’s normal expectations regarding extra-curricular duties. In these instances, the teachers will receive a salary stipend for their work.
5. The superintendent will submit annually to the Personnel and Finance Committees for their approval a list of extra duty assignments that will be paid and will specify the amount of remuneration the sponsors of these activities will receive.
The Board of Governors believes that individuals will benefit from the opportunities to grow physically and intellectually through the experiences gained in interscholastic sports events. To that end, the developing of interscholastic sports teams is encouraged.

Interscholastic competition among student athletes will be limited to those attending secondary school, grades 7-12. Team activities for both boys and girls will be developed.

As the School is not part of a conference or association of like schools in the immediate community, competition with similar kinds of schools may require international travel. Student athletes then, will miss some instructional time. The Administration will establish rules and procedures regarding eligibility and defining the student athletes’ responsibility regarding the completion of academic work missed during these sports meets.

Schedules for interscholastic athletic events will receive administrative approval prior to execution.
The Board of Governors is aware of the far-reaching effects that can result from the introduction of computers into the instructional program.

The School is committed to providing both staff and equipment for computer instruction.
Students will be encouraged to publish newspapers, newsletters, literary magazines, and yearbooks that report their various activities and provide the school with historical records of student activities. The administration shall be responsible for developing guidelines for these publications that include directions for responsible journalism. Each student publication effort shall be sponsored by a member of the professional staff.
Performances by student groups are considered to be extensions of the educational program of the school. As such, the performances will be considered as amateur in nature and participants will not receive remuneration for such events.

The planning and scheduling of performances will receive prior approval from the Administration.
The School encourages assemblies that provide opportunities for both extending and enriching the learner’s educational experience.

All assemblies involving speakers and/or presenters other than School personnel will require prior approval from the Administration.

Commercial vendors, religious or political advocates and those pursuing personal gain will not be scheduled for School assemblies.
The school shall encourage student trips and excursions that complement the school’s curricula and provide an opportunity for students to know and understand the host country Argentina. All trips should be designed to provide a meaningful educational experience and enrich the experience of the student.

The administration should direct the field trip program in such a way that the rich opportunities in Argentina are taken advantage of and that these opportunities are spread among the various grades. Sensitivity to the amount of time taken from regular class work must be maintained in the field trip program.

All trips which are proposed for students outside Argentina must be approved by the superintendent.
Student achievement is enhanced when the parents and the school are in close contact. As a precaution, notices of less than satisfactory performance by the student should be shared with parents as quickly as possible to prevent further unsatisfactory work.

Communication with parents will also emphasize positive achievements of the student. Periodic conferences with parents to inform them of such progress will be scheduled and implemented by the school. One parent-teacher conference will be scheduled each semester during the school year.

All conferences, academic or disciplinary, will be conducted in such a way that the student’s privacy and self-concept are protected.
The Asociación Escuelas Lincoln believes that class size has an important effect on student learning. Further, given the School’s position relative to the enrollment of non-English speakers and children with mild learning disabilities, it is important that classes are not too large for students’ optimum learning and teachers’ ability to provide an excellent educational experience for their students. These guidelines are set in order that class size may be held to maximum limits. They are not absolutely compelling, however, and classes may exceed the recommended numbers set if in the judgment of the administration the size of the class does not affect the educational outcome for the students enrolled. Likewise, lower maximum size may be implemented by the administration in situations where the composition of classes restrains the teachers from providing the best educational experience for their students.

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<tr>
<th>Elementary</th>
<th>Middle *</th>
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<tr>
<td>ECE 16</td>
<td>6th 20</td>
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<td>KG 18</td>
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<td>1st 20</td>
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<td>3rd 20</td>
<td>* some classes are limited by classroom size</td>
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<tr>
<td>4th 22</td>
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<td>5th 22</td>
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High

Grades 9-12 should not exceed 24 in number. Classes formed, which have fewer than 5 students, except for special educational needs, must have the approval of the Superintendent. If the need arises to increase a class size above the maximum limit of 24, consultation with the Superintendent should be held.

