



LINCOLN

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MIDDLE SCHOOL

Handbook

2023.2024



LINCOLN

Asociación Escuelas Lincoln

Middle School Handbook

2023-2024

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Who We Are

MS Office

We have two secretaries in the MS office, Carolina Nicolini and Patricia Simone, who are happy to receive your emails or other communication. It is important to email the office if your child is out sick, will miss school for any other reason, or for changes related to pick-up. If you need to contact your child directly for any reason during the school day we request that you do this through the MS office. Students are not allowed to have their cell phones out or turned on during the school day so we will help to facilitate any communication between home and students.

MS office: msoffice@lincoln.edu.ar

MS Principal (Dr. Tracy Arnold): tracy.arnold@lincoln.edu.ar

MS Counselor (Jessica Lawrence): jessica.lawrence@lincoln.edu.ar

Lincoln Mission

We inspire and challenge all of our learners to be kind and ethical members of a global community. We empower them to develop into self-aware, confident, innovative, and collaborative change-agents committed to honoring diversity and enhancing their world.

Definition of Learning

Learning is the intentional process of making sense of the world through exploration, expression, and reflection. The journey of life-long learning is transformative, inspires action, and opens new pathways.

Attributes of a Lincoln Learner - (ALLs)

Learner as Thinker and Researcher

- a. **Inquirer:** Asks questions to explore a topic or issue, using prior knowledge, personal experience, and/or cultural frames of reference
- b. **Discerning Problem Solver:** Determines the roots of the problem to address its complexity and shapes a solution path
- c. **Innovative Designer:** Crafts imaginative and purposeful solutions, findings,

prototypes, performances, and media using design thinking and inquiry processes.

- d. **Critical Researcher:** Selects and analyzes a range of data sources and viewpoints, while ethically using the research process.

Learner as an Agent of Change

- a. **Global and local ambassador:** Engages with others to identify and explore authentic contemporary issues in local and global contexts, and proposes solutions that will improve the lives of others
- b. **Ethical citizen:** Makes ethical choices and demonstrates integrity by anticipating and evaluating the consequences of words and actions to promote positive impacts in the community.
- c. **Advocate for justice, equity, diversity, and inclusion (JEDI):** Embraces diversity and advocates for inclusive practices that promote equity and justice.

Learner as Communicator

- a. **Responsive Listener:** Contributes to interactions by respectfully seeking to better understand someone's point of view, using home or acquired languages.
- b. **Critical Reader:** Works to comprehend and analyze different texts, in home or acquired languages, across various disciplines, for multiple purposes.
- c. **Articulate Speaker:** Expresses information and ideas being mindful of purpose and audience in home or acquired languages.
- d. **Effective Writer:** Generates rich and well crafted texts that show a command of language, and are informed by use of genre and strategic use of evidence in home or acquired languages.
- e. **Creative Producer:** Expresses complex ideas creatively, in home or acquired languages, for a variety of purposes by producing original work emulating professional techniques using a variety of contemporary media formats.

Learner as Self Navigator

- a. **Self-monitor:** Cultivates a growth mindset towards understanding own emotions, thoughts, and behavior and is motivated to develop interests and pursue goals with a sense of purpose and efficacy.
- b. **Self-manager:** Prepares for learning, plans for timelines and completion of work, manages own emotions, thoughts, and behaviors effectively in different situations, and contributes positively to school culture and climate.

- c. **Relationship-builder:** Establishes, maintains, and advocates for healthy and supportive relationships with culturally diverse individuals and groups, collaborates with empathy and works effectively in teams, while resisting negative social pressure, resolving conflicts constructively, and seeking or offering help when needed.

PAL (Parents at Lincoln)

Parents are an integral part of our school ethos and their contributions are highly valued. Parents will have opportunities to participate in events and activities organized by our parent organizations. Our MS parent reps for the 2023-2024 school year are:

Grade 8: Fátima Resta and Cristina Moscoso

Grade 7: Marianela Lombardi

Grade 6: Marianela Lombardi and Susana Lai

PAL President: Melanie Aranguren

MS Coordinator and PAL Vice President: Cristina Moscoso

Student Learning in Middle School

Courses

Core Classes

Math, Science, English and Spanish (Language Arts), Social Studies (in English and Spanish, PE/Health

- Students who are learning English will receive a multifaceted assessment and be placed in English and Social Studies for English Language Learners (ELL)
- Students are placed in their appropriate language learning level by staff for Spanish and Ciencias Sociales

Specials

Students will have a combination of these courses: Music, Drama, Art, and Design. In grade 8, students can choose two semester courses from each of these groups. In the case of limited availability, students may not get both of their first choices.

