

ALL SCHOOL FACULTY & STAFF HANDBOOK

2024-2025



LINCOLN



ALL SCHOOL FACULTY AND STAFF HANDBOOK



Contents

MISSION	4
Definition of Learning	4
Attributes of a Lincoln Learner (ALLs)	4
USEFUL INFORMATION	6
Useful Contact Information	7
ALL FACULTY AND STAFF	10
Appearance and Work Attire	10
Cafeteria	10
Calendar	10
Classrooms and Workspaces	11
Code of Ethics and Standard Practices	11
Copy Machines/Supplies (Copy Center)	12
Emergency Drills and Procedures	12
Fundraising	12
Leaves of Absence	12
Lost and Found	13
Maintenance Requests	13
Payroll	13
Purchasing process	13
Removing equipment/supplies from AEL campus	14
Smoke and Alcohol Free Campus	14
Technology	14
Visitors	15
Work Hours	15
Wellness Center	15
Professional Development	16
Service Learning Expectation	16
Student Attendance	16
Student Expectations	16
Supervision Assignments	16
Technology Loan User Agreement	16
School Trips	18
Tutoring	20
Co-Curricular Activities	20
Wellness Center Procedures for Students	20



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)

Thinker and researcher

Inquirer: Asks questions to explore a topic or issue, using prior knowledge, personal experience, and/or cultural frames of reference

Discerning Problem Solver: Determines the roots of the problem to address its complexity and shapes a solution path

Innovative Designer: Crafts imaginative and purposeful solutions, findings, prototypes, performances, and media using design thinking and inquiry processes.

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

Agent of change

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.

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.

Advocate for Justice, Equity, Diversity, and Inclusion (JEDI): Embraces diversity and advocates for inclusive practices that promote equity and justice.

Communicator

Responsive Listener: Contributes to interactions by respectfully seeking to better understand someone's point of view, using home or acquired languages.

Critical Reader: Works to comprehend and analyze different texts, in home or acquired languages, across various disciplines, for multiple purposes.

Articulate Speaker: Expresses information and ideas being mindful of purpose and audience in home or acquired languages.

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.



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.

Self-navigator

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.

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.

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.



USEFUL INFORMATION

2024-25 YEAR CALENDAR [LINK](#)

LINCOLN		2024-25 Lincoln Calendar																																																		
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COLOR REFERENCE

- Feriados/National Holidays
- Lincoln Holidays
- No teachers or students in session
- First/last day of school
- Faculty/Staff in-service
- Student Led Conferences
- New Student Orientation



Staff and Faculty Portal www.lincoln.edu.ar/faculty-and-staff

Useful Contact Information

School Telephone #: (+54 11) 4851.1700

SUPERINTENDENT OFFICE

Nada Collins, Superintendent, Ext. 102

Patricia Simone, Assistant to Superintendent, Ext.100

OPERATIONS TEAM

Marisol Santiago, Director of Finance & Operations, Mobile 15.6694.9428

Matias Olivera, Facilities Manager, Mobile 15.5183.2505

Melina Rattner, Assistant Facilities Manager, Ext. 130

Michael Connery, Head of Maintenance, Ext.132

Sofia Roca, Marina Popken, Lara Gervasi or Francisco Sanchez, Wellness Center, Ext. 190/191, Mobile 15.4437.5206

Jonatan Colman, Security 1128593763

Guard Post 1 (Front Gate), Ext. 110

Guard Post 3 (Parking lot), Ext. 115

Guard Post 6 (Paraná Gate), Ext. 117

Cafeteria, Ext. 195/196

Ines Barbosa, Legal & Contracts, Ext 104

Claudio Secchi, Purchasing Manager, Ext 152

Federico Koch, Purchasing Assistants Ex 151

HUMAN RESOURCES

Leda Rosignoli, Human Resources Manager, Ext.172

Florencia Schiavello, HR Analyst, Ext. 173

Maria Carra, HR Recruitment Analyst Ext. 170

Leandro Minotti, Payroll Ext. 171

Mariela Bianchi, Foreign Hire Services, Ext 174, Mobile 15.4175.7729



COMMUNICATIONS TEAM

Marina Daporta, Marketing and Communications Manager, Ext.181

Daniela Minotti, Communications Analyst, Ext. 183

Bárbara Blanco Montero, Communications Assistant, Ext. 183

DOIT

DOIT Team, Ext.140

Tech Support, Ext. 141/143

NATIONAL PROGRAMS

Gregory Hines Gr. 1-7 National Programs Coordinator

Silvina Lopez Fernandez Gr 8-12 National Programs Coordinator

Florencia Brandam Mendez, Secretaria Docente, Ext.160, Mobile 15,6116,5060

ELEMENTARY SCHOOL

Derek Dalasta, ES Principal, Ext. 202

Chris Horton, ES Assistant Principal, Ext.

