Responsibility

Students should be aware of their duties and responsibilities as students of Lincoln School. Parents and 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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## Discipline

A.I.C. (Acuerdo Insituccional de Convivencia) .......................... 33-34
### Address
Andrés Ferreyra 4073  
1636 La Lucila  
Buenos Aires, Argentina  
Phone: (54-11) 4851-1700

### Phone Numbers
- School Receptionist ........................................ 100
- Superintendent’s Secretary .......................... 101
- National Program Secretary ......................... 103
- Admissions Fax ................................................. 106
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### Website
www.lincoln.edu.ar  
www.lincoln.edu.ar/hs/

### High School Principal
Joe Hollenbeck  
joe.hollenbeck@lincoln.edu.ar

### High School Counselors
- Jodie Thiel  
  High School Counselor  
  jodie.thiel@lincoln.edu.ar  
  (54-11) 4851-1700 ext. 404  
  Fax: (54-11) 4790-2117
- Debbie McDowell  
  University Placement Officer  
  debbie.mcdowell@lincoln.edu.ar  
  (54-11) 4851-1700 ext. 405  
  Fax: (54-11) 4790-2117

### Calendars
Check the school website for updated monthly and yearly calendars.
History

The Asociación Escuelas Lincoln American International School in Buenos Aires, provides a U.S. curriculum option for the international and Argentine communities in Buenos Aires, pre-school through grade twelve. Lincoln is located in the northern suburb of La Lucila, about six miles from downtown Buenos Aires, the financial and cultural center of Argentina.

Lincoln’s history began with the opening of the American Grammar and High School, a division of Colegio Ward, in 1913. The Lincoln School was founded in 1936 by a group of business and civic organizations that formed the Asociación Escuelas Lincoln and merged with the American Grammar and High School in 1952. AEL is non-profit, non-denominational and is directed by a 14-member Board of Governors, each of whom is elected by founding members of the Asociación. The present campus of AEL was purchased in 1954. The school occupies grounds of more than six acres, overlooking the River Plate.

The high school is accredited in the United States by the New England Association of Schools and Colleges. The school is also approved by the Argentine Ministry of Education.

Mission Statement

An education to the highest U.S. accreditation standards, focused on academic excellence and developing confident, ethical world citizens.

Fiat Lux - Let there be Light

From earliest times, the lighted torch has been symbolic of knowledge. The flame and words Fiat Lux on the Lincoln seal are symbolic of knowledge, truth and responsibility to search for and pursue the highest ideals throughout life.
Admission Requirements

Entering students are eligible for full admission status to the high school program at Lincoln if they are proficient in English, have enrolled in, and received at least average grades in a strong academic program in any national school system, and have no history of serious disciplinary problems.

Performance Expectations

Because Lincoln has a program primarily designed to assist students to prepare for university study, the school has high expectations for students' conduct and effort in their studies. Homework is assigned regularly and teachers expect homework assignments to be completed well and on time. Teachers also expect regular school attendance and class participation. We believe that any student admitted to the school is capable of earning average grades with appropriate support from the school and home and sufficient effort on the part of the student. Any student not meeting the performance expectations of the school for academic or disciplinary reasons will be placed on warning, on probation, or will be requested to withdraw.

Expectations for a conditional admission semester are stated in writing and parents and students must agree to the stated conditions. Students admitted conditionally are reviewed for status change at the end of the semester in which they were admitted.

Late Entry / Early Departure

School attendance is very important and is basic to our program. Students arriving late or leaving early in the school year miss valuable instruction, which cannot be made up. Parents must clear with school officials before arriving late or leaving early, and before taking students away from school. (See pre-arranged absences or withdrawal). Students arriving late or departing early may suffer either reduced credit or a lower class participation grade for the days missed. Students leaving school before final exams will be given an incomplete grade and must take final exams within two weeks upon return. No final exams are given early. Students leaving Lincoln permanently before taking final exams in a course may be given reduced grades, or reduced credit accordingly. Students who must miss examinations at the end of either term, and who are returning to Lincoln, will be given two weeks at the beginning of the following semester in which to make up the missed testing.

Late Arrivals – Returning Students:

Required to complete ALL assignments and assessments. Due dates computed based on the number of classes missed. Example: A student missing 6 classes must have all assignments and assessments completed on the 6th class back, computed from the first day they attend class.

Late Arrivals – New Students (first 4 weeks of the semester)

Students will be required to make up any major assignment missed. Deadlines will be reasonable based on the amount of time originally given for assignment completion.

Mid-Semester Entry – New Students (5 weeks plus)

In order to be eligible for semester credit, a new student must:

- Be enrolled in and attending his/her current school up to his/her departure date.
- Provide Progress/Quarter grades as is applicable as proof of attendance and progress in coursework.
Academic Honesty

Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess. The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend Lincoln High School ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at Lincoln and throughout life. Lincoln students are expected to prepare their own schoolwork to the best of their ability for evaluation by our faculty. Students who are not academically honest at Lincoln will face academic and disciplinary consequences.

Academic Dishonesty

Academic dishonesty includes, but is not limited to:

1. Taking assignments and copying all or part of it and presenting it as your own;
2. Sharing one's work for the purpose of copying and allowing another person to present it as their own;
3. Giving information or answers from quiz or a test to other students;
4. Plagiarizing, intentionally, all or part of someone else's work and not properly citing their source. This includes work from fellow students, the Internet, books, magazines or any other sources;
5. Submitting work from another current class or from a class of another year;
6. Fabricating or inventing information or falsifying grades, research or other findings;
7. Possessing, using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
8. Using any portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so;
9. Lying, cheating, stealing or being deceitful about your academic work is considered academically dishonest.

Process for Disciplinary Action

The process whereby a student will be punished for infraction of the Academic Honesty Policy shall include the following steps:

- The student will be informed by the teacher of the class where the infraction occurs.
- The administration will be notified.
- The teacher and/or administrator will contact the parents to state the issue, review this policy, and explain disciplinary consequences.
- A parent and student conference will be held with the principal if the student has had repeat offences.

Disciplinary Action for Student Violation of the Academic Honesty Policy

The teacher will address the academic honesty infraction initially. The infraction will then be referred, in written form, to the Principal's office where a record of all infractions will be kept in an electronic file. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

- The student will receive an automatic F (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.
- The student may be dropped from the National Honor Society (NHS) if the student is a member of that organization;
- The student may face suspension from extra-curricular activities including Student Council, MUN, and sports programs for a limited time;
- The student may face suspension for a limited time from Lincoln High School;
- The student may face expulsion from Lincoln High School;
- The student may be removed from the course with a grade of "F" (failure);
- The student may be removed from eligibility for awards or honor positions.
- Multiple infractions will be recorded in the student's permanent discipline file.
- Additional consequences as deemed appropriate by the principal.
Academic Contracts and Academic Probation Policy

Research has clearly identified the characteristics present in effective schools. One of the characteristics evident in these successful schools is the encouragement and maintenance of high academic standards. Good schools focus sharply on learning. In effective schools, the school climate - some call it "the learning environment" - puts academics first. Incoming students know the school's reputation and experienced students affirm the value placed on learning.