Group 1 Courses	Group 2 Courses
Visual Art Drama Music Creative Writing	Product Design Computer Science Digital Design

Beliefs about Learning and Assessment in the Middle School

We believe that assessment tasks are part of the learning process. Assessments and report cards are moments in a learning journey; not an end point.

Report cards will be emailed to families at the end of each semester and a progress report will be sent out mid-semester. Conferences will be held mid-semester to update families on student progress. The expectation is that students participate in, and help to lead these conferences.

Conferences will be held 2 times per year, at the end of quarters 1 and 3.

Grading System

Not Enough Evidence Yet	Approaching	Meeting	Mastering	Extending Beyond
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<p>The learner is not yet demonstrating their understanding of the required knowledge and skills.</p> <p>There has been very limited or no evidence of meeting the learning objectives.</p>	<p>The learner is approaching the subject area objectives but still demonstrates difficulty in some areas or inconsistent ability to demonstrate their knowledge.</p> <p>The student may demonstrate misunderstandings or lack understanding of essential concepts and contexts and struggle to apply them in required activities and tasks.</p>	<p>The learner is meeting grade level expectations.</p> <p>The learner is consistently demonstrating a good understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.</p>	<p>The learner is consistently demonstrating a thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.</p>	<p>The learner is thoroughly and independently demonstrating their understanding of the required knowledge and skills and the consistent ability to apply them in a wide variety of situations.</p> <p>Evidence suggests the learner is meeting the learning objectives while making innovative connections and applying the skills and knowledge in complex situations.</p>
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Grading system related to Argentine grading

Lincoln	Arg. Scale
Extending Beyond	10
Mastering	9
Meeting	8
Approaching	7
Not Meeting yet	6

Reporting

During the academic year there will be **4** different reports.

1. A progress report at the end of the first quarter.
2. A final semester report in December.
3. A progress report at the end of the third quarter.
- 4. The Final report** at the end of the school year, which reflects the students´ **overall progress** throughout the year.

The academic body is responsible for **keeping records** of the students´ productions as evidence of their progress and will make the necessary adjustments so that the students meet expectations.

Late Work Policy

- Teachers will set due dates and deadlines.
- Students are expected to complete work by established dates. Not doing so puts a student at a disadvantage with ongoing work in the course.
- Students must be in communication with their teachers if they find they will not be able to make a deadline whether it be for difficulty with the material, technical challenges, or a planned absence or excused absence.

- If students miss a deadline the teacher will notify the student first and agree with the student on an appropriate extension time.
- If the new deadline is not met the teacher will notify parent/guardian of the missed opportunity.
- The maximum make-up time for late work, with teacher agreement, is 2 weeks. After that time, students will miss the opportunity to receive teacher feedback.
- Special circumstances may be considered and approved by the MS office.

Re-doing Work

The ultimate purpose of providing students with alternatives to redo work is learning.

- Students may have opportunities to redo assignments/assessments if they earned a Does Not Meet. Teachers will be available to provide extra help and support to the learner throughout the process. This needs to be completed during the grading period in progress.
- The student must meet with the teacher to set time to retake the test or deadline for resubmission.

Reparations / Extended Learning Period (Grade 6):

Those students who have failed to achieve the expected academic learning targets will undergo a recuperation period, which will start the **last week of the current school year (end of June)** and will continue and finalize the last two weeks prior to the beginning of the following school year with the school's support.

Once this period is over and the students have reached the expected level, he/she will be promoted to the following year and the **Final Report** will be completed.

- **If a student in 6th Year** fails to meet the expected level in **1(one) or more areas**, they will undergo a reparation period, which will start the **last week of the current school year (end of June)** and will continue and finalize the **day prior to the beginning of the following school year** (July.....).
- If the student meets the expected level of attainment, they will be promoted to the Secondary School. (Grade 7) and the **Final Report** will be completed.
- If the student fails to meet the expected level of attainment, they **will not be promoted to the Secondary School.** (Grade 7) and will have to take 6th Year course again

Accreditation and Promotion in Grade 6:

All students who have completed and accredited the Primary School will receive the certification, issued and validated by the certified signature of corresponding authorities.

