ASOCIACIÓN ESCUELAS LINCOLN
The American International School of Buenos Aires

MIDDLE SCHOOL

Andrés Ferreyra 4073
B1637AOS La Lucila
Buenos Aires, Argentina

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Accredited by the New England Association of Schools and Colleges (NEASC)
# MIDDLE SCHOOL STAFF LIST 2015/16

School Phone Number: 4851-1700

## MS Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voracek, Jeff</td>
<td>Principal</td>
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<td><a href="mailto:jeff.voracek@lincoln.edu.ar">jeff.voracek@lincoln.edu.ar</a></td>
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<tr>
<td>Simone, Patricia</td>
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<tr>
<td>Paez, Alejandra</td>
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</tr>
</tbody>
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## MS Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject/Grade Levels</th>
<th>Room #</th>
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</thead>
<tbody>
<tr>
<td>Awada, Leila</td>
<td>Art 6/7/8</td>
<td>106</td>
<td><a href="mailto:leila.awada@lincoln.edu.ar">leila.awada@lincoln.edu.ar</a></td>
</tr>
<tr>
<td>Baines, Alexandra</td>
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<tr>
<td>Baldwin, Kirsten</td>
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<td><a href="mailto:kirsten.baldwin@lincoln.edu.ar">kirsten.baldwin@lincoln.edu.ar</a></td>
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<tr>
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<td><a href="mailto:nicolas.belluscio@lincoln.edu.ar">nicolas.belluscio@lincoln.edu.ar</a></td>
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<tr>
<td>Bolo Bolaño, Joaquin</td>
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<tr>
<td>Brooks, CJ</td>
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<tr>
<td>Calderon, Christine</td>
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<tr>
<td>Conforte, Liliana</td>
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<td>Connoly, Randall</td>
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<td>De Jesus, Olivia</td>
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<td>Guerrero, Alejandra</td>
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<tr>
<td>Mobrici, Monica</td>
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<td>Name</td>
<td>Department</td>
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<tr>
<td>Nolan, Daniel</td>
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<td>Otero, Hugo</td>
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<tr>
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**Other Staff**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
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<tbody>
<tr>
<td>Orfila, Josefina</td>
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<tr>
<td>Gotthelf, Susan</td>
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<tr>
<td>Miller, Nan</td>
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<td>Villanueva, Ines</td>
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<td><a href="mailto:ines.villanueva@lincoln.edu.ar">ines.villanueva@lincoln.edu.ar</a></td>
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Students should be aware of their duties and responsibilities as students of Lincoln Middle School. Parents/guardians are encouraged to become familiar with the policies, regulations and rules of the school and to be supportive of these in their daily communication with their children and other individuals in the community.
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<td>Middle School Tardy Policy</td>
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<td>Summary of Attendance Policy for Grades 7-12</td>
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<td>LINCOLN HEALTH CLINIC</td>
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<td>Counseling Mission Statement</td>
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<td>STUDENT ACTIVITIES</td>
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ASOCIACIÓN ESCUELAS LINCOLN MISSION

Our mission is to offer an education to the highest US accreditation standards, focused on academic excellence and developing confident, ethical world citizens.

LINCOLN MIDDLE SCHOOL MISSION STATEMENT AND GOALS

Mission Statement
Respecting the unique and diverse needs of our multi-cultural community, the Lincoln Middle School is committed to providing a challenging curriculum, while fostering self-confidence, independence and a desire for learning in each individual.

Goals:

● To prepare students for academic excellence and personal success.
● To provide an environment where cultural diversity and international awareness are respected and appreciated.
● To provide a bilingual core program.
● To promote a balance between the core program, the arts, drama, health, technology and physical education.
● To foster a safe, child centered atmosphere.
● To engage students, staff and parents in effective relationships.
● To develop responsible behavior, good judgment and sound decision-making.
● To meet the social, emotional and physical needs of the students.
● To encourage individual creativity.
● To provide support in the transition from elementary to high school.

Student / Parent’s Expectations
Parents, Students, and the School have a mutual responsibility to work as a team for the benefit of the student. The School Staff, Faculty, Administration and Board will work hard to implement the Lincoln and Middle School Mission Statements. To provide students with the best chance to succeed, Lincoln expects the following commitment from students and parents.

Students will:

● Pursue individual excellence; do their best at all times.
● Participate and contribute positively to their academic environment.
● Demonstrate a respectful and caring attitude toward adults and students in the school community.
● Take responsibility for their learning.
● Be sensitive to the uniqueness of the individual and his/her culture.
● Take responsibility for their self-discipline.
● Act with an understanding of right and wrong and strive to be honest at all times.
● Abide by the school discipline behavior code (Code of Conduct) as outlined in the Student Handbook.
Parents will:

- Actively participate in all aspects of their child's school life.
- Provide their child with an understanding of right and wrong.
- Encourage a sense of honest and ethical behavior, and respect for people.
- Provide a regular time and place for homework and assist their child with his/her homework when necessary.
- Encourage their children to read on a regular basis.
- Work to establish and maintain open and respectful communication with teachers.
- Assist their child in following the discipline/behavior code of Lincoln.

MIDDLE SCHOOL STRUCTURE AND PROGRAMS

Advisory
The Lincoln Middle School advisory program gives students a positive stress free opportunity to develop the social, emotional and academic skills needed to be successful in an engaging and relevant manner.

We believe an effective Advisory program should:

- Be developmentally appropriate
- Advocate for positive school climate by promoting mutual respect and meaningful relationships
- Be diverse in its delivery
- Provide a safe and welcoming environment where every student feels known, heard and understood by a caring adult

Advisory activities take place between 8:00-8:22am every Wednesday and Thursday.

Activities and lessons are designed around a specific theme each quarter. The themes are:

1. Commitment to learning
2. Responsibility
3. Community and Leadership
4. Positive Relationships

Drop Everything And Read (DEAR)
Three times a week (Monday, Tuesday and Friday) from 8:00 to 8:22am students “Drop Everything And Read”. The DEAR Program is intended to develop lifelong readers, increase reading levels and expose students to a wide variety of literature.

Break Times
Students receive three (3) breaks during the day; one after the first 90 minute block; lunch which is after the 2nd 90 minute block and the final break is after the 3rd 90 minute block.

Students also have a 3 minute passing period between their classes.

Core Classes
English Core – Math, Science, Social Studies, English/Language Arts, Estudios Sociales and Lengua or Spanish Transition or Spanish as a Second Language
Specials
Band, Choir, Physical Education – Year Long
Computers, Health, Drama, Art/Film Animation – Semester Long

Textbooks and Materials
Students are issued the required textbooks and are responsible for their care. Textbooks must be returned in good condition at the end of the school year. Grade 6 students will receive a school owned iPad to use during the school day. Students will be required to pay for replacement cost (book/iPad plus shipping) of damaged or lost school property (books/iPad).

Student transcripts and records will not be released if the student has not returned school property or owes money for lost or damaged books.

Physical Education
Students are evaluated in the following areas: ability to perform specific skills, improvement, effort, fitness, class participation and attendance. To be excused from participation in P.E. classes, students must bring a note from their parents or a physician. At the beginning of each semester the Physical Education teacher will inform students of required dress for Physical Education classes.

Swimming is an integral part of the PE Program. Girls must wear one-piece swimsuits, and boys must wear swimming trunks (liner and drawstring) or racing suits.

The following items are required for swimming:
- Bathing suit.
- Swimming cap.
- Deck/Shower Sandals.
- Towel.
No jewelry should be worn during PE classes.

Physical Education Attendance
Occasionally parents feel that their child is well enough to attend school but not well enough for PE. In this case, a parental note of explanation is required. If a health problem prevents a student from regular participation in PE, a doctor's letter is required.

If a student becomes ill during the day he/she will be sent to the nurse for a written note to excuse him/her from PE. If this becomes chronic, the situation will be discussed with parents.