A well-defined set of standards and procedures lets students and parents know what the guidelines are and specifically what is expected of them. Once the standards are established, the school has an obligation to help students achieve and maintain them using all of its resources to accomplish this goal. This policy serves as a warning system but more importantly acts as a vehicle to develop a plan for success.

In an attempt to foster better communication among teachers, students, families and the school, an Academic Warning / Probation policy has been put in place. It states:

1. A student will be placed on Academic Warning at the end of a semester if he/she is in danger of not meeting the minimum requirement to pass to the next appropriate grade level. If a student is placed on Academic Warning, parents will be asked to attend a meeting with the guidance counselor and division principal. A consultation with the appropriate teachers will take place and specific interventions decided. An official “Acta” will be signed for school records indicating the defined plan and documenting that the student will be given one semester to improve his/her studies such that he/she is on track to progress to the next grade level. The “Acta” will further indicate that failure to do so will require the student to leave Lincoln and pursue his/her education at another institution.

2. A student will be placed on Academic Probation if, after one semester on Academic Warning, he/she is still unable to meet the minimum requirements to move on to the next grade level. Parents will be asked to attend a meeting with the guidance counselor and division principal. Additional consultation with the appropriate teachers will take place and specific interventions decided. An official “Acta” will be signed for school records indicating the defined plan and documenting that the student will given a defined amount of time (one semester or one academic year depending upon the nature of the situation) to improve his/her studies such that he/she is on track to progress to the next grade level. The “Acta” will further indicate that failure to do so will require the student to leave Lincoln and pursue his/her education at another institution.
Awards

Academic Recognition

Students are designated for academic recognition at the conclusion of each quarter (9 weeks). Students who have at least five (5) credit classes, and have all A’s or two or fewer B’s will be recognized. All incomplete grades must be made up before students can be considered for placement on the honor roll. Academic recognition is determined by quarter grades for the first and third quarters and on semester grades for the second and fourth quarters.

Valedictory and Salutatory Awards

A student may be considered for valedictorian by earning the highest grade point average in the graduating class through the first semester of grade 12. The salutatorian will earn the second highest grade point average. Only students who have entered Lincoln by the beginning of the 1st semester of Gr. 11 will be considered for these awards. Only grades earned in high school classes at Lincoln will be considered. In addition, a student must carry a full-time load of classes (at least 7 credit courses) during both their junior and senior years.

Awards Assembly

At the end of the second semester, students receive recognition for achievements and talents. Faculty members vote on deserving students in different award categories. The awards are presented in an all-school assembly.
Class Load

Full-time students at Lincoln must take eight (or seven with academic support), full credit courses each semester during grades 9-10. In grades 11 and 12 students must take a minimum of seven, full credit courses plus a study hall or an eighth course.

College Preparatory Program

The program of studies at Asociación Escuelas Lincoln High School is specifically designed to prepare students academically, socially and personally for entrance into higher education in the United States. Many students from Lincoln also apply and are admitted into other university systems internationally. Since the overwhelming majority of Lincoln students go on to colleges and universities, the high school curriculum is designed primarily as a college preparatory program oriented toward higher education in the United States. Most students take advantage of the extensive offerings in these fields and take math and science courses each year they are in the high school. Able students who take full advantage of the program may take college-level courses in calculus, chemistry, physics, biology, Spanish, English, art and social studies.

Advanced Studies Program

Lincoln High School offers advanced courses in many academic areas. Some of these courses are specifically designed to prepare students for the Advanced Placement or International Baccalaureate examinations administered in May each year. Students enrolled in AP/IB courses are expected to earn average or above average grades.

Students earning less than a C- in an advanced course may be required to move into a more appropriate level of the subject. Some extra school time on weekends or after school may be required of students in advanced courses.

Students enrolled in AP or IB courses are strongly recommended but not required to take the corresponding exams.

In the period between the end of the external exams in May and the end of school in June, students in advanced studies courses will participate in a special program designed by their teacher. All students are expected to be in classes, fully participating at this time. All school rules for receiving credit apply to this time period. Although projects and presentations may be required, there will be no internal final exams given in a course to students who have taken the AP or IB exams in that course.

International Baccalaureate (IB)
Advanced Placement (AP)

Course Policy

The purpose of the IB/AP courses is to provide advanced level instruction to students while they are still in high school. Courses are designed to prepare students for the AP and IB examinations, which may permit them to receive credit IB and/or AP advanced placement in college.

In an effort to support the intentions of the program, the following exam policy has been established:

1. Students enrolled in IB/AP courses who opt to take the exam will pay the AP or IB testing fee at the time requested (November-IB, February/March-AP).
2. Fees will not be refunded after they are collected.
Credits

All courses instructed at Lincoln in grades 9-12 are awarded one-half credit per semester with the exception of school service and support classes, which receive no credit. Credit is awarded for full-time attendance in the class for the full semester. Although credit may be awarded for a course, this does not necessarily determine that a Lincoln student may advance to a higher level. Grades below C- may be determined by an academic department as indicating weakness that would not allow the student success in a more advanced course. Students who fail a semester will not receive credit. Students can opt to repeat the semester for credit, earn credit within the course distribution (e.g.: English) with another course and/or pursue a summer school or Virtual High School course. Please note that all summer school and Virtual High School courses must be pre-approved by the high school counselor and principal before enrollment in the course.

Transferring Credit to Lincoln

Lincoln accepts credit from other accredited high schools and awards Lincoln High School credit based on the number of hours of instruction received for a course. Similarly, in accepting credit from other national school systems that are designed quite differently from the U.S. system, high school credit is awarded by subject area based on the number of hours a course was instructed. Decisions about credit awarded will be made after careful analysis of the transfer record. Summer study may enable a Lincoln student to advance to a higher level in a subject, without receiving Lincoln credit for the summer study.

Drops and Adds

Deadline for Changing Classes

The High School master schedule is made to accommodate as many individual needs as possible. Therefore, no changes in schedules may be made without sound reasons. If there is a sound reason, a change may be made. Any student dropping or adding a class must do so during the first two weeks of a semester.