In both Middle and High Schools, the creation of certain independent study courses may be implemented by the School Principals, after consultation and approval of the Superintendent. These independent study courses would result in instances where the school cannot meet the important academic needs of students because of insufficient enrollment to create regular classes.
**REFERENCE: VI. 1.0**

**POLICY: ADMISSION AND PLACEMENT OF STUDENTS**

**DATE APPROVED: MARCH 1988**

**DATE(S) OF REVISION: NOVEMBER 1990**

Students registering at Lincoln School will be placed in the appropriate classes by the school principals. Once admission procedures have been satisfactorily completed, assignment to classrooms and/or the establishing of the student’s daily schedule will be done in the best interest of the student and of the school.

The Lincoln School encourages and accepts students from all countries regardless of race, ethnic background, sex or national origin. However, since the primary language of instruction is English, students admitted to the school may be required to meet minimum standards of English usage which vary depending upon age, assignment, and available space in our English-as-a-Second-Language (ESL) Program.

Further, and at the discretion of the Principal and approval of the Superintendent, the school may offer the alternative of part-time school attendance for students whose English skills will not permit participation in our regular school rooms. Again, this decision will be mitigated by available space, age of student, educational appropriateness, family need, as well as our ability to adequately staff the program.

Among the considerations for admissions, during times when available space is limited, shall be the educational options available in Buenos Aires to the applicant, the need of the student to attend an American school, the relative ability of the student to function in English, as well as attempting to serve the American and international communities in keeping with the priorities established by the Board of Governors.
The Board of Governors recognizes the enthusiasm families feel for enrolling their youngsters in school. The Board also recognizes that educational research has substantiated that students who start school at an older age are more successful than those who start at younger ages. The entrance age requirements stated below reflect that the policy of the Board is established to promote, as much as possible, the success of youngsters at school.

**Early Childhood Education (ECE)** - The ECE program shall include two sections of children, one for those age 3 and another for age 4. Children must be 3 or 4 on or before September 30 to be admitted to the appropriate ECE class.

**Kindergarten** - Children who will be five years of age on or before September 30 of the year registered may be admitted to the kindergarten class.

Students who are transferring to the school who have been attending a Kindergarten program in an American educational program, either in the U.S. or in an American style international school, may be admitted to the Kindergarten program even though their birth date is after the stated date in the policy. This will provide an opportunity for the student to continue his educational experience without interruption.

**Grade One** - Children who will be six years of age on or before September 30 of the year registered may be admitted to the grade one class. Students who have completed a full year Kindergarten program or who are transferring to the school from a first grade classroom they have been attending, may be admitted even though they are younger than the required age. However, placement in classes will be the responsibility of the principal, regardless of age or past school records in these transfer situations.
Students new to Asociación Escuelas Lincoln who have attended other American schools and/or international schools will be placed in the appropriate grades and/or classes that best meet their educational needs. Official student records from the previous school(s) are normally required for placement purposes. However, in cases where students’ records are not available because of the vagaries of international transfer, students may be placed on the basis of information provided by parents and/or students, subject to final placement upon the receipt of records from previous schools.

In transfer situations, the principal will determine the actual placement and/or class schedules. Credit for classes attended will be determined by the principal who will consider attendance both at Asociación Escuelas Lincoln and the transfer student’s previous school.
Each application for admission will be examined on its own merits with the educational needs of the child being our primary concern. In the event that we have insufficient spaces for all applicants, we will use the following prioritization:

1. Association Member Children (includes U.S. Embassy)
2. U.S. passport holders
3. Previous U.S. style education and calendar year
4. Native English speaker
5. Other
A written cumulative record shall be kept for each student enrolled in the school. The individual folder shall contain pertinent facts related to the student that will aid the professional staff in educating the student. The folder will be updated at least twice each school year showing grades, test scores, conference results, attendance, and other data deemed necessary by the school.