GENERAL INFORMATION

Dress Code
The purpose of the dress code is to identify expectations, define responsibilities and establish appropriate parameters while recognizing the needs of middle school aged students. Student appearance is a topic of high interest because it touches an important developmental milestone for middle school aged students, specifically the formation of identity. Student dress is an area where students can express their identity through their choice in clothing within the boundaries of the dress code (neat, clean and appropriate).

Students are expected to take pride in, and be responsible for their personal appearance. Keeping in
mind the rights of others and the freedom of expression, a student's clothes, accessories and overall appearance should not be provocative or outlandish as to cause distractions and/or offense.

**Guidelines and Expectations:**
To respect the rights of others in our community, students may not display:

- profanity, racist or prejudicial messages
- alcohol, tobacco or other drug advertisements or symbols, ex: Quilmes/Budweiser athletic shirts
- too much skin exposure, bare shoulders and midriffs when lifting arms up may not be exposed ex: spaghetti straps, tube tops, bathing suits, halter tops or tank top. (shirts/tops with sleeves are appropriate)
- depiction of violence or anti-school messages
- unnatural hair dyes, excessive makeup, outlandish hair styles, tattoos, piercing (other than ears) or markings on skin
- short shorts and skirts; these should follow the fingertip rule (mid-thigh is too high)
- shoes are required, but high heels are not allowed, no bare feet
- hats; are to be removed whenever in a school building or classroom
- valuable or excessive jewelry (Lincoln accepts no responsibility for jewelry brought to school)
- soiled or ragged clothing; Neat and clean is expected.

Should a student choose to violate the dress code at school or while involved with a school-related activity the student will not be permitted to attend class or participate in the activity until inappropriate dress has been changed. Student will be sent to the office and parents will be contacted to bring appropriate dress or the child will be given alternative dress (White Lab Coat) from the Principal /MS office staff. Repeated violation of the dress will be treated as a disciplinary issue.

Students are required to have a dress set of clothing for special occasions, such as visiting other schools, for field trips and for concerts. This apparel includes a collared white shirt or blouse and dark blue pants or skirt.

Students need to wear physical education clothing for their P.E. classes as instructed by their P.E. teachers.

**Public Displays of Affection**
Refrain from demonstrations of affection at school that are by nature private. These displays of affection are not appropriate during the school day or on the school campus. Specifically hugging, kissing, arms around each other are examples of inappropriate public displays of affection at school. Hand holding is considered acceptable.

**Addressing Concerns**
Whenever you have a concern or problem, please let us know so we can discuss it and attempt to come up with a workable solution.

**First Step:** You should always contact the teacher first. Most problems are resolved through direct contact with the teacher. It is best to schedule an appointment by contacting the teacher through the Middle School Office (ext. 300) or contacting the teacher directly via email. Faculty list and email addresses are located at the front of the handbook. Remember teachers may not be able to return your call immediately.

**Second Step:** If you still have a concern then you should talk to the Principal or the
Counselor.

Third Step: The final step for resolution of a concern is to talk to the Superintendent.

After School Hours
Students who do not have an appointment with a teacher or involved in a scheduled activity should leave the school grounds by 3:45 pm. Students waiting to be picked up must wait at the Parana Gate or Andres Ferreyra Gate. All other areas of the campus (Elem. Playground, New Gym, HS Lobby, MS Patio, Auditorium, HS Kiosko, Etc.) are off limits.

Assemblies
Throughout the year students and faculty attend assemblies that include various activities. Proper conduct and decorum is expected at all assemblies and evening performances. Parents are welcome to attend.

Assembly/Performance Guidelines:
- Assembly: During performances and presentations, the audience is obligated to be attentive and courteous.
- Applause: A warm round of applause after a presentation is the reward for our performers. Whistling, hooting, shouting out and booing are unacceptable.
- Entering /Exiting: Audience members arriving late should enter the performance when there is a break in the program; likewise, audience members should exit only when there is a break.
- No videotaping or photographs without school authorization or parent permission/approval

Bikes
Bikes must be parked in designated areas and placed in the bike racks. Students are encouraged to lock bikes. The safety and security of bikes are the responsibility of the student.

Cellular Phones
The use of cellular phones during the regular school day in the Middle School is not permitted. Students in violation of this rule will have their cellular phones confiscated and turned into the principal. Multiple violations of this rule may result in disciplinary action, checking in the cellular phone in the MS office or parents collecting the phone from the principal. The school does not accept responsibility for lost, stolen or damaged electronic items.

If a student needs to use a phone he/she should report to the Middle School Office where a secretary will assist him/her.

Chewing Gum
Chewing gum is discouraged in all school buildings. Teachers have jurisdiction in their classrooms and can establish rules in this area.

Computer Lab
The Middle School Computer Lab is open daily and has extended hours beyond the school day (4:00pm). Computer Lab timings will be announced and posted. Lincoln students use the Computer Lab for preparations of projects and assignments for their classes. All students must sign and accept the Lincoln Acceptable Use Policy.
Emergency Evacuation
All teachers and advisors will give more detailed instructions for Emergency Evacuation at the start of each semester.

General Instructions:
● When this signal is heard, everyone should walk rapidly and silently in line following the exit directions posted in each room.
● Students should leave books and book bags in the classroom; in case of fire, windows and doors should be closed before leaving the room; in case of other alarms, doors and windows should be left as they are.
● Teachers will accompany their classes to their evacuation exit position and immediately verify each student’s attendance according to the class register.
● Students may not leave the assigned area for any reason, including leaving school with friends or relatives.
● Students are responsible for taking emergency drills seriously and for following all procedures and directions.
● First notification to parents in Emergency or Cancellation situations will be through SMS text.

Field Trips
Classes and grade levels will take educational field trips off-campus during the year. Parents will be informed of the time of departure and arrival, the mode of transportation and the field trip site. Appropriate adult supervision will be maintained at all times. Parent/Guardian permission must be obtained, in writing, for a student to participate in the trip. Permission by telephone will not be acceptable. To participate in a field trip, the student must have a signed permission form which are available for downloading from the Lincoln website (www.lincoln.edu.ar).

Students are expected to have all work made-up before the field trip. Students that have missed assignments, excessive absences or are earning a D or F in a subject may not be allowed to participate in the field trip. As field trips are a vital part of the student’s educational process, participation will be at the discretion of the principal. Previous and current behavior will be a major consideration if a student is permitted to participate. All school rules apply during school sponsored field trips.

Library Media Center
Middle School students have access to the Library Media Center in the high school building and the Library Media Center in the elementary building. Both libraries provide students with a wide range of printed, electronic, and audio-visual materials in English and Spanish. Computers at student workstations can be used to access the on-line catalog as well as other databases and the Internet. Books are loaned for two weeks, however, students may renew if there is no reserve on the title. Parents are also welcome to use the libraries and check out materials. The Lincoln Libraries offer students and parents many opportunities to expand their reading horizons.

The Library Media Center is open during the school hours and extended hours. All students receive an orientation, instruction in information technologies, strategies for research, and guidelines for use. Library times will be announced and posted.

Student transcripts, report cards and records will not be released if the students has not returned library books or owes money for lost or damaged library books.
Lockers and Locks
Each student will be assigned a locker. Students are expected to purchase their own locks. Experience has shown that the locally purchased inexpensive combination locks can be picked without too much difficulty. For this reason, students are encouraged to purchase a quality lock, to ensure the security of their personal belongings and books. Report to the Middle School Office any problems with student locks or lockers. Students are responsible for the contents and care of their assigned locker. Lockers are to be kept neat and clean. Locker changes may be made only through the Middle School Office.

The school may inspect any student locker at any time during the school year.