The following reasons are generally not acceptable for a course change:

• Teacher change for the same course
• Period change for the same course
• Dropping a small section in order to add to a larger one

No student may change an elective course after the first week of attendance during any semester. Changes in the level of a course within a department may be made at any time during the first nine weeks of a course with the recommendation of the classroom teacher.

High school students who drop a class after the first three weeks of any semester will receive a grade of (WP or WF) on their transcript. Course drops in a full year course will be allowed after the beginning of the second semester only under unusual circumstances.
Curriculum

The high school curriculum at Lincoln is U.S.-based and appropriately prepares students for Advanced Placement and International Baccalaureate exams during the last two years of high school. All graduates of Lincoln earn the American High School diploma and the Argentine National Diploma.

English as a Second Language (ESL) Students

In order to provide support for students with marked difficulties in English proficiency at the high school level, while at the same time providing the high standard of expectation for acquiring credits, the high school program will offer a special academic support class during the regular schedule. This class will meet the requirement of assisting students with their various classes in the ways most individually needed by the students. Lincoln High School does not offer ESL classes for specific disciplines; all high school students will be expected to attend the regular program and progress toward graduation. It is strongly recommended that High School ESL students arrange for a private tutor to help improve their English for academic purposes.

Spanish Requirement

All students at Lincoln are required to take four years of Spanish to meet Argentine National Program requirements. Lincoln’s graduation requirement of three years of language other than English is automatically met through this circumstance. The exception to this requirement may be for students needing extensive English as a Second Language support. Many students come to Lincoln already speaking Spanish, or with extensive instruction in Spanish during their elementary and middle school years. There are Spanish course programs at Lincoln for native and for beginning Spanish speakers. At the time of assessment, students will be recommended for a level of entry in which they should begin their instruction. Classes in Portuguese language are also offered as elective courses.
Field Trips

The faculty and administration at Lincoln recognize the educational possibilities that travel can afford and the rich cultural and educational possibilities that exist in Buenos Aires. At the same time, due to the nature of our competitive college preparatory academic program, too much time away from school can adversely affect the student and the school. Therefore, field trips are carefully screened to ensure that they augment the educational mission of the school and justify the time missed from classroom instruction. Teachers are encouraged to take students on field trips, which will complement their instruction within budgetary and scheduling constraints. Students going on school-sponsored field trips must follow guidelines for obtaining permission to go as directed by their classroom teacher. Students are responsible to make up all work missed in their regular classes before or after they return from a field trip. Participation in any particular field trip is normally mandatory or may be made optional at the discretion of the teacher and principal. If participation is required, a student will be counted absent for a day if he/she does not attend.

Final Exam Policy

Since the vast majority of Lincoln graduates attend colleges and universities in the United States and other countries, the faculty recognizes the value of having Lincoln students prepare for comprehensive examinations. The exam policy is designed to prepare Lincoln students for future academic environments and to recognize and reward superior performance in regular classroom studies.

1. All core high school subjects instructed at Lincoln will include a form of a final assessment each semester. Exams will be completed during the exams week. Students unable to take December exams must contact the high school principal well in advance to ask for an extension. Extensions are only granted in extreme circumstances and are handled on a case by case basis. All December exams must be completed before beginning classes in February. Exam extensions will not be granted in the case where families intend to extend the school vacation. Final exams will not be given early.

2. All students in grades 9-12 will take final exams during the scheduled exam week each semester except as listed below:

   a. Students who are in AP or IB courses who have taken the external examinations in their courses second semester, will not be required to take a final exam during the regular exam schedule in May/June. AP/IB students not taking external final exams will sit for the regularly scheduled internal finals.
   c. Graduating seniors will be given second semester exams in an early Senior Exam schedule.
   d. A teacher may administer an alternative form of assessment during one of the two semesters. This assessment must be endorsed by the principal.
Grade Reporting and Transcripts

Student Records

The guidance office maintains a file on each student containing family information, transcripts, health notations, yearly achievement. A student transcript on which all pertinent academic records are entered is kept up to date.

Although other less important information is weeded from the files after students graduate from Lincoln, transcripts are permanent in that they are always available to any school for all students who have ever attended Lincoln.

Report Cards

The scholastic year is divided into four quarters of approximately nine weeks each. Semester examinations are given at the end of the second and fourth quarters, which correspond to the end of each semester. Final official records show the year’s work as two independent semester grades. Written report cards are prepared at the end of each nine-week period (quarter). The report cards are sent home with the students, and dates for report card distribution are published in the Friday Flash (school newsletter). Students who are not available to receive report cards in December must wait until they return in February.

Progress Reports

Part of the Lincoln philosophy is that every student, within his or her range of ability, can be a success at our school.

All high school students at Lincoln will receive a progress report in each class at the mid-point of each academic quarter. However, a progress report may be sent home at any time there is a notable decline in the student’s performance. Progress reports may also be sent home to acknowledge a student’s academic growth or outstanding work.
# Grading System

Lincoln uses a standard United States weighted grading system where all classes are given equal value except for most AP/IB courses, which are weighted by giving an extra honor point for each grade. The weighted system is detailed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Standard Grade Points</th>
<th>Weighted Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.3</td>
<td>5.3</td>
</tr>
<tr>
<td>A</td>
<td>94-97</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.7</td>
<td>4.7</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.3</td>
<td>4.3</td>
</tr>
<tr>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
<td>3.7</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.3</td>
<td>3.3</td>
</tr>
<tr>
<td>C</td>
<td>74-77</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>1.7</td>
<td>2.7</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
<td>1.3</td>
<td>2.3</td>
</tr>
<tr>
<td>D</td>
<td>64-67</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td>0.7</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

In addition to the above grades, a grade of incomplete (I) may be given when a grade cannot be calculated. Students may be given an incomplete at the end of the year under rare circumstance.

# Weighted Grades

Lincoln High School follows a practice widely used in high schools in the United States in regard to placing weights on the grades of some courses. In recognizing that some courses are more demanding and challenging, and that students, of their own free will, choose to enroll in these courses instead of less demanding ones, Lincoln offers a reward in the form of additional value on the Grade Point Average (GPA) of these courses.

Please, note that the weight will be reflected on the value known as “Cumulative GPA”. This is the grade point average accumulated over the whole high school career. Grades earned in weighted courses still appear on the transcripts as given by the teacher.

# Transcripts

At the end of the semester, or at any time in the year, transcripts of high school records may be withheld for outstanding debts. If such a problem should arise, parents are asked to contact the Business Office and the Guidance Office immediately so that the matter may be cleared up quickly and the transcripts released.
### Graduation Requirements

All students enrolled at Lincoln in the high school must take a program leading towards fulfillment of the Lincoln graduation requirements. Transferring students must attend Lincoln High School for the entire senior year to graduate with an AEL diploma; exceptions may be made by the principal in extraordinary cases. Seniors may only join Lincoln in the second semester if their transferring school is issuing their diploma. In these cases Lincoln will prepare the documentation to transfer second semester credit back to the diploma granting institution in order for the student to graduate. Students in such situations are invited to participate in Lincoln’s graduation ceremony but will not receive a Lincoln diploma. Instead, the diploma granted from the transferring school will be presented to the student during the ceremony.