Cassie Doyle & Fernanda Franco, ES Counselors, Ext. 204

Brenda Poggio/Sofia Maggiorino, ES Secretary, Ext. 200

MIDDLE SCHOOL

Tracy Arnold, MS Principal, Ext.302

Jessica Lawrence, MS Counselor, Ext. 304

Carolina Nicolini & Camila Monges, MS Secretaries, Ext. 300

HIGH SCHOOL

David Nelson, HS Principal, Ext. 402

Elizabeth Alonso, HS Secretary, Ext. 401

Carolina Risso, HS Secretary, Ext. 400

Devon Stafford, Douglas Dworak, HS Counselor, Ext. 404/405



Sarah Fang, HS IB Coordinator, Ext. 407

HS Counselors Secretary, Ext. 403

ACTIVITIES & ATHLETICS PROGRAM

Sara Zohore, Activities & Athletics Director, Ext. 412

Lucila Correa, Activities & Athletics Secretary, Ext. 410

USEFUL EMAIL ADDRESSES

Foreign Hire Services - fhservices@lincoln.edu.ar

Human Resources - hr@lincoln.edu.ar

Communications - communication@lincoln.edu.ar

DOIT - doit@lincoln.edu.ar

Maintenance - maintenance@lincoln.edu.ar

Copy Center/Supplies - supplies@lincoln.edu.ar

Cafeteria - cooks@lincoln.edu.ar

Guards - guardia@lincoln.edu.ar

Nurses - nurse@lincoln.edu.ar



ALL FACULTY AND STAFF

Appearance and Work Attire

Staff members set an example for students in terms of appropriate grooming and attire. The school is a place of business and the appearance of adults employed by the school should reflect an attitude of professionalism and pride in the teaching profession. At a minimum, teachers should come to school in "smart casual" dress.

Cafeteria

Lunch is provided daily for professional and contract staff who are working at Lincoln. As a general rule, food should be consumed within the cafeteria or MS patio tables. All trays, silverware, plates and/or glasses should be returned to the cafeteria. Visitors may buy a lunch ticket from the mansion school reception or one of the division secretaries. Some visitors will be provided with a budget number authorized by a division principal for their meal.

Quick Lunch Request Procedures (for lunchtime meetings)

- Quick lunches may only be ordered by teachers.
- Quick lunch orders must be e-mailed to the Cafeteria (cooks@lincoln.edu.ar) and copy the Service Manager at marisol.santiago@lincoln.edu.ar 7 days prior for small groups and 15 days prior for events. Cancellations should be informed 2 days prior for small groups and 5 days prior for large groups. The order must include the date and number of Quick Lunches needed and the names of the students receiving a Quick Lunch.
- The Service Manager will check if students are enrolled in the Lunch Service.
- Quick lunches will only be prepared for students who are enrolled in the Cafeteria Lunch Services. The Service Manager will send a return e-mail to the requesting teacher, confirming the number of quick lunches that will be prepared in relation to the number of students enrolled in the cafeteria that are on the list.
- Quick Lunches must be picked up for the group (by the teacher or a designated student) at the beginning of lunch on the day of the meeting.
- Faculty or staff members are responsible of returning the quick lunch crate to the cafeteria by the end of the school day.

Classrooms and Workspaces

Faculty and staff members should see that their workspace is organized and maintained in a safe working environment. In order to conserve energy, please make sure all electrical devices are turned off when not in use.

Students in any classroom or workspace should be supervised at all times. As a community everyone should be reminded to take care of classroom and workspace furniture and equipment.



Calendar

An all-school calendar is assembled before the beginning of the school year with all school events, trips, meetings, etc. Events may be added throughout the year after proper approval by the division principal or area supervisor (ie. Athletic Director).

Master Calendar & Event Organization

All facility bookings and events must be approved by a School Principal or Head of Department. Therefore, the organizer must first request to book a venue for a particular event with them. If approved, they (or their secretaries) will email the request to Lincoln Maintenance (maintenance@lincoln.edu.ar).

Lincoln Maintenance will check availability of the venue for that particular date/time and will book it for the event. The organizer should also specify if the event should be published in the [School Public Calendar](#) (the one that parents see on the website).

Once the venue is booked, the organizer will be asked to provide the necessary equipment and set-up details.

Events should be planned ahead of time so that Lincoln Maintenance can plan accordingly.

Other clarifications

In order to avoid confusions, please note that Maintenance is unable to provide the following services:

- Housing
- Small coffee services (For less than 10 participants you can use your section kitchen coffee maker).
- Sound and lights during events and shows (we set up everything but we do not have personnel to stay during the event and rehearsals).
- Barbecue (Asado) for events in or out of Campus
- Providing transportation for events in homes.
- Watering and caring for interior plants in offices. We take care of gardens school wide but should you decide to have a plant in your room or office, please make sure to have its maintenance covered.

Code of Ethics and Standard Practices

The Code of Ethics and Standard Practices defines the professional behavior of Educators and Staff at Asociación Escuelas Lincoln. This document must be signed by all AEL employees.

Professional Behaviour

AEL employees shall:

- Not intentionally misrepresent official policies of AEL and comply with written school board policies.
- Honor confidentiality concerning any the content and source of comments and actions occurring during all staff, faculty and parent meetings as well as