Parents of students may have access to the cumulative file. Access to the file will be granted by request only and will take place in the principal or counselor’s office. No data shall be removed from the file by the parent, but copies or any/all data will be supplied to the parent upon request. Under no conditions will the file be removed from the school by the parent unless the student is withdrawn from the school. At the time of withdrawal, the file will be given to parents in a sealed envelope to present to the student’s next school.

Copies of pertinent data will be retained by the school for possible future reference.
Asociación Escuelas Lincoln establishes an annual calendar that includes a minimum of 175 instructional days. Students enrolled in the school are expected to attend school regularly during that period of time. Recognizing that illness and family needs may cause students to miss some days during the regular school year, each division of the school has established attendance guidelines, which are part of the information given to parents.

Lincoln strongly encourages families to make medical vacation and travel plans outside of the regular school year whenever possible. Excessive absences from school can affect credit granted and grades earned as stated in the student/parents handbooks of the school divisions.

The school principals will establish procedures to monitor student attendance and will make final decisions regarding the issuing of credit in situations where students have been absent for an excessive amount of time.
Student behavior at Lincoln School will be based upon the basic values of respect and consideration for the rights of others. Further, student conduct is expected to contribute to a productive learning environment. Each student shall be responsible for his actions while at school, at school sponsored events and/or using school sponsored transportation services.

Students will receive a written statement of rules and regulations regarding student conduct. Students will be held responsible for knowing the rules and regulations regarding school conduct and the penalties for inappropriate behavior.

While it is beyond the role of the school, it is hoped that students of Lincoln School will represent themselves, their families and their school on all occasions by displaying good citizenship.
No alcoholic beverages will be allowed at school-sponsored events if students are in attendance.

No alcoholic beverages will be allowed at any event on school grounds without the authorization of the Superintendent.
Alcohol Abuse

The use or possession, buying or selling, or giving of alcoholic beverages by any student of the School on its campus or during School-sponsored activities and/or on school sponsored transportation is prohibited.

Any student who violates this policy shall be immediately suspended.

If it is determined after investigation by the Administration that the student was under the influence (or in possession of) alcoholic beverages, the student is subject to expulsion from School.

Drug Abuse

The unlawful use of possession of, buying or selling of, giving of or trafficking in narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana or any other dangerous drug by any student of the School on its campus, in its immediate environs, or during School-sponsored activities and/or on school sponsored transportation is prohibited.

Any student who violates this policy shall be immediately suspended from the School.

If it is determined after investigation by the Administration that the student was using, or was under the influence of, or was in possession of dangerous drugs, the student will be subject to expulsion from School.

The Administration is authorized to conduct random and ad hoc searches of student lockers, purses and book bags. Regulations and procedures to implement this policy shall be published in the Parents’ and Student Handbooks.
Expulsion may occur only after it has been factually determined by the Administration that a student has refused or neglected to comply with school rules or regulations or participated in conduct that endangers the health, safety or property of others either at school or while engaged in school sponsored activities. The decision to expel is made by the Superintendent and the Representante Legal only after receiving a formal report and recommendation from the section Principal and Director and after consulting with the student’s parents, the School-Life Committee, and the Board of Governors. Before a decision to expel is carried out, the parents will be given the choice of voluntarily withdrawing their child. In all cases, the School will guarantee continuity in the student’s education.
The use of corporal punishment by the staff is prohibited.
During the school day, all students will be under the direct supervision of the school staff. Non classroom activity such as recesses, lunchtime, and/or moving throughout the school to attend classes will be under the supervision of either the homeroom teacher or other staff member assigned to such duty.

The Administration will establish the necessary schedules to provide for this direct supervision of students by the school staff.
Academic progress by students during the school year will be closely monitored by the professional teaching staff. Students who require additional instructional help will be identified and an educational plan will be devised to provide the extra support needed.

If in the professional judgment of the teaching and administrative staff the progress of the student indicates advancement to the next academic level would be detrimental to the student’s educational experience, retention at the current grade level will take place. While consultation with the parents will occur prior to the final decision on retention, the final decision on the placement of the student will be the responsibility of the school principals.
1. The school will employ a nurse to be on duty during school hours to provide emergency first aid treatment and assistance to students and/or staff who may become ill. The nurse will maintain a school clinic that will be available for consultation to students, staff, and parents about their various health concerns.