Typical Lincoln School Program (9-12)/Promotion to next grade level

**Grade 9:** English 9, biology, math, Spanish, sociales/social studies, computer education, physical education, art, music, drama. Students must earn a minimum of 6 credits to be promoted to grade 10.

**Grade 10:** English 10, modern history, biology, math, Spanish, computer education, physical education, art, music, and drama. Students must earn a minimum of 12 credits (cumulative over two years) to be promoted to grade 11.

**Grade 11:** English, social studies, math, science, Spanish, and at least three full credit electives. Students must earn a minimum of 18 credit (cumulative over three years) to be promoted to grade 12.

**Grade 12:** English, social studies, math, Spanish and science, and at least four (4) full credit electives.

Students graduating from Lincoln High School must have a minimum of 25 credits. All students must have met the minimum requirements in the specific areas listed below:

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>CREDIT REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Language</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>General Electives</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>25 credits</strong></td>
</tr>
</tbody>
</table>
Participation in Graduation Ceremony

Earning a Lincoln High School Diploma is credit dependent (please see graduation requirements listed in the chart on the previous page. These credits are earned over four years of study. For some students, the credits earned in senior year represent the final determining factor for graduation. Students in danger of not earning a Lincoln High School Diploma and/or the Argentine National Diploma due to a lack of appropriate credits earned during the first semester senior year will be notified in February that they may be danger of not graduating. Such students will be monitored throughout the second semester. There will be three key times during the semester that students in danger of not graduating will be notified of their status.

1. A status update will be sent home in early May before the graduation program goes to the printer. Students who mathematically will be unable to earn credit will be left off the program at this time and the family will be notified that he/she will be unable to participate in the ceremony. As one month will still remain in the semester, it is unlikely that many students will fall into this category. Most will still have ample time to improve their marks and earn credit.

2. One week prior to graduation practice, an additional status check will be made. At that time, students unable to earn a Lincoln High School Diploma or an Argentine National Diploma (without course recuperation), will be notified that they will be unable to participate in the graduation ceremony*.

3. If, however, the question of earned credit is dependent upon the performance on the final semester examination, the family will be notified of this fact and will be contacted, again, immediately after the final semester grade are posted (2 days before graduation). Students unable to earn either a Lincoln High School Diploma or an Argentine National Diploma (without course recuperation) will be notified immediately of their status and will be unable to participate in the graduation ceremony.*

*Please note: Unfortunately we are unable to modify the graduation ceremony program once it goes to print in early May. Thus, it is possible that a student’s name may appear in the ceremony program even though he/she will be unable to participate in the ceremony itself. While this is unfortunate, it is unavoidable.

Early Graduation Option

There is no option for early (less than eight semesters) graduation.
Independent Study Courses

Students at Lincoln may earn credit through independent study with the approval of the principal and the counselor.

Students at Lincoln will be allowed to earn credit through independent study under ALL the following conditions:

1. The course is not part of Lincoln’s regular program of studies.
2. The course is part of the program of studies but is not offered during the year in which the student needs to take it.
3. The student must have a GPA of 3.0 or higher to be eligible to opt for credit through independent study, unless the course is essential for graduation.
4. The student must obtain permission from the counselor and principal.

VHS Courses

Lincoln offers a comprehensive menu of courses that appropriately meets the needs of students pursuing the Lincoln, Argentine National and IB diplomas. A limited number of VHS (Virtual High School) courses are available to interested students to take courses on-line. A maximum number of two credits of VHS courses may be applied toward credits needed for graduation.

Please note:
1. Lincoln will pay for VHS courses that are:
   a. required for Lincoln graduation and are unavailable to a student due to scheduling conflicts.
   B. advanced level courses (AP/IB) not offered at Lincoln.
2. Parents pay for all other VHS courses.

Senior Privileges

Because seniors are considered young adults, nearly ready to leave for university, some privileges and awards are given beginning in September of their senior year. These may include a Senior Privilege (of early leaving or late arrival, schedule permitting) and a host of special events.

NATIONAL HONOR SOCIETY

Lincoln is a member of the National Honor Society (10-12) and is affiliated with the United States organization by the same name through a Lincoln School Chapter. Once a year, an induction ceremony is held for the newly elected members of the Society. Students are first screened for their scholastic ability, a minimum of 3.5 GPA for all candidates.

The GPA criteria is based on the following:

1. For all students: A minimum of one full semester in attendance at Lincoln. This can be waived with supportive documentation from previous school.
2. For all students: The total of all grades at Lincoln and any other American school system based on the following:

    Grade 9
    One semester and the third quarter grades

    Grade 10
    Three semesters and the third quarter grades (9-10 only, if available)

    Grade 11
    Five semesters and the third quarter grades (9-11 only, if available)

Candidates are then rated by their teachers on the qualities of character, leadership and service necessary to be elected to the National Honor Society. A panel of five (5) teachers is selected by the Advisor with approval from the Principal to serve on the selection committee. All teachers who have Honor Society candidates in class are requested to rate students in the areas of character, leadership and service. The selection committee reviews these ratings and makes final selections. Any student elected to the National Honor Society has proven to be an outstanding member of the Lincoln student body.
## Athletics

Lincoln School offers a variety of sports programs for students. In addition to physical development, participants are expected to develop leadership, courtesy, high moral standards, good sportsmanship and to meet prescribed academic requirements to be allowed to participate. Interscholastic competition for high school students include the following:

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
<th>Coed</th>
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</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
<td>Ultimate Frisbee</td>
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<tr>
<td>Soccer</td>
<td>Soccer</td>
<td>Tennis</td>
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<tr>
<td>Swimming</td>
<td>Swimming</td>
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</tr>
<tr>
<td>Volleyball</td>
<td>Volleyball</td>
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</tbody>
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In addition to interscholastic competitions, various intramural competitions are organized throughout the school year as part of the student activities at Lincoln.

## International Sports Competition

Lincoln has a tradition of competing in sports activities with other American schools in neighboring countries, such as Chile, Ecuador, Peru, Uruguay and Brazil. When travelling, participants are screened by all of their teachers and only students doing satisfactory work in all of their classes are allowed to travel. Students pay for airfare to all international competitions, as well as any meals not provided. Typically, travelling students stay in the homes of host school students.