Lost and Found
Students are asked to turn any articles found to the office. Items that are found will be placed in the Lost And Found cabinets located in the Middle School Office. The school does not assume responsibilities for the theft or loss of personal property or materials issued to the student by the school. There are several steps that can be taken to prevent loss or theft of your items at school.

- Mark your clothing or other items clearly with your name or a code.
- Do not share your locker combination or your locker.
- Do not bring items of great value to school (e.g. large sums of money, jewelry, etc).
- Do not leave purses, school bags or other belongings unattended; lock them in locker.
- Be sure to take P.E. uniforms and equipment home each weekend.
- If you observe a theft at school, report the details to the principal or a teacher; your name will be kept in confidence.
- Should you suffer a loss through theft, report the loss as soon as possible to the Middle School Office.

Social Events Guidelines
Advisories, grade level or other student groups usually sponsor social events for the enjoyment of Lincoln Middle School students.

Guidelines:
- A faculty member must be a sponsor for the event.
- Students absent during the day of a social event (dances/movies-games nights, etc.) are not permitted to attend event.
- Set times will be established for all social events. Social events usually occur between 7:00 and 10:00 p.m.
- Guests may be invited with the permission of the sponsor and principal. Invited guest must be age appropriate. Guests must abide by all the school regulations that apply to Lincoln students. Lincoln students who invite a guest are responsible for the guest’s behavior at the event. If a guest breaks a rule, disciplinary action will be taken against the guest and the Lincoln student sponsor.
- The school reserves the right to refuse admission to anyone.
- Separate dances are organized for Middle School (gr. 6-8) and High School (gr. 9-12). No Middle School student may attend a High School dance, and High School students may not attend Middle School dances.
- A student can only leave a social event early when a parental note is submitted to the sponsor.
- If the chaperone feels the music is inappropriate, the CD’s or iPods/iPads will be submitted to the principal.
- Students should be collected promptly (at the designated time) following the event.
● All school rules apply at dances.
● In the event of emergency parents will be contacted at home.

Any behavioral concerns will be reported to the Middle School Principal. The Middle School Principal will determine any necessary disciplinary measures. Inappropriate behavior could jeopardize further participation in social events.

Social Event Pick-Up Policy
If a student is not picked up within 30 minutes of the end of the event the student will not be permitted to attend the next social event.

Visitors
In special situations, students may request in advance for a friend to visit campus for not more than one day. Requests should be made one week ahead of time, through the Middle School Principal. A student visitors will be required to follow all student rules and attend all classes as scheduled with their host. Student visit form must be completed/teachers signed permission and returned by the sponsoring student to the Middle School Office. Teacher retain the right to not have visitors in class.

Student may not bring a friend without advanced permission. Due to space considerations, former students may not automatically attend classes in the Middle School. Students not enrolled at Lincoln must have permission to be on the Lincoln school campus.

GENERAL SERVICES

Cafeteria and Kiosk
All Middle School students eat lunch in the cafeteria at the same time. Some students bring their lunch from home; others utilize our school lunch program. Please contact our Business Office in the Mansion to enroll in the lunch program.

The following rules should be observed:
● Help keep our cafeteria clean so we can all enjoy our time spent there.
● Tables must be kept clean and sanitary. Students are expected to pick up after themselves and keep clean the area in which they have eaten.
● Throwing of food or drink is unacceptable.
● Treat everyone - all food workers and duty teachers with respect and mind them.
● Enter the cafeteria only during assigned lunchtime, unless admitted by the duty teacher. This is not a time to grab a snack!
● Eat and talk reasonably and with pleasant manners.
● Return your trays to the disposal area, separating items as directed.
● Food and drink must stay in the cafeteria.

Students who are found eating the lunch program and who have not paid for lunch will be billed for lunch. Cafeteria lunches should not be shared with non-subscribing students.

Students who do not follow cafeteria rules will be referred to the principal. Lunchtime clean up, detention or other disciplinary actions may be assigned.

The student kiosk is operated in partnership with the cafeteria service. It is open to students during breaks and lunchtime each day. It is expected that the area will be kept clean and orderly and that noise will be held to a minimum.
In order to help maintain a clean environment, drinking and eating is prohibited in all school buildings except the cafeteria and kiosk area. Water bottles in the classroom are at the discretion of the teacher. Middle school students are not permitted to use the High School Kiosk during the school day.

Dismissal Procedures and Policy
MS students may not leave campus alone or with a non-Lincoln community member unless parents have completed a MS Dismissal Form specifying that the student may leave alone or specifying the name and ID# of the authorized person/persons they may leave with. MS students will be allowed to leave with another Lincoln family only if a specific Lincoln family has been identified on the MS Dismissal Form. Parents may also complete the MS Dismissal Form authorizing a specific remise company’s drivers to pick up their children. The MS Dismissal Form is located on the Lincoln Middle School website or with Blanca Serra in the MS office.

All dismissal changes for a certain day must be sent via email to blanca.serra@lincoln.edu.ar before 1:00pm.

Parent Drop-Off Auto
Middle School students are usually dropped off at the Paraná Gate. Parents are encouraged to use the drop off lane. Please do not use the drop off lane to park or wait for an extend time. When dropping off and picking up it is very important to always follow the security guards instructions.

Remise
Students that are dropped off and/or picked up by remise will not be let off campus until the remise driver has identified who they are picking up. The school (secretaries, teachers, administration) will not organize remises for students. It is the responsibility of the parents to make all remise arrangements.

Transportation
Students waiting to be picked up must wait inside of the school by the Parana or Andres Ferreyra Gate.

Bus Service
Bus service covering the general residential areas of Buenos Aires is available at extra cost to students. Bus service can be arranged through the Business Office in the Mansion or by calling 4851-1700 ext. 121 Ms. Hinsberger.

The following rules have been established for the safety and comfort of all students riding the school buses.

- Be at the bus stop early. The bus cannot wait.
- Do not get on or off the bus until it comes to a complete stop and the chaperone is off the bus and standing next to the bus door.
- Do not stand while the bus is in motion. Stay in your seat.
- Do not block the aisle. Keep books and material on your lap.
- Do not damage or tamper with the bus or equipment on the bus.
- Keep head, hands, and feet inside the bus. No throwing of objects from the bus.
- Keep the bus clean. No eating or drinking on the bus.
- Be courteous. No fighting, pushing, or use of profane language.
● Do not bring animals or illegal articles onto the bus.
● Bus departs at 3:40pm. It is the student’s responsibility to be on time and get on bus before departure time. Bus will leave students if they are late. The student and parent will be responsible for arranging transportation home if a student misses the bus.
● The bus chaperone has authority to assign seats and regulate noise and to report non-observance of rules to bus supervisor and principals.
● Any changes in bus transport must be made in writing to the MS Office by 1:00pm on the day of the change.

If students are reported by the bus chaperone, disciplinary action will be taken. Continued violation of bus regulation may result in loss of bus privileges.

LINCOLN MIDDLE SCHOOL CODE OF CONDUCT

The following rules are the most important ones in our school. All other rules are based on these four. They should be followed at all times at Lincoln; they are also good guidelines to follow wherever you are.

● We expect all students to be honorable. Therefore, lying, cheating and stealing of any kind will not be tolerated.
● Students will show respect for all people. Physical and verbal abuse will not be allowed.
● Students will show respect for property; their own, the property of others, and the school’s.
● Students will behave with regard to their own safety and the safety of others.

Bullying Prevention Guidelines

A goal of Lincoln School is to provide a safe environment where all students and employees are treated with respect and dignity and are free from bullying, intimidation and harassment. Bullying will not be tolerated at Lincoln. Lincoln is committed to educating staff, students, and parents, to developing positive relationships and to ensuring that everyone’s right to learn and work in a safe environment is respected. For the purposes of these guidelines, bullying happens when someone is significantly hurt by the actions of others, fears that the mean behaviors will happen repeatedly, and feels powerless to prevent the behaviors from happening. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group.