2. Students shall not be permitted to attend classes or other school activities if they are known to be afflicted with or liable to transmit contagious or infectious illnesses. They will be permitted to return to class and/or activities when, based on medical evidence, the students are no longer infected or liable to transmit their illnesses or it is judged that the students are infected with chronic illnesses which pose little risk of transmission of their illnesses to others in the school environment. If, in the judgment of a teacher and the nurse, children return with illnesses that continue to threaten other children in school, their parents will be called to pick up their children who are to be taken home until their illnesses have passed.

3. The nurse will insure that the school guards have a list of emergency services, e.g., ambulance that can be called in the event of a medical emergency.

4. The nurse shall organize, annually, classes for staff in first aid and CPR practices. It is mandatory that all physical education teachers be trained in CPR.

5. An applicant for admission to Asociación Escuelas Lincoln must present medical records to the school indicating that the applicant is free of contagious or infectious illnesses. In the case of HIV/AIDS, see Policy IV 16.0.
The school nurse will be responsible for administering medication at school to students. To ensure that medication is both required for the student and administered properly:

a. A written statement from the doctor prescribing the medication will be required by the school and will be kept on file in the nurse’s office

and

b. A written statement from the parent or guardian granting permission to administer the medication will be required by the school and will be kept on file in the nurse’s office.

Medication administered at school shall be properly identified. The label on the medication shall include the name of the student and the prescribed dosage.

If the conditions noted above are not met, parents will be expected to come to the school to administer the medication.
School policy and procedures concerning HIV-infection or AIDS shall be the same as for all serious communicable diseases, such as infectious hepatitis, tuberculosis, herpes, etc. They shall be based upon current knowledge about known risk factors and modes of transmission, and reflect concern for individual as well as group welfare within the School community.

The laws of our host country regarding communicable diseases shall be complied with, and the advice of local health authorities shall be solicited and adhered to. Unless local laws state otherwise, the School shall not institute HIV screening programs for students or staff; however, the School will provide assistance and counseling for persons who wish to be tested.

A School priority is to provide our community with up to date and accurate information about HIV-infection, AIDS, their causes and effects, and their prevention. There will be a comprehensive AIDS and HIV-infection educational plan for everyone connected with the school, including School Board members, School staff members, parents, and students. This educational plan will be repeated yearly, and will be reviewed by a special committee (see Staff Aids policy), which will coordinate all efforts to provide information and training.

Age-appropriate education on communicable diseases, including HIV and AIDS, will be presented to students through existing health/science classes. All staff will receive information and training through workshops, memorandums, visiting speakers, etc.

The School will work actively to create a climate of understanding and tolerance for persons infected with communicable diseases, including HIV or AIDS. The Board will not tolerate adverse behavior towards HIV-infected persons, or toward persons “suspected” of HIV infection. The School rests assured in the solid medical opinion that HIV-infected persons pose no threat whatsoever to the health of their companions or associates in the school setting.

Sexual activity and/or drug abuse have always been forbidden to students in this School. Therefore, the School accepts no legal liability for anyone acquiring HIV-infection in this manner. However, the School accepts a moral responsibility to ensure that all those associated with this School understand fully the seriousness of this viral infection, and the means by which it can be avoided.

The School will make every effort to ensure each person’s privacy and keep records confidential.

Individual cases will be reviewed periodically by the same group involved in the initial decisions. This will pertain both to students who continue to attend school and those who have been excluded but who because of a change in their condition, might be permitted to return. The frequency of such reviews should be determined on an individual basis.
STUDENTS WITH HIV-INFECTION OR AIDS
The School will respond to those who have contracted a communicable disease (including HIV-infection) on a case-by-case basis through the Superintendent and his/her administrative team. In dealing with individual cases the School will, if necessary, be guided by the opinion of experts in local medical, legal, and social welfare agencies. HIV infection alone will not be a sufficient reason for dismissal of any student.