When Lincoln hosts visiting students from out of town or from another country, Lincoln families are asked to house visiting students. Families are given guidelines for curfew and rules that visiting students are expected to follow.
Clubs and Organizations

School clubs and similar organizations exist to give our students an opportunity to pursue non-academic interests for pleasure and to develop recreational and life-skill competences. Through student organizations, young people are given opportunities to accept responsibility, provide services to the school and community, and develop cooperative friendships with other students. The faculty and administration of Lincoln encourage students to become involved outside of the classroom in some club or activity, as educators see it as an important part of the secondary school experience. Clubs, sports and other activities are not intended to adversely affect the academic preparation of students at Lincoln. Students should choose a limited number of activities and dedicate themselves to high quality participation that complements rather than detracts from their academic program.

The clubs offered in the high school in 2013-2014 are:

- String Music Ensemble
- Chess Club
- Community Service Club
- Entrepreneur’s Club
- Global Issues Network
- Model United Nations
- National Honor Society
- Organic Gardening Club
- Prom
- Student Government
- Yoga Club
- Truco Club
- TEDx
- HS Art Club
- Writing Club (English/Spanish)

Computer Lab

The computer lab is open daily. Computers are available for student and faculty use. A variety of software is available for use on school computers.

Many Lincoln students use the computer lab for preparation of papers and assignments for their classes. In addition to credit-bearing computer education courses, many teachers sign up to take classroom groups to the computer lab to enhance their curriculum. All students, staff and families are required to sign an Acceptable Use policy, available from the Computer Lab, before being allowed access to the computers at Lincoln.

Library Media Center

The Library Media Center is located on the second floor of the High School building and provides students with a wide range of print, electronic, and audio-visual materials. The collection contains 12,000 volumes, 72 magazine titles, CD ROMs, Internet, and videos. Student workstations are used to access the Winnebago on-line catalog as well as other databases and the Internet. Students are able to access the information databases from home. Books are loaned for two weeks; however, students may renew if there is no reserve on the title. The Library Media Center is open during the school hours and includes extended hours. All students receive an orientation, instruction in information technology, strategies for research, and guidelines for use.

Student Council

Each year students elect representatives for the Student Council in the High School. Elections are held near the end of second semester for the next school year. Students must have an overall 2.5 GPA, have no quarter failing grades for the current school year, and be in good standing to be able to run for any office. If a student fails any class for a semester or is placed on...
School Dances

The Junior/Senior Prom, sponsored by the Junior Class, is held in the second semester.

The following guidelines apply to all school-sponsored dances and activities:

1. Lincoln students are allowed to attend only dances held for students in their own grade levels. No middle school students may attend a high school dance, and high school students may not attend middle school dances.
2. Guests invited to Lincoln school dances must be age appropriate and secure a guest pass from the high school principal. A guest pass must be obtained for visitors from the office before the end of the last school day prior to the dance. The student must sign the guest admission request form.
3. Guests must abide by all school regulations, which apply to Lincoln students. Lincoln students who invite a guest are responsible for the guest's behavior at the dance. If a guest breaks a rule, disciplinary action will be taken against the guest and the Lincoln student sponsor.
4. No student or guest re-admitted after leaving the dance.
5. A minimum of three chaperones and the faculty sponsor must be present at the dance until its completion.
6. All school rules apply at dances.
7. The school reserves the right to refuse admission to anyone.

School-Sponsored Events

1. All school-sponsored events must have one faculty sponsor. Events that include the whole school and/or invited guests should have more than one faculty sponsor.
2. Additional faculty should be asked to help supervise the event; the number of faculty supervising should depend on the size of the event.
3. Supervising faculty should ensure that entrances to the activity are observed, as well as adjacent areas being observed. This may include walking about on a regular pathway.
4. All activities at the event must be previewed before the time of the presentation. Participation in the actual event presumes that the activity follows the guidelines and ethical code of the school, both written and accepted.
5. Students and invited guests are expected to remain in the activity. Students will not be permitted to re-enter once they have left the activity.
6. Sponsors and supervising faculty should remain at the activity until all students and guests have left the activity.
School-Sponsored Trips and Events

Many of our school-sponsored trips are considered as part of the curriculum. Students at Lincoln are expected to participate in grade-level trips planned for their class and in field trips planned as part of the curriculum. School sponsored activities outside the classroom can be a valuable part of student life. For school-sponsored activities students know that they will be away from school prior to the absence. In order to be granted excused leave for these activities, students must notify all their teachers of the days they will be away and receive assignments for work that will be missed. Students must use the form available in the High School office. These assignments are due the day the student returns to school, or as pre-arranged with individual teachers. Responsibility for work missed due to school-sponsored activities belongs to the student. Students must travel with and stay with the group. Students must attend school from 3rd block onwards the day of a school-sponsored trip or a performance. Students must attend the full day prior to trip/event if the departure/performance time is in the morning. Students not adhering to this policy will not be allowed to participate. Students are expected to be at school on the school day following return from a school-sponsored trip.

School-Sponsored Overnight Trips

While the opportunity for travel to other places in Argentina or to other countries also affords educational opportunities, those benefits must be weighed against loss of classroom instructional time. Students may be denied permission, by the principal, to leave school for a school-sponsored trip for the following reasons:

1. Excessive absence for other school-sponsored trips (attendance to trip cannot violate attendance policy);
2. Academic or Disciplinary Warning or Probation;
3. Grade concerns, such as a failing a course;
4. Excessive tardies or absences for non-school related reasons.

Students going on school-sponsored overnight trips are responsible to see all of their teachers prior to departure; to get the assignments for the days they will be away, and to work closely with the teachers upon their return or before departure for timely makeup of any work missed during the school related absence. Trips are prioritized as follows:

Highest priority: A trip that is part of an academic course.
Second priority: A cultural exchange trip that is part of a credit bearing, fine arts elective course;
Lowest priority: A sports or other extra-curricular trip.

The school will not sponsor overnight trips that are primarily of a social nature. Students who participate in overnight trips are required to travel with the group. In unusual circumstances, the principal may decide to allow an exception.
After-School Hours

There is no specifically provided after-school supervision for High School students. Students may work in the library or the computer lab as available. Teachers are at school until 4:15 p.m. each day, and they may be available for group activities or individual help; however, parents should not expect that students are routinely supervised after 3:30 p.m. Students who do not have an appointment with a lab or a teacher, or who are not waiting for a 4:30 or 5:00 p.m. activity should leave the school grounds. Students with late practice are not permitted to leave campus after school and return for the late activity. They must remain on campus.