Lincoln recognizes several types of bullying:

● Verbal bullying
● Physical bullying
● Social or emotional bullying
● Cyber bullying

Definitions can be found on the bullying rubric

While the focus of this policy is on prevention, bullying acts may still occur. Students or employees at Lincoln who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged to communicate in either verbal or written form to a member of the school staff. Intervention by adults and bystanders is an important step to prevent escalation and to resolve issues in the earliest stages. At all times, reported incidents will be addressed according to the response rubric of the respective division. The purpose of the response
rubric is to assist a student to reflect on their behavior and to be provided with an opportunity to learn and improve peer relationships.

The Superintendent, with the cooperation and support of Administrators and the Counseling Team in each division should maintain and implement specific procedures on early identification of bullying and other preventive strategies. All students, school employees, vendors, and visitors (including parents) to campus buildings, buses, athletic fields or locations off-school premises involving school-related activities (i.e., field trips) are expected to conduct themselves in a manner consistent with the words and spirit of these guidelines. We all share in the responsibility to ensure that bullying does not occur.

### Bullying Rubric

<table>
<thead>
<tr>
<th>BULLYING BEHAVIOR:</th>
<th>FIRST INCIDENCE:</th>
<th>REPEATED INCIDENCES:</th>
<th>MAJOR INCIDENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VERBAL:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
</tr>
<tr>
<td>Abusive teasing</td>
<td>Counselor and/or Principal meets with appropriate students for reflection and possible mediation</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
</tr>
<tr>
<td>Name calling</td>
<td>Parents notified</td>
<td>Student writes a written reflection</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Insults</td>
<td></td>
<td>Detention during breaks and lunch</td>
<td>Student informs parent</td>
</tr>
<tr>
<td>Ridiculing</td>
<td></td>
<td>In/Out suspension</td>
<td>Student writes a written reflection</td>
</tr>
<tr>
<td>Racial/sexual slurs</td>
<td></td>
<td>Ineligibility for after school activities or school trips</td>
<td>In/Out suspension</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td></td>
<td>Reflection with counselor</td>
<td>Student is placed possible Probationary or Conditional status</td>
</tr>
<tr>
<td>Egging someone on</td>
<td></td>
<td>Parents notified</td>
<td>Possible recommendation made for expulsion</td>
</tr>
<tr>
<td>Other words that intimidate or threaten</td>
<td></td>
<td></td>
<td>Ineligibility for after school activities or school trips</td>
</tr>
<tr>
<td><strong>SOCIAL &amp; EMOTIONAL:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
</tr>
<tr>
<td>Exclusion</td>
<td>Counselor and/or Principal meets with appropriate students for reflection and possible mediation</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
</tr>
<tr>
<td>Gossip</td>
<td>Parents notified</td>
<td>Student writes a written reflection</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Snering</td>
<td></td>
<td>Detention during breaks and lunch</td>
<td>Student informs parent</td>
</tr>
<tr>
<td>Humiliating</td>
<td></td>
<td>In/Out suspension</td>
<td>Student writes a written reflection</td>
</tr>
<tr>
<td>Threatening</td>
<td></td>
<td>Ineligibility for after school activities or school trips</td>
<td>In/Out suspension</td>
</tr>
<tr>
<td>Stalking</td>
<td></td>
<td>Reflection with counselor</td>
<td>Student is placed possible Probationary or Conditional status</td>
</tr>
<tr>
<td>Spreading/starting rumors</td>
<td></td>
<td>Parents notified</td>
<td>Possible recommendation made for expulsion</td>
</tr>
<tr>
<td><strong>PHYSICAL:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
</tr>
<tr>
<td>Pushing, slapping, grabbing, hitting</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
</tr>
<tr>
<td>Punching, kicking, pinching, tripping</td>
<td>WARNING is established</td>
<td>Parent Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Use of a weapon</td>
<td>Parents notified</td>
<td>Student writes a written reflection</td>
<td>Student informs parent</td>
</tr>
<tr>
<td>Damaging property</td>
<td>Student writes a written reflection</td>
<td>Detention during breaks and lunch</td>
<td>Student writes a written reflection</td>
</tr>
<tr>
<td>Any other physical behavior that intentionally injures others</td>
<td>Counselor meets with appropriate students for reflection and possible mediation</td>
<td>In/Out suspension</td>
<td>In/Out suspension</td>
</tr>
<tr>
<td>In/Out suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CYBERBULLYING:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
<td><strong>Possible Responses:</strong></td>
</tr>
<tr>
<td>Includes, but is not limited to the following misuse of technology, Harassing, teasing, intimidating, threatening or terrorizing by sending or posting inappropriate or hurtful messages through:</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
<td>Meeting with Principal</td>
</tr>
<tr>
<td>E-mail</td>
<td>Parents notified</td>
<td>Parents notified</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Instant messages, Text messages</td>
<td>Hand-phone on campus may be temporarily prohibited</td>
<td>Hand-phone on campus may be temporarily prohibited</td>
<td>Student writes a written reflection</td>
</tr>
<tr>
<td>Digital pictures or images</td>
<td>Temporary cancellation of all computer privileges on campus</td>
<td>Temporary cancellation of all computer privileges on campus</td>
<td>In/Out suspension</td>
</tr>
<tr>
<td>Websites, Blogs</td>
<td>Counselor meets with students for reflection and possible mediation</td>
<td>Ineligibility for after school activities or school trips</td>
<td>Ineligibility for after school activities or school trips</td>
</tr>
<tr>
<td>Social sites (Facebook, etc.)</td>
<td></td>
<td>Reflection with counselor</td>
<td>Reflection with counselor</td>
</tr>
<tr>
<td><strong>WARNING:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Discipline Philosophy**
Because students and parents come to Lincoln from many different schools, we feel we must state our philosophy, policies and practice of discipline in a manner most likely to be read and understood. We expect the very best behavior from Lincoln students and will immediately address behavior that is less than expected.

We believe that students learn best in an atmosphere where appropriate behavior is expected of everyone and is based upon mutual respect and trust.

We believe all students have the potential to behave positively, that they choose their behaviors, and that students can be guided and taught to make appropriate choices.

We believe that discipline procedures should be based upon what is ultimately best for the student directly involved as well as the most positive impact upon others. Therefore, discipline procedures devised should reflect options, which permit a range of consequences. We believe students benefit from the educational process best when parents support and reinforce school regulations by demonstrating follow-up with students at home when misbehavior occurs at school.

We believe it is crucial that teachers, administrators, and parents work cooperatively to ensure that the student gains the most from his/her mistake.

**Rules of Conduct**
Students’ first major responsibility is to understand the guidelines for responsible behavior (Rules of Conduct). We will review these guidelines so students will be sure to know what is expected of them at all times. If a student is unsure about a specific expectation, he or she should check with his or her advisor teacher or another staff member.

Students are expected to:

- Be polite, respectful and courteous to others. Any form of disrespect, harassment, bullying, humiliation, threat or violence towards another person is contrary to the spirit of the school. Show respect to all people, their native countries and cultures.
- Treat fellow students, teachers, office personnel and maintenance staff with respect and courtesy at all times.
- Respect school property and the property of others.
- Conduct yourself in an orderly fashion. Refrain from pushing, shoving or roughhousing.
- Keep walkways and locker areas clean.
- Walk, not run
- Follow directions and remain calm during an emergency drill.
- Report to the office or teacher any damage or breakage of property that occurs at the school.
- Report to all scheduled classes on time. Students may be absent from scheduled classes only with the express permission of the teacher or principal.
- Refrain from public demonstrations or displays of affection that are by nature private. At school these are inappropriate.
- Conduct yourself at all times in such a manner as to bring credit to the school. Use of foul language and obscene gestures is not acceptable.
- Be honest and admit to mistakes.
- Adhere to the Lincoln Middle School Dress Code.
The following are considered inappropriate at school:

- Disrespect, harassment, bullying, humiliation, threat or violence towards another person.
- Substance abuse, which includes use or possession of tobacco in any form, alcohol, or drugs.
- Weapons of any description including knives or toys that simulate real objects.
- Threatening someone with harm or inciting physical violence/force.
- Stealing, regardless of how small it may seem.
- Cheating and plagiarism.