Reparations Grades 7-12

Students failing one or more courses will have to take a Recuperation Test at the end of the school year, before leaving for vacation. Teachers will provide students with the Program and Study Guide of the content learned.

The requirement to successfully complete grade reparation in MS and HS at Lincoln will be determined by:

- Conversion of the Lincoln grade (A-F) to an Argentine grade (10-1), see chart above. The conversion is done by the Lincoln National Programs Office.
- The semester grades and final year grade are used to determine if successful recuperation is required, according to the Argentine system.
- A final average in the Argentine grading system of below 7.0 will require successful completion of grade recuperation.

When it is determined that a student must take a recuperation exam, the student and his/her parents are notified and the parents are asked to confirm notification in writing or by email.

Students failing the Recuperation Test will be given a second opportunity at the beginning of the following year.

Students who have 3 recuperations still pending after the second exam will be given the opportunity to choose one subject for a third recuperation exam during the first week of classes the following school year (August). At the end of the first week of classes of the school year, students with 3 or more pending recuperations must repeat the year.

Preparing for School and Related Policies

- Here is the current [Supply list](#) for MS students.
- On the [School Calendar](#) page you can see the calendar for the whole year, showing school breaks and holidays. You can also scroll down to see events happening in each division during the current month.
- Documents outlying responsibilities for families to read, follow, and complete

- [Guardianship Form 2023-24](#)
- [Educational Contract 2023-24](#)
- [School life agreement 2023-24](#)

MS Bell Rotation

On Monday, Tuesday, Thursday and Friday the school day is from 8:00-3:30. On Wednesdays, school is dismissed at 2:00 for teacher professional development work time. The bell schedule on Wednesdays is below.

Mon-Tues-Thurs-Fri		Wednesday	
8:00-9:15	Block 1	8:00-8:55	Block 1
9:15-9:35	Break	9:00-9:55	Block 2
9:35-10:50	Block 2	9:55-10:15	Break
10:50-11:00	Break	10:15-11:10	Block 3
11:00-12:15	Block 3	11:10-11:20	Break
12:15-13:00	Lunch	11:20-12:15	Block 4
13:00-14:10	Block 4	12:15-1:00	LUNCH
14:10-14:20	Break	1:05 2:00	Block 5
14:20-15:30	Block 5		

Academic Honesty

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.

- *Plagiarism* is defined as representing ideas or work of another person or online resource as the student's own.
- *Collusion* is supporting misconduct of another student by allowing one's work to be copied or submitted for assessment by another. Example: A student allows another student to copy their math homework.

A teacher will report immediately to the principal if they have found a student who has cheated, plagiarized or provided answers. Repeated or serious instances of cheating/plagiarism could result in: parent conference, suspension and/or expulsion. It is the principal's discretion, knowing each situation is different, if an alternative assignment will be offered.

Digital Expectations

- Here you can learn more about our [Bring Your Own Device \(BYOD\)](#) expectations for MS.
- During the day on campus, it is expected that computers or other technology is off during breaks unless you are working with a teacher and that phones are turned off and stored during the school day. If students need to contact their parents they are welcome to come by the MS office.
- Every student must complete our **Empowered Use Policy** at the beginning of the year.

Attendance Policy

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. There is a direct relationship between poor attendance and academic failure. Students with good attendance records generally achieve higher grades and enjoy school more. All students are expected to attend school regularly and to be on time for classes unless ill or excused.

Attendance Policy for Grade 6

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.

Attendance Policy for Grade 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 asked to meet with the National Programs Director to review absences. A record of this meeting will be signed by the parents and principal. When a student reaches 15 absences, parents are notified and asked to confirm notification in writing or by email. When total absences reach 20 days, parents will meet with the principal and National Program 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: $\frac{1}{8}$ (arriving by 9:00 a.m.), $\frac{1}{2}$ (arriving by 10:00), $\frac{1}{2}$ (arriving by noon), and $\frac{3}{4}$ (from 12:00 to 2:30 p.m.). For withdrawal during the school day, partial absences are computed in the same way: $\frac{3}{4}$ (between 9:00 and 10:00 a.m.), $\frac{1}{2}$ (between 10:00 a.m. and 12:00 p.m.), $\frac{1}{4}$ (between 12:00 and 2:30 p.m.), and $\frac{3}{4}$ (between 9:00 a.m. and 10:00 a.m.). Attendance is taken each period.