Attendance Guidelines

Students at Lincoln are expected to be in attendance from 8:00 a.m. to 3:30 p.m. Students are not allowed to leave campus during the day except with special permission. As with attendance, being on time to class is another responsibility to be assumed by students. Students are expected to be in the first class of the day by 8:00 a.m. each day. Students arriving to a block more than 30 minutes late will be considered absent for that block.

The matter of attendance is of such a critical nature for today’s young people that the Lincoln faculty and community consider it with utmost seriousness. Attendance is highly correlated with success in school and also is a measure of responsibility. Creating an environment in which today’s youth learn to be responsible citizens is important for schools. High school students should be making progress toward being responsible for themselves.

Should a student be absent for health or family related events, a written note or email must be received from the parent for the absence to be recorded as “excused.” For Planned Absences a Pre-Excused Absence Form (found on the school website) must be completed in advance. See the following page for details. Students missing classes due to school activities will also be marked as “excused.” To insure that students assume responsibility for attendance at school, please see the guidelines regarding missed work due to absence described on the following page.

Students are responsible for knowing the assignments that are due. It is recommended that each student establish electronic contact with teacher in advance of the absence to be aware of information and assignments. Should a student be absent and no documentation is received from the parent upon return to school, the absence will be recorded as “unexcused.” These types of absences will be treated as a “cut” or “skipped” class.

Parents who come to school to take students away from the regular school routine must sign out for the student in the High School office. Students are not permitted to leave campus without signing out in the office.

Attendance Policy for Grades 7-12

Revised: June 18, 2015

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.

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.

Justification of Absences.

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

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: ¼ (leaving no later than 10:00), ½ (leaving no later than noon), and ¾ (leaving after noon). Attendance is taken each period.
Attendance Procedures

Attendance is entered by each teacher in a networked program after each class and imported by the High School Secretary for recordkeeping. After 9:30 a.m. the office begins contacting parents that have not yet excused the absence of their high school student.

Medical Excuses for P.E.

If a student has an injury or illness, which prevents participation in P.E. for more than three days per semester, a doctor’s excuse is required. Physical education participation is essential and therefore will count as a substantial part of the grade in that course. Students with extended medical absences must attend classes unless alternative arrangements are made with the P.E. teacher and the P.E. department head.

Assignments Missed Due to Absence

Unplanned—Due dates for missed assignments includes an extension equal to the number of days missed. Three consecutive unplanned absences require doctor authorization. Absence on test or major assessment days requires doctor authorization.

Pre-Arranged, Non-School Activity

All missed assignments, tests, quizzes due on date of return. Assignments unable to be replicated outside of class (ex. Group Presentations) will receive 0 grade. Pre-Arranged Absence Form should be completed a week in advance. Principal may consider exceptions.

Pre-Arranged, School Activity

School activity absences normally run Wednesday-Friday. Wednesday/Friday assignments are due the following Wednesday. Thursday assignments are due the following Thursday. All missed tests/quizzes, major presentations must be completed before the following Wednesday.

Excessive Tardiness

Students are asked to arrive to all classes on time. Students arriving late (unexcused) to school in the morning or to any classes during the day will receive Thursday detention (3:40 – 4:30 pm) for every three unexcused tardies up to a maximum of 11 per semester. The 12th unexcused tardy will result in one day in-school suspension. Additionally, for every three unexcused tardies beyond 12, additional in-school and/or out-of-school suspension will be assigned. Students arriving to class more than 30 minutes late will be considered “unexcused absent” for that block.

Chewing Gum

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

Cellular Phone Use

The use of cell phones in classrooms is not allowed. Consequences:

Students using a cell phone in class will have it confiscated and returned at the end of the day. On a second offense, it will be returned the following day. Parent meeting is required for a third offense. Repeat offenders will be required to turn their cell phones into the high school office each day for a period of time designated by the principal.

Computer Games and Graphing Calculators

Electronic device shall be used during classes for educational purposes only.

Consequences:

Students violating the above rule will have the electronic device confiscated and turned into the head of the mathematics department where the games will be erased from memory. Repeat offenders will be reported to the office.
**Dress Code**

Pride in oneself and in our school is the guiding principle for school attire. We want people to see us and know we have respect by the way we dress. Compliance with school dress regulations is a condition for attendance and is the responsibility of the student and the parents. The principal, or designee, will decide if clothing worn to school is appropriate. An individual’s dress and cleanliness should reflect sensitivity to and respect for all members of our international community, as well as enhance our personal safety. The fact that the dress regulations permit a wide variety in school clothes does not mean that all styles are equally appropriate.

Students will dress in accordance with the following standards set forth by the Lincoln community:

- Appearance does not detract from the instructional environment; Bare shoulders or spaghetti strap tops are not permitted.
- Clothing is clean and neat without holes or tears;
- Undergarments are not visible;
- The bottom of the top overlaps with the top of the bottoms;
- Shorts and skirts will be of a length no shorter than the bottom of one’s fingers when standing with arms straight down at one’s side;
- Clothing does not restrict safe movement;
- No obscene/suggestive designs, offensive language or pictures, or drug or alcohol slogans on clothing, jewelry or accessories;
- Sunglasses and hats or head coverings (except for religious reasons) are not worn in the classrooms, offices, or theaters;
- Footwear is to be worn at all times (more specific requirements apply in the science labs).

**Consequences:**

Student notified; parent informed; students who arrive at school in inappropriate dress will be required to change into an appropriate article of clothing.

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**Laptops, Tablets, Etc.**

All students are expected to attend school each day with an internet device meeting the minimum expectations outlined in the school’s website (high school link). Unless otherwise specified by the teacher, the devices are required to be used for educational reasons only. Devices not being used appropriately will be confiscated and turned in to the Principal’s Office.

**Consequences:**

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**Neighborhood Etiquette**

Lincoln School is located in a residential neighborhood, which involves respect for our neighbors and their property. Lincoln high school students should adhere to the following guidelines.

1. High School Students who gather outside of the school gates before and after school should be respectful of the fact that they are role models for the younger students attending Lincoln and their behaviors are constantly evaluated by the adults in the community and neighborhood, and as such behave in a respectful manner.

**Smoking**

Smoking is highly discouraged because of the known health hazards of both primary and secondary smoke. If students choose to smoke, they must refrain from smoking across the street from the main entrance or at anytime on campus. Smoking is not allowed at any school functions.

**Consequences:**

Parent notification; restriction of use of bathrooms; possible in-school suspension; out-of-school suspension, parent conference to return.
Substance Abuse Policy

This policy applies to all students enrolled in Asociación Escuelas Lincoln High School. A student is considered adherent 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 High 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 High 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 includes 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)
- Inhalants (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 High School administration will conduct periodic random searches of student lockers including physical education or other sports lockers, book bags, purses, pockets, etc. In the event that the student has a car parked on campus, the car may be searched. The times of the searches, and students included in the searches, will be determined by the High 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 High 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 Guidance 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 guidance 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 High 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 Behavioral 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’s parents will be required to pay a proctor for each exam at a fee established by the school at the current tutorial rate. The exams will be administered as determined by the High School office, after school hours.