**Discipline Procedures**

The behavior expectations have been outlined under the heading “Rules of Conduct.”

Should a student choose to violate any of these expectations during school or while involved in a school-related activity, the student's inappropriate behavior will be dealt with by using a progressive method. This progressive method takes into account the seriousness of the offenses, and the age and maturity of the student involved.

Inappropriate behavior covers a wide range of conduct. In most instances, a conference or detention deals with the first infraction. Repeated infractions to the Rules of Conduct will result in increasingly severe disciplinary action (report, contract, suspension, and expulsion). Disciplinary action for inappropriate behavior considered “major” might not follow the steps outlined above. The administration reserves the right to take appropriate disciplinary action.

**Progressive Disciplinary Consequences**

A. **Conference**
   
   The teacher, counselor, or administrator will confer with the student. The parents may be conferred with in person or by phone. A meeting may include other appropriate people. As a result of the conferencing process, one or more of the following consequences may occur as a result of the student’s inappropriate behavior.

B. **Detention**
   
   Student detention is a disciplinary measure that requires a student to remain in a designated and supervised area of the school for a specific time. The teachers or administrators may impose detention. Behavioral detention is assigned through the office in consultation with the teacher. Academic detention for missing work should be supervised by the teacher assigning the detention. Parents will be notified of any decisions to detain students after school. The student should bring study materials to work quietly and independently during this time.

C. **Suspension**
   
   Student suspension is a serious matter. Suspension is the removal of a student from classes and activities for a short period of time. There are two types of suspension utilized depending upon the nature of the misbehavior as well as the student’s behavior history.
   
   1. **In-School Suspension**
   
   Students may receive one to five days of in-school suspension, which means they are isolated in a supervised area. A student is expected to work on schoolwork or read quietly. Lunch and breaks are spent in a supervised area. Parents will be notified in writing of any in-school suspensions. An in-school
suspended student cannot participate in any extra-curricular activities and social events during in-school suspended days.

2. Out-of-School Suspension
Serious situations, when it is felt best to remove a student from school to allow for "cooling off" or to emphasize the seriousness of the behavior that consistently deviates from accepted standards, may lead to suspensions from 1 to 5 school days. An out-of-school suspended student cannot return to school, participate in any extracurricular activities and social events until a conference is held between the school administration, student and parent(s). Parents will be notified in writing. During the days of suspension, all schoolwork will be marked as failing. A student may make-up work missed, and materials that are missed will be available to him/her, but no credit will be awarded for this work. A letter of the suspension will be placed in the student’s file.

E. Expulsion
Expulsion means that the student is removed from school. Very serious offenses may lead to a student’s expulsion. Any decision to expel must be made after due consideration and consultation between superintendent, principal, parent(s) and student.

F. Contract
A formal written contract between the school, parents and the student may be required which specifies expectations and consequences of behavior or academic performance.

G. Grade Loss
A student who chooses to cheat or plagiarize material may receive a reduction or loss of grade for that assignment. Any unexcused absence from class may also result in a reduction of an academic mark.

H. Financial Reimbursement
When students are responsible for damaging, destroying or losing school property, they may be assessed fines and charges appropriate to the damage or loss. Alternatively, a student may be requested to repair or replace damaged property. Failure to uphold this responsibility will result in the withholding of grades and transcripts.

I. Counseling Referral
The school may require professional counseling or diagnostic evaluation, as a requirement for continued enrollment. The results of such testing and/or professional recommendations may also be required in order to provide all students with the best education.

Smoking
Lincoln is a smoke free campus. Smoking is not permitted anywhere in the school for students, employees or visitors. Students are also prohibited from smoking at school-sponsored events located off campus – including the parking area. Students who violate this policy are liable for suspension.

Skateboards / Rollerblades / Scooters
Skateboards, scooters and rollerblades use is not allowed on Lincoln Campus unless under the direct supervision of parents or part of a school sponsored event or activity. Skateboards, scooters and rollerblades may be used only under the direct supervision of parents and
only on the outdoor basketball court (MS Field) or the running track.

Vandalism
If a student damages, breaks, writes on, or maliciously damages something, he/she will pay for it. Vandalism or defacing school property will result in disciplinary action.

MIDDLE SCHOOL POLICIES

Empowered Use Policy

I. Philosophy

- Be empowered: Do awesome things. Share with us your ideas and what you can do. Amaze us.
- Be respectful: Help foster a school community that is principled and caring.
- Be smart and safe: Think before you click. If you are uncertain, talk with us.
- Be careful and gentle: Our resources and those in other communities are limited. Help us take care of our devices and networks.

II. Purpose
Lincoln School uses instructional technology as a way of enhancing the teaching of essential skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to these 21st century skills, Lincoln encourages the use of electronic devices and access to the school network.

III. Role of the School

A. Lost, Stolen, or Damaged Devices Each user is responsible for his/her own device and should use it responsibly and appropriately. Lincoln takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

B. Consequences for Violation Violations of the philosophy may result in disciplinary action, including the loss of a user’s privileges to use the school’s information technology resources. Further discipline may be imposed in accordance with the Lincoln Student Handbook and Lincoln overriding school policies up to and including suspension or expulsion depending on the degree and severity of the violation.

C. Supervision and Monitoring Lincoln has ownership of email accounts, Lincoln domain Google Drive accounts and school networks. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this philosophy. Administrators reserve the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline, or

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security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. Lincoln reserves the right to determine which uses constitute acceptable use and to limit access and time of access to such uses.

D. IT and Network Considerations: Lincoln’s Technology department is not responsible for maintaining or troubleshooting student devices. Students should close internet tabs and applications not in use to respect the school’s bandwidth. Students should not use the school’s network to download music, videos or apps, unless authorized by a teacher.

IV. Social Media

Lincoln believes in breaking down classroom walls and sharing the wealth of knowledge and learning through social media. Students and their work will regularly be published on our social media channels, including but not limited to Twitter, Facebook, Google+, YouTube Channel, Instagram, TED-Ed, TEDx, Edmodo.

Any family that waives this right of the school must sign the waiver form.

Grade 6 iPad Program / Bring Your Own Tablet (BYOT) Grades 7 and 8

For the purpose of this initiative, Lincoln strongly encourages an iPad tablet.

Guidelines for responsible and respectful usage:

Responsibility

- Students and parents/guardian understand the responsibility to adhere to the Student Handbook and the Acceptable Use Policy when using technology at Lincoln.
- Students will be responsible for the care their assigned iPad and will be responsible for lost, theft or damage to their assigned iPad.
- Students will responsibly use iPads only for educational purposes.
- Students will be responsible for having their own headphones or earbuds in class on a daily basis.
- Students will be responsible for having an iJacket (cover) and name clearly marked.
- iPads are not permitted in the cafeteria during lunch and are not permitted in restrooms.
- Students understand that Gaming is not educational activity and it is not a responsible use of technology, even as a “freetime” activity.
- Students will adhere to the policy of responsible use of technology in cases or situations not specifically mentioned above.
- Students should stored devices in locker with a lock.

Respect

- Students will respect that each teacher has the discretion to allow and regulate the use of iPads in their classroom. iJackets remain closed unless instructed.
- Devices may not be used for academic dishonesty on assignments, quizzes, or tests or for non-instructional purposes (such as social networking, emailing, and text messaging).
- iPads must be in silent mode while on school campus, unless otherwise allowed by a teacher.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless allowed by a teacher.
Photos and videos of students and staff recorded during school hours may not be published without the expressed agreement of all persons recorded and may only be posted for educational purposes.