Reporting Absences

Should a student be absent, tardy, or need to leave early from school for health or family-related events, a written note or e-mail to MSoffice@lincoln.edu.ar must be sent from the parent.

In the case of absences you are aware of ahead of time, [Planned Absences For Non-School Activities Form](#), must be completed in advance. Students are responsible for communicating with teachers completing missed work within 2 weeks of returning to school.

If absences, early dismissals, and tardies become a pattern, possible strategies done to improve may include:

- contact from staff member to discuss
- student meeting held with counselor to make a plan to improve
- conference with student, parent, counselor, and principal
- removal from SAS extra-curricular activity
- incomplete(s) on report card
- academic contract

Dismissal Procedures and Policy

Parents need to complete this [MS Dismissal Form](#) to identify who their child is allowed to leave campus with at any time and to indicate if their child has permission to leave on

their own at the end of the school day.

Dress Code

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

All students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent (for example: dresses) and shoes. This clothing must cover their undergarments.

Supporting Student Wellbeing and Success

Advisory

Each student will be placed in a small group with 1 or more teachers to help them in their success. The Lincoln Middle School Advisory Program aims at fostering:

- Social, personal, emotional, and academic self-awareness and growth
- Exploration of passions and interests
- A culture of self advocacy and social responsibility
- A sense of community

Library

Middle School students use the Middle School/High School Library located in the High School building. They can access the library independently during lunch as well as before and after school. They also visit with their advisories and classes. To use the library after school, students are required to get a pass from the MS Office.

The goals of our library program include instilling a love of reading and fostering information literacy skills. The library provides students with a wide range of digital and print materials in English and Spanish which can be accessed through our online catalog. Ten books at a time may be borrowed for a three week period and may be renewed. Students will be charged replacement costs if library materials are not returned or are lost

/ damaged. Transcripts may be held in some instances.

The Library also sponsors a number of special events during the school year such as author visits, book club and fun reading initiatives.

Library hours:

Monday, Tuesday, Thursday and Friday 7:45 AM - 5:00 PM

Wednesday 7:45 AM - 2:15 PM

Parents are welcome to use the MS/HS Library.

Wellness Center

The [Lincoln Wellness Center](#) is open during school hours for treating students for mild injuries and illness. Parents will be contacted by phone or email if follow up care is recommended. If a student needs to leave campus for health reasons during the school day, the nurse will contact the parent and confirm the student has parental permission and transportation to leave campus. If a student has a fever of above 37.5 degrees Celsius or 99.7 degrees Fahrenheit (axillary) or the student has vomited, the student needs to leave campus and can only return when the student has a normal temperature or no vomiting for 24 hours.

Nurses can be contacted at nurse@lincoln.edu.ar

Medication

Students should not have any medicine with them during school hours. All student medications should be kept at the Wellness center. If a student needs to take medicine during school hours, parents must leave the medication and written prescription with the school nurse. Students, who require occasional medicines for headaches, asthma, allergies should leave a supply in the Wellness Center with the written prescription.

Student Support Services

- **Learning Support and English Language Learners program** [link to webpage](#)
- **School Counseling** - [link to webpage](#) Students or parents are welcome to contact Ms. Jessica Lawrence jessica.lawrence@lincoln.edu.ar counselor
- **Child Protection Policy at Lincoln** - [link to PDF](#)

After School Athletics

The main objective of the Lincoln Middle School Athletics Program is participation. The middle school program has adopted an inclusive approach that stresses participation, skills, sportsmanship and friendly competition. The Friendship Meets with Uruguayan American School and The International School of Curitiba are opportunities for our Middle School athletes to compete internationally.

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

The Friendship Meet

The Friendship Games are held twice every year – once in first semester and again in the second semester. Athletes participate in soccer and volleyball during the first semester, and soccer and basketball during the second semester. The location of the Friendship Meets rotates between the three schools; Lincoln, UAS (Uruguayan American School) and ISC (International School of Curitiba).

The creation of a selection team is never an easy task for our coaches, nor is it easy to be one of the students who was not selected. The criteria used to select athletes includes attendance, preparedness, effort, commitment, attitude toward peers and coaches, ability, maturity and grade level.

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:

- Academic standing will be a determining factor for participation for all trips and activities.
- Report cards and progress reports will be used to determine eligibility when possible.
- If a student has an incomplete, the incomplete grade must be made up before the competition or trip, or a previously agreed upon date.
- A student will also be ineligible due to suspension.
- 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 attendance 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 from practice.