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 High School Principal.
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 to 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.

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.

C. Supervision and Monitoring. Lincoln has ownership of e-mail 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 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.

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

Cafeteria service is available daily. The balanced meals include soup, sandwiches, salads, entrees and fruit or sweets. Payment is through the Business Office. The following rules should be observed by students who buy lunch at school:

1. Students should enter the lunchroom at their assigned time and keep in an orderly queue.
2. Tables must be kept clean and sanitary. The throwing of food or drink is unacceptable.
3. When students finish eating, trays should be returned to the window. Place plastic cups, cutlery, and trash into the containers provided.
4. Students who are found eating the hot lunch program and who have not paid will be billed for one month.

Cafeteria lunches should not be shared with non-subscribing students.

Students who do not follow any cafeteria rules will be referred to the principal. Lunchtime work detention in the cafeteria or other disciplinary actions may be assigned.

The student Condor’s Nest kiosko is operated by the school’s catering company, a portion of the profits made from the sales at the kiosko are returned to the school and the high school portion goes to the junior class for the prom. It is open to all students during break 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 are restricted to certain areas in all school buildings. Water bottles are allowed in the classroom at the discretion of the teacher.

College Placement

The high school guidance office maintains current materials on careers and United States college placement.

Among the materials available to Lincoln Students are the following:

1. Approximately 500 college catalogs
2. College selection software and college application literature
3. Test preparation and registration materials
4. Various college guides and books that rate various colleges
5. Information about summer programs
6. Career-search guides and literature

Counseling

The high school guidance office maintains all high school records (9-12) and provides guidance services for students in high school.

Guidance services include the following:

1. Registering, testing and placing students and maintaining records
2. Providing orientation for new students
3. Counseling students in academic and personal matters
4. Planning with students for their future educational and career plans
5. Limited testing of students for diagnostic, placement, and counseling purposes
6. College counseling and placement
7. Referral of students and families for outside-of-school counseling services
8. Consulting with parents/guardians, teachers, and administrators on student-related matters
Educational Testing

Educational testing is used at Lincoln to help identify students’ strengths, provide test scores for student placement in further education and evaluate our programs. Our tests include:

Grade 10:
PSAT Test (October)

Grade 11:
PSAT (October), SAT Reasoning and Subject Tests (October, November, December, January, May, June), ACT (October, December, April), AP/IB (May)

Grade 12:
SAT Reasoning and Subject Tests, ACT, AP/IB

Lockers and Locks

Each student will be assigned a locker by their Advisory teacher. Students are expected to purchase their own locks. Experience has shown that the locally purchased combination locks can be “picked” without too much difficulty. Each student will also be responsible for replacing the lock if it is stolen or damaged beyond repair. Students are responsible for contents and care of their assigned lock and locker. Locker changes may be made only through the High School office.

The school may inspect any student locker, at any time during the school year. Once a locker is assigned to a student it cannot be changed without approval from the High School principal. Lockers are to be kept neat and clean.

Students are responsible for anything found in their lockers. Gym lockers are assigned by the physical education teachers. At the end of each semester there will be a general time during which all students will be required to go to their lockers and clean them out; all trash will be thrown away at this time. The teachers whose rooms are located adjacent to a set of lockers will check each locker and give the student clearance to return to their class.

Health Service

Lincoln School maintains a clinic with a registered health professional in attendance during the school day. Students may go to the clinic if they become ill during the day or have an injury needing attention. The school also subscribes to an ambulance service if a student needs to be taken for further consultation. In the event you prefer a specific clinic, it is best if the student carries a copy of your subscription card.
Parent-Teacher Conferences, Concerns or Questions

Regular Parent-Teacher Conference days are scheduled immediately following distribution of 1st and 3rd quarter report cards. In addition to any regularly scheduled parent-teacher conferences, Lincoln encourages parents/guardians to contact the school at any time to learn more about the school, to express a concern or to arrange a parent-teacher conference.

Parents’ Open House Night

During the first month of school an open house is held in the high school to introduce parents to the school and classes.

Tutoring

Any student experiencing academic difficulties should speak with the counselor. The guidance office maintains a list of private tutors, which a student or a family may hire. Tutoring cannot be done on campus. Teachers are not to tutor their own students for pay and may not tutor other students between 7:45 a.m. and 4:00 p.m. At Lincoln, math labs are held immediately following school three or four days per week. Students and families are encouraged to seek times from the teachers and to take advantage of this option.

Transportation

Bus service, covering the general residential areas of Buenos Aires, is available at extra cost to students. When registering students, parents are notified of bus routes, stops and times.

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

1. Be at the bus stop early; the bus cannot wait.
2. 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.
3. Do not stand while the bus is in motion. Stay in your seat.
4. Do not block the aisle. Keep books and materials on your lap.
5. Do not damage or tamper with the bus or equipment on the bus.
6. Keep head, hands, and feet inside the bus. No throwing of objects from the bus.
7. Keep the bus clean. No eating or drinking on bus.
8. Be courteous. No fighting, pushing, or use of profane language.
9. Do not bring animals or illegal articles onto the bus.
10. The bus chaperone has authority to assign seats and regulate noise and to report non-observance of rules to the principals. If students are reported by the bus chaperone, disciplinary action will be taken. Continued abuse by students may result in the loss of bus privileges.
Communications Home

Lincoln High School knows how difficult communication may be under the best of circumstances. We, therefore, ask the cooperation of students and families in making certain that communications from the school are delivered into the hands of parents, or communications may be mailed.

Regular written communications include:

- School-wide weekly publication, Friday Flash
- Monthly activities calendars posted on the website
- High School Progress Reports (each mid-quarter)
- Report Cards at end of each quarter
- Weekly Grade/Progress Reports, if required by counselor or principal (parents notified)
- Letters from teachers in advance of field trips, class or organization outings, competitions, etc.
- Daily Announcements. These are printed and posted, and are read aloud each day over the intercom system.
- Weekly and current news is also posted on our website: www.lincoln.edu.ar

Please feel free to stop by the High School office where extra copies of written communications are easily available.

Faculty Communication

Please call the High School office if you want to contact a teacher. Remember that teachers do not have telephones in classrooms and may not be able to return your call immediately. If you have not heard from them in 24 hours, please call again. The high school secretary will also take messages for the principal, who will call you as soon as possible.