Students will be respectful and use headphones/earbuds with teacher permission.

iPads are not permitted in the cafeteria during lunch and are not permitted in restrooms.

Students will adhere to the policy of respectable use of technology in cases or situations not specifically mentioned above.

Students and Parents/Guardians acknowledge that:

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited. Students may not bypass network filters or attempt to access school administrative accounts or programs.
- Lincoln is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Handbook or Acceptable Use Policy.
- Devices should be charged prior to school and run on battery power while at school.
- Any content not for educational purposes should not be accessed during school hours.

Academic Honesty (Cheating and Plagiarism)
Lincoln holds honesty and academic integrity as high ideals. Students are expected to adhere to honesty, trustworthiness, and personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will not be tolerated.

A teacher that has found a student who has cheated/plagiarizing or providing answers will be given “Failing Grade” on the assignment or test. The teachers will notify the student’s parents by letter or email. The principal will also be notified and keep a record of the incident. Repeated or serious instances of cheating/plagiarism could result in a parent conference, suspension and expulsion.

Academic dishonesty is defined as (but not necessarily limited to) the following:
Cheating is considered the giving or receiving of information on an exam, test, quiz, assignments or other evaluation exercise. Talking during a test or examination without teacher’s permission will be considered cheating. This could include copying from another, the bringing of notes into the test, the sharing of a calculator with another student without the teacher’s permission, or other similar unauthorized help.

Using someone else’s ideas or statements as one’s own without giving credit to the author, in such a way will be considered plagiarism. Students who are found to be plagiarizing will be given “Failing Grade” on the assignment and the principal will be notified. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student’s work (i.e. homework assignments) and handing it in as one’s own, the giving of one’s work to another to copy, or any other similar use of another’s work.

Middle School Tardy Policy
Definition Tardy - Arriving late to class after the class bell or arriving to class without class materials (textbook, notebook, binder, calculator, writing utensil, etc.).
1-3 tardywarning
Record tardy
Parents contacted – 3rd tardy
4-6 tardy  30 minutes detention after-school  3:45 to 4:15pm
Teacher informs MS office via email or in writing.
MS Office Contact Parents –
7-9 tardy  1 hour 15 minute detention  3:45pm to 5:00pm
Teacher informs MS office via email or in writing.
MS Office contact parents
10+  In-School Suspension

Tardy are per class and advisory (morning tardies)
Tardy are per quarter – each quarter start with clean slate
Detention assigned by office and parents contacted a minimum of 24 hours before detention
If student does not show up for detention it will be doubled.

Absences
The entire process of education requires a regular continuity of instruction, classroom participation,
learning experiences and study in order to reach the goal of maximum educational benefits for each
individual student. The regular contact of the students with one another in the classroom and their
participation in well-planned instructional activity under the supervision of a competent teacher are
vital to this purpose.

There is also a direct relationship between poor attendance and academic failure. Students with
good attendance records generally achieve higher grades, and enjoy school more. Thus, all students
are expected to attend school regularly and to be on time for classes in order to derive maximum
benefit from the instructional program and to develop habits of punctuality, self-discipline, and
responsibility.

If a student is late or absent from school, a parent explanatory note or email should be turned into
the office when they return to school. If student absences become excessive parents will be notified
and disciplinary action may be taken.

Students must attend at least half a day of school (arrive by 12:00 noon) in order to participate in
after-school activities and attend school sponsored events.

Attendance Policy for Grade 6
Revised: June 2015
1. Students are expected to attend 80% of the school days to guarantee continuity of
   instruction, classroom participation and learning experiences.
2. Parental involvement. Argentine regulations require that parents notify the school in case of
   absences. If a student is absent for more than 48 hours, parents are required to provide
certification. Normally, justification is by medical certificate.

SUMMARY OF ATTENDANCE POLICY FOR GRADES 7-12
1. In compliance with the educational regulations of the Province of Buenos Aires, Lincoln places a
   limit of 20 days of absences during the school year. Students are also required to attend a minimum
   of 85% of the total instructional time per class. In classes where absences exceed both of these
   limits, students will be required to pass a comprehensive examination to receive credit.
2. Notification of Absences & Meetings with Parents. When a student’s absences reach a total of 10
days, parents are notified and asked to confirm notification in writing or by email. When a student
reaches 15 absences, parents are asked to meet with the principal to review absences. Record of this meeting will be signed by the parents and principal. When total absences reach 20 days, parents will meet with the Director. A formal minute is made of the meeting and signed by those participating.

3. Justification of Absences. All absences count toward the limit of 20 days with the exception of school sponsored activities.

4. Arriving Late & Leaving Early. In computing daily absences, tardies are counted as partial absences: ¼ (arriving by 10:00 a.m.), ½ (arriving by noon), and ¾ (arriving after noon). For withdrawal during the school day, partial absences are computed in the same way: ¾ (leaving no later than 10:00), ½ (leaving no later than noon), and ¼ (leaving after noon). Attendance is taken each period.

Planned Absences and Make-up Work: If a parent and/or student knows he/she is going to be absent from school, it is his/her and the parents’ responsibility to inform the Middle School Office in writing of the absence (dates and time).

The Middle School Office will notify teachers of the absence. The student will be required to collect a Make-Up Homework Form from the office. It will be the student’s responsibility to take the form to each of his/her teachers to record make-up work and due dates. Students are also responsible for checking teachers postings on Edmodo and Google Accounts before and during their absence.

During any long absence from school, there is always the possibility that grades may suffer because of missed classroom activities that count for grades, but cannot be substituted by outside make-up work.

Students have the same number of days missed to complete make-up work.

Classroom Rules
Each teacher establishes and enforces standards for the students under his or her supervision, provided that rules are reasonable and consistent with the general welfare, philosophy, and purposes of the school. Any student, parent or staff member with questions concerning in-class rules should contact the appropriate teacher.

Cutting Class
Cutting classes is not acceptable. If a student cuts a class, no credit will be given and the student will be required to make-up assignments. Habitual unauthorized absences (cutting class) will result in detentions, in-school suspensions, parent conferences, and loss of academic credit.

Examinations (Semester, Semester Grades)
Grade 6 and 7: Teachers will give an End of Quarter Exam during class time (Project, Unit Test, etc.)
Grade 8: Students in Grade 8 take separate semester exams in Math, Science, Social Studies, Language Arts (English), ELL, Lengua, Estudios Sociales, and SSL.

- Grade 8-semester examinations count 10% of the semester grade.
- Semester Exams cannot be given early or late.
- A student will forfeit 10% in calculation of semester grade if he/she misses the semester examination. No make-up exams or rescheduling of exams will be permitted.

Semester Grades
Semester grades are given in grades 6, 7 and 8. When there is no semester examination, the two quarters are simply averaged.
### Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Value</th>
<th>Arg. Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>10</td>
</tr>
<tr>
<td>A</td>
<td>94-97</td>
<td>10</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>9</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>9</td>
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<tr>
<td>B</td>
<td>84-87</td>
<td>9</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>8</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>8</td>
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<tr>
<td>C</td>
<td>74-77</td>
<td>8</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>7</td>
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<tr>
<td>D+</td>
<td>68-69</td>
<td>7</td>
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<tr>
<td>D</td>
<td>64-67</td>
<td>7</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td>7</td>
</tr>
<tr>
<td>F</td>
<td>00-59</td>
<td>6</td>
</tr>
</tbody>
</table>

- **A**: Excellent Achievement
- **B**: Good Achievement
- **C**: Satisfactory Achievement
- **D**: Minimum Achievement
- **F**: Failed (Insufficient Achievement)
- **I**: Incomplete (“I” is given to students who do not have all graded work completed by the end of the grading period and/or eligibility check. Normally, a student has a maximum of two weeks to make up all incomplete work. This requirement may be changed only under special circumstances.)
- **M**: Modified Grade (The curriculum objectives were altered to meet the special needs of the student.)
- **NG**: No Grade issued (Does not meet Attendance Requirement)
- **P**: Pass
Incomplete Grades

An Incomplete or “I” is given to a student who does not have all graded work completed by the end of the grading period and/or eligibility check. Normally, a student has a maximum of two weeks to make up all incomplete work. This requirement may be changed only under special circumstances.