Decisions regarding school attendance, alterations in program, and other issues will be made by a defined group including the student’s personal physician, a physician appointed by the School, the student’s parents, the principal (s) of the School, and the Superintendent, and any other person relevant to the individual case. In each situation, risks and benefits to both the infected student and others in the school setting will be carefully considered.

In adopting this policy, the School recognizes that the state of medical knowledge about HIV and AIDS is rapidly changing, and will update the policy statement in the light of significant new information on the disease.
The Board of Governors believes that the developing of social skills and graces is an important aspect of the total educational experience for students. School facilities may be used for social events sponsored and organized by student groups.

Social events using school facilities shall receive prior approval from the Administration. All social events sponsored by student groups or organizations will be properly chaperoned by the professional staff and/or parents whether the event is to use school facilities or will be conducted at a non-school site.
As a school serving an international student body in a foreign country, the extension of school activities into an exchange program with schools in other countries would prove to be a valuable experience in the development of international understanding.

The school Administration is expected to use student exchange programs to enhance the educational opportunities for Lincoln School students as well as those guests who might visit the Lincoln School community.
The School will supply to all students enrolled at the school textbooks and instructional materials that are necessary to implement the curricula of the school. These materials will be owned by the school and supplied to students as part of their tuition.

Students are responsible for lost or damaged materials and will be charged for replacement costs.
The Board of Governors believes that individuals will benefit from the opportunities to grow physically and intellectually through the experiences gained in interscholastic sports events. To that end, the developing of interscholastic sports teams is encouraged.

Interscholastic competition among student athletes will be limited to those attending secondary school, grades 6-12. Team activities for both boys and girls will be developed.

Every effort will be made to find competition for Lincoln sports teams in the local community. Membership in local school leagues offers the best opportunity for regular competitions with teams of comparable abilities. However, from time to time, it may be necessary to travel outside Argentina for competition with other international schools. The administration will be responsible for regulating activity in this regard so that the loss of academic time does not impose hardship on both the students absent for sports competition and the students who remain in class.
The Board of Governors recognizes the importance of the school in the community it serves. In addition to the educational program, the school plant, e.g., gymnasium, theater, classrooms, etc., can meet the needs of the community members.

The Superintendent will establish procedures whereby members of the school community who are directly affiliated with the school can gain access to the facilities for sponsored activities.

While the school is a non-profit organization, donations for the use of the facilities by non-affiliated groups or individuals will be expected. Such donations will cover, as a minimum, actual cost of utility usage, manpower and/or other items provided by the school.

The Superintendent reserves the right to deny use of the facilities when he believes such use may not be in the best interest of the school.
Parents wishing to raise a concern about any aspect of the operation of the school may do so. All issues raised will be dealt with at the administrative level most closely related to the situation at hand.

1. Concerns of an academic nature must follow this process:

   **Step One:** Concern submitted in writing to teacher(s) involved. Teacher works with parent to resolve concern.

   **Step Two:** If in the parent’s opinion it is not satisfactorily handled, submit concern in writing to appropriate principal. Principal works with parent to resolve concern.

   **Step Three:** If in the parent’s opinion it is not satisfactorily handled, submit issue in writing to the Superintendent. Superintendent works with parent to resolve concern.

   **Step Four:** If in the parent’s opinion it is not satisfactorily handled, the concern may be submitted in writing to the Board of Governors, addressed to “The President”, by the individual or group involved.

2. Concerns of a non-academic nature should be submitted in writing to the Superintendent for resolution. If in the parent’s opinion it is not satisfactorily handled, the concerned party may submit the topic in writing to the Board of Governors, addressed to “The President”.

3. Concerns submitted to the Board of Governors must include a concise summary of the history and actions taken attempting to resolve the concern.

The Board of Governors will do the following:
- Inform all Board members of the issue
- Respond in writing to the concern within **2 weeks**
- Inform the Superintendent of all Board responses or decisions before responding to the concerned parent.