Teacher e-mail addresses can be found on the Lincoln website.

Emergency Evacuation

More detailed, specific instruction for Emergency Evacuation will be given at the start of each semester by all teachers and homeroom teachers.

General Instructions are:

1. The signal for an emergency evacuation requiring rapid exit of all persons is an extended alarm blast or a 30-second successive ringing of the alarm.
2. When this signal is heard, everyone should walk rapidly and silently in a line following the exit directions posted in each room.
3. 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.
4. Teachers will accompany their classes to their evacuation exit positions and Advisory teachers will immediately verify each student's attendance according to the class register.
5. One long ringing of the bell will be the signal to return to the building unless other instructions are given.
6. Students may not leave the assigned area for any reason, including leaving school with friends or relatives.
7. Students are responsible for taking emergency drills seriously and for following all procedures and directions.
Lost and Found and Theft

Students are asked to turn in any articles found to any office staff. Lost articles can be claimed by identifying them to staff working in the lost-and-found area. The school does not assume responsibility for the theft or loss of personal property or materials issued to the students by the school.

There are several steps that can be taken to prevent loss or theft of your item at school:

1. Mark your clothing or other items clearly with your name or a code.
2. Do not share your locker combination or your locker.
3. Close your lock and spin the dial before leaving your locker. After spinning the dial give another firm pull to be sure it is locked.
4. Do not bring items of great value to school (e.g., large sums of money, jewelry).
5. Do not leave purses, school bags or other belongings unattended.
6. Be sure to take P.E. uniforms and equipment home each weekend.
7. If you observe a theft at school, report the details to the principal or a teacher. Your name will be kept in confidence and you will not be involved.
8. Should you suffer a loss through theft, report the loss as soon as possible to the high school office and fill out a loss/theft report form.

Trash and Recycling

Lincoln Community Service Organization provides recycling of paper and cans. Lincoln students are expected to cooperate and to participate in recycling. Containers are provided and labeled. No students should place cans, or trash in an inappropriate container.

Student Publications

Student publications at Lincoln are intended to be an avenue for learning sound practices for responsible journalism. The following guidelines are established to insure that student publications demonstrate fair and sensitive treatment of any issues:

1. Correctly worded and spelled articles are expected.
2. When controversial issues are discussed, efforts should be made to demonstrate fair treatment of opposing opinions.
3. Student reporters should present factual information dealing with student interests and news items.
4. Student publications are not to be used as a forum for teacher evaluation or criticism.
5. Student publications will be published under the supervision of a professional staff member. The sponsor will review articles prior to publication and determine if items meet the guidelines noted above and are in accordance with good taste.

Textbook Loan

Students are provided with one or more textbooks in each of their classes at Lincoln. These texts are ordered mainly from the U.S.A. and are to be maintained in good condition as school property. Books are to be covered at all times and must be returned in good condition. Students should never leave the books where they might be taken, as replacements are difficult or sometimes impossible to acquire, even with the most careful planning of numbers. A student may be asked to replace a book that is damaged beyond use while signed out to that individual. Replacement costs associated with lost or stolen textbooks will be the responsibility of the student.

Visitors

Parents/guardians are encouraged to visit the school at any time. Please contact the high school office to arrange for a visit. Although student visitors are discouraged, in special situations students may request, three days in advance, for a friend to visit campus at a later date for not more than one day. Student visitors will always be required to follow all student rules and attend all classes as scheduled with their host. Students may not bring a friend without advanced permission. Due to space considerations, former students may not automatically attend classes in the High School. Alumni are welcome to visit at any time but are asked to be sensitive to the classes underway. Visiting teachers and classrooms should be done quietly and respectfully. Alumni should not make regular use of the school’s facilities (foyer, library, gym) without first contacting the Principal.
A.I.C.

The AIC, which stands for Acuerdo Institucional de Convivencia (School Life Agreement), is required for all secondary schools (grades 7-12) in the Province of Buenos Aires. The AIC summarizes the commitments undertaken by students, parents, teachers, staff and administrators to form and maintain a good educational community.

Below are two sections (Positive Discipline and Progressive Discipline) taken from the AIC in the high school at Lincoln. This explains generally the behavioral expectations of students and the procedures that may be followed in cases of failure to comply with the expectations:

Positive Discipline

It is expected that students will:

1. Act with honesty in all areas of school life, including academic work.
2. Make healthy choices in their personal lives and refrain from smoking or consuming alcohol or other drugs on campus or at school-sponsored events.
3. Attend school regularly and arrive punctually.
4. Dress both in and out of school in a way that is appropriate for representatives of the Lincoln community and that shows respect for themselves and others.
5. Act responsibly and obey the law, including the laws on drug possession, use, and sale.
6. Observe classroom rules and comply with instructions from adults.
7. Be respectful of others and avoid fighting and other forms of violence.
8. Help keep all parts of the school campus clean and safe.
9. Respect the environment and avoid littering and other forms of pollution.
10. Show respect to others in their use of language and physical gestures.
11. Value differences with others as opportunities to learn and grow.
12. Protect fellow students and avoid bullying.
13. Take care of their own belongings and not take what belongs to others.
14. Behave in a way that promotes a good community.
15. Take care of what belongs to others.
16. Neither possess or use knives, firearms or any other weapons that may do harm to themselves or others.

Progressive Discipline

Failure to comply with the expectations of positive discipline may lead to the implementation of the following disciplinary process. The progressive approach to dealing with violations of school norms takes into account the age and maturity of the student involved and the seriousness of the offense. Step A is always, and Step B usually, included in the process. Inclusion of the remaining steps varies according to the history and severity of the situation.

A. Conference and Counseling. This may include the teacher, the counselor, and/or the Principal. The infraction will be explained to the student, and the student will be invited to give his explanation of what happened and why.

B. Parental Involvement. This may be done either by email, telephone, or in person and will be followed by a written summary of the communication. The infraction will be explained to the parents, and the parents will be invited to give their view of the situation and the appropriate consequences.

C. Detention. The student may be required to remain in school under the supervision of a teacher either during normally free periods such as lunch or recess or after school. The detention will be recorded in the student’s record, and the parents will be notified.

D. Probation. The student and parents will be advised in writing of special expectations and supervision for a period of time.
A.I.C.

Progressive Discipline (Cont.)

E. **Suspension.** This may be in-school or out-of-school and may include the entire school day and extracurricular activities or extracurricular activities only. Whether in school or out of school, the student will be expected to continue his academic work and will not be denied the opportunity to complete assignments and take tests.

F. **Expulsion.** 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.

Disciplinary consequences tied directly to specific behaviors can be found on the Lincoln Website, High School, Student and Parent Handbook.