<table>
<thead>
<tr>
<th>Effort Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Superior</td>
</tr>
<tr>
<td>4</td>
<td>Very Positive</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
</tr>
<tr>
<td>1</td>
<td>Inadequate</td>
</tr>
</tbody>
</table>

Effort grades are given by teachers based on criteria such as completion of homework on time, the quality of work, participation, attitude, behavior, and cooperation in the classroom. High effort grades involve work beyond the teacher’s regular expectations.

Homework Policy

Homework is defined as the time students spend outside the classroom in assigned learning activities. Lincoln Middle School believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge.

Homework serves to develop regular study skills and the ability to complete assignments independently. Lincoln Middle School further believes completing homework is the responsibility of the student, and as students mature they are more able to work independently. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students’ efforts, and providing a conducive environment for learning.

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Lincoln Middle School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Actual time required to complete assignments will vary with each student’s study habits and academic skills. If your child is spending an inordinate amount of time doing homework, you should contact your child’s teachers.
1) Lincoln Middle School students’ (grades 6-8) should expect between 1 and 2 hours of homework per night. In order to avoid a concentration of homework on one night, as a rough guide, homework should be done on the night of the day that it has been assigned.

2) In general, students will have limited homework over the weekend or national holidays. Homework over a weekend or holiday may consist of the continuation of a long term project or making up work that a student has fallen behind in. Lincoln MS does expect that students will read over the weekend.

3) All students are required to use the homework agenda, provided by the school, to track assignments and check teachers’ Edmodo postings. When no homework is assigned the students should write “none” in the agenda. In the event that a particular student has having difficulty keeping up with their studies, a teacher or parent(s) can require that a student get the agenda signed by teacher(s) and/or parent(s) daily.

4) All homework assignments are expected to be turned in during class on the day that they are due.

5) In all classes, when assignments are not turned in students may be kept during break time or after-school to complete the assignments.

6) Late Homework Policy - Daily Homework and Extended Projects:
   - Students turning in homework after the original due date will receive 75% credit for late work (according to expectations) until the date of the assessment completing the unit.
   - Students turning in homework after the date of the assessment completing the unit will receive 50% credit for late work (according to expectations) until the end of the quarter.
   - Students not completing or turning in homework /extended projects will not receive credit.

   Parents will be contacted when students repeatedly have late or missing assignments.

7) When students are absent from school due to illness:
   - The MS office can be contacted to arrange the collection of work from each teacher. Work can be picked up by siblings or parents in the MS office. Students should check Edmodo and google accounts.
   - Parents may also contact teachers by email to forward any assignments.
   - Students will be given make-up time appropriate to the time they are absent. Students may make up assignments without penalty. The general rule is 1 day absent = 1 day make up; 2 days absent = 2 make up etc.

8) If an unavoidable absence from school is known about in advance, please contact the MS Office a week in advance to collect a make-up assignment sheet. Students are also reponsible for checking Edmodo and google accounts. In some cases it may be possible to give the student studies in advance. Students will be given make up time equivalent to each day they are absent. As an example, if they are absent for 6 school days they will be required to make up their missing assignments in 6 school days.

Report Cards / Progress Reports / Withdrawal

Progress Reports
Mid-quarter Progress Reports are sent home four times a year to all students at the halfway point of each quarter. However, a progress report may be sent home at any time. Students are expected to bring them home for parents to read and sign, and then return them to school within two days.
Report Cards
Reports Cards are issued to each student at the end of each quarter (Approximately nine weeks each). The report cards are sent home with the students, and the dates for report card distribution will be published in the Friday Flash.

The school retains quarterly reports if library books, textbooks, school materials or equipment have not been returned. When materials are returned or payment is received, reports will then be released.

Withdrawal
When a student is planning to withdraw from Lincoln Middle School, it is the responsibility of the student and family to inform the Registrar and the Middle School Office, preferably two weeks before departure. A minimum of two days is necessary to process withdrawal. On the second to last day of attendance, the student must pick up a checkout form from the Office and take the form around to the teachers and various offices in the school to obtain necessary check-out signatures. Student records will not be prepared for the new school until a student has properly checked out. Students withdrawing before the end of a semester may be awarded partial credit or grades-to-date based on the number of days they have attended during the semester.

Substance Abuse Policy
This policy applies to all students enrolled in Asociación Escuelas Lincoln School. A student is considered held to adherence to the policy whenever she/he is on the premises of the school, traveling with a school group or individually to a school event, representing the school in another location, and/or other school-related circumstances as described elsewhere in the Student/Parent Handbook.

1. Asociación Escuelas Lincoln Middle School will not tolerate the use, possession, distribution, manufacture, purchase, sale or offering the sale of alcohol, illegal drugs, and controlled substances or the abuse of prescribed and over-the-counter medications in the school environment as defined by the Student/Parent Handbook. Such activities interfere with a student’s work performance, efficiency, safety, and health and may adversely affect the lives and safety of others.

Furthermore, the possession of drug paraphernalia is prohibited on the Asociación Escuelas Lincoln School campus or at any school events. Drug paraphernalia is defined as anything which is currently known to be associated with the drug culture and that might be used for drugs. The school has the right to confiscate these if found. During school vacation and holiday times, regular “school environment” policies apply.

The words “controlled substance” in this policy include all chemical substances or drugs listed in any controlled substances act or regulation applicable under any U.S. or Argentine laws. Most, but not all, controlled substances fall into the following categories:

- Stimulants (including, but not limited to, amphetamines and cocaine);
- Depressants (including, but not limited to, narcotics and barbiturates);
- Hallucinogens (including, but not limited to, marijuana, hashish, LSD);
- Deliriants (including, but not limited to, glue, solvents, aerosol sprays).
Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect a student’s performance and seriously impair her/his ability to work safely and effectively. Any prescription drug or over-the-counter drug in regular use must be reported to the School Nurse.

2. The Middle School Administration will conduct periodic random searches of student lockers including Physical Education or other sports lockers, book bags, purses, pockets, etc. The times of a search, and students included in the searches, will be determined by the Middle School Principal or designee. The Principal or an adult designated by the Principal, together with one additional adult, will personally escort each selected student to witness the search, and the student must be present while the search is conducted.

Each student in the Middle School is personally responsible for whatever is inside her/his locker and will be held accountable for such.

3. “Reasonable suspicion” regarding drug use or possession, is based upon repeated reports of incidents of involvement or violation of the Lincoln drug policy. If there is reasonable suspicion, the Principal must contact the student concerned and her/his parents immediately to explain the nature of the reports and reason for the suspicion.

4. Students suspected of drug use on weekends or evenings will be classified in the “reasonable suspect” category. Students will be called in by the Principal or designee, and parents will be phoned and notified in writing.

5. Students suspected of selling drugs, whether on campus or off campus, will be classified in the “reasonable suspect” category. Students will be called in by the Principal or designee, and parents will be phoned and notified in writing.

6. The school must keep a current list of readily available local help services such as rehabilitation centers, counseling available, etc. This will be placed in an accessible area of the Counselor’s Office so that it is normally available for students.

7. In the case of behavior by a student, which is determined to be suspicious, the student will be treated as a behavioral issue unless there is evidence of substance abuse, or unless the student admits to substance abuse.

8. If, before being confronted by a school official as a suspect in drug use/abuse, a student voluntarily admits to drug use/abuse and asks for help, this student will be treated as a counseling issue and will be referred to the Counselor. The Counselor will determine parental involvement.

9. If a student is called in for “reasonable suspicion” and admits drug use/abuse, parents must come in to the Middle School with the student to discuss the matter with the Principal. The student, with the family, will be referred for outside counseling. The student will be placed on Probation and will be warned that any further involvement will be considered grounds for suspension or expulsion.

10. In the event that a student is found possessing drugs, the Principal or designee will immediately notify the parents and will take the student to a school-determined clinic for drug testing. The student will be immediately recommended for expulsion from school.
11. In the event that a student is found using drugs, the Principal or designee will immediately notify the parents and will take the student to a school-determined clinic for drug testing. The student will be immediately recommended for expulsion from school.

12. If a student is determined by the Principal or school officials to be selling drugs at school, the student will be immediately recommended for expulsion from school and will be banned from the campus with no hope of reentry in the future.

13. In the case of a student missing semester exams because of suspension for the reasons outlined above, the student will receive a failing grade “F”.

14. Students who leave campus during the school day without specific permission may be subject to search and/or drug testing under the conditions outlined above.

15. This policy may be amended by the Middle School Principal as appropriate, in accordance with the Board of Governors policy and according to the needs of the school.

LINCOLN HEALTH CLINIC

For Lincoln School Health Policies, please go to: http://www.lincoln.edu.ar/index.php/wellness/

STUDENT SERVICES

The Lincoln Middle School Student Services Team (SST) aims to provide quality services, in order to facilitate and support appropriate educational, psychological, emotional, physical and medical provision according to the specific needs of our students, in order to assist in their holistic development as individuals and as active and responsible members of the Middle School. Student Services include:

Counseling Mission Statement
The Lincoln Counselors promote learning and personal growth by offering a comprehensive, developmentally appropriate, and an accessible student centered counseling program for members of the Lincoln community.

Lincoln Counseling Beliefs
1. The Lincoln comprehensive counseling program:
   - Compliments and enhances the school program
   - Should be available to all students and Lincoln community members
   - Addresses academic, career, personal/social needs of all students
2. The counselors at Lincoln believe that all students:
   - Should feel safe, supported, and accepted
   - Contribute to the school community
   - Develop the ability to produce solutions to their own problems
   - Are capable of change & growth
3. All Lincoln counselors:
   - Are student focused
   - Work as a professional learning community
   - Are available to collaborate with students, parents, teachers, and administrators
   - Should have access to current resources & Professional Development
Participate in planning, designing, implementing, and evaluating the comprehensive school counseling program using the International Model

Counseling services
The middle school counselor focuses her time in four primary areas: individual student work, responsive services, development and delivery of character curriculum and supporting teachers and parents in helping our adolescents be successful.

Referrals to the counselor can come through teachers, parents or students. The counselor meets with students in small groups or individually. The counselor also is available for consulting with parents and outside professionals. The counselor also offers parenting workshops and is available for individual parent meetings.

Learning Center
The Learning Center offers learning support services for students who have been diagnosed with special learning needs. A documented testing report is required to be eligible to receive these services.

The goal of the Learning Center is to allow students with learning support needs to find success and to validate their strengths, in order to be able to work on areas of improvement. In all cases, an Individual Educational Plan (IEP) or an Accommodation Plan is developed to address the students’ needs.

IEPs and Accommodation Plans are developed by a student service specialist based on documented evidence, observations, and teacher’s input.

The criteria to implement the Learning Center plans for the students are to employ the least restrictive environment. Changes to the support plans are regularly reviewed and implemented upon Student Services Team’s approval.

The IEP includes academic goals and accommodations. The students with an IEP have a study skills class twice or three times a week. All students receiving Learning Support take an active part in setting goals to improve their academic performance.

An Accommodation Plan includes accommodations but not academic goals. It is developed for those students who can cope with their academic demands, without one-on-one support, but do benefit from having accommodations. It is also developed when a student has met the IEP goals and is in transition to exit the LC. Students with an Accommodation Plan are monitored through short weekly sessions only, but not a Study Skills class.

Constant communication with teachers, other professionals supporting the student out of the school, and parents, is key to assure the plan of action and goals’ suitability and achievement. IEPs and Accommodation Plans are reviewed every year and testing is updated every two or three years to determine if the student is eligible for continued services.

Programs are regularly revised, and changes are made when members of the Student Services Team or outside professionals consider it necessary.
Educational Testing

Educational testing is used at Lincoln to help identify students’ strengths, provide test scores for student placement and evaluate our program. The Elementary and Middle Schools administer the Measures of Academic Progress (MAP).

English Language Learners (ELL)

The ELL is a program designed to meet the needs of Middle School students with limited English proficiency. These students are taken out of the mainstream Language Arts class.

Tutoring

Any student experiencing academic difficulties should speak with the counselor. The Middle School Office maintains a list of private tutors which a student or family may hire at their own expense. We encourage parents and students to work through the counseling office when a tutor is required. Also we would like the name of the tutor working with your child so that we may establish contact with the tutor. Please note that these private tutors are not employees of Lincoln and financial and work arrangements are between the tutor and the parents.

Teachers cannot tutor their own students for pay and may not tutor other students between 7:45a.m. and 4:00 p.m. No tutoring can take place on the school campus. All tutoring arrangement must meet off campus.

STUDENT ACTIVITIES

Student Council

The Student Council is a student elected government, which provides leadership opportunities for Lincoln Middle School students. The council is an active, integral part of student life at Lincoln. The Council is involved with planning dances, social nights and other social activities, community service and consulting with administration.

Students must be in good academic and behavioral standing to hold office and be able to run for any office. Elected offices must maintain a minimum grade of C- in all classes to remain a student council member.

Honor Band/Choir

The Honor Band and Choir meet after school on Thursdays from 3:45 to 5:00pm. Students must audition for the Honor Band and Choir. The HOnor Band and Choir perform at MS Assemblies, Special Events and make an annual overnight trip.

GIN – Global Issues Network / Green Team

Make a difference join GIN (Global Issues Network) where we look to make the world better one project at a time. Students meet during school break times. The Green Team, an environmental club devoted to the appreciation of nature and to the improvement of our local environment.

Extra-curricular Activities

Lincoln Middle School believes that the opportunity for participation in a variety of activities is a vital part of a student’s educational experience. Participation is the main objective of the Lincoln Middle
School activities program. The middle school program has adopted an inclusive approach that stresses participation, skills, sportsmanship and friendly competition.

While we encourage all students to participate in our school athletics and activities program, it is essential that the planning of such participation include realistic consideration of the time involved.

Middle School practices are held between 3:45 and 5:00 pm during weekdays. On occasion practice times will be extended for games. Parents will be informed in advance of any change in practice times.

Students must attend school a minimum of one-half day of school (arrive by 11:30 noon) to participate in after school or evening extra-curricular activities, competitions or performances. Guidelines and rules for extra-curricular activities are located in the Lincoln Athletic Handbook. The handbook is available in the Athletic Office located in the high school and on the Lincoln Website (www.lincoln.edu.ar).

**ELIGIBILITY - Middle School**

A student is eligible to participate on field trips, musical, honor band/choir, athletics and selected extra-curricular activities if the following are true:

- A student may not receive an F in any subject or class to participate on an Athletic Department Trip, Competition, Tournament or Fine Arts Activity/Event. Academic standing will be a determining factor for participation for all trips and activities.
- A student will also be ineligible due to suspension.
- Report cards and progress reports will be used to determine eligibility when possible.
- Previous and current behavior will be a major consideration for determining if a student is permitted to participate on a trip, tournament, or competition.
- Meets attendances and behavior expectations outlined by the coach of the activity or athletic department.
- Students must attend school a minimum of one-half day of school (11:30 am) to participate in after-school or evening extra-curricular activities, competition or performance.
- No more than two unexcused absences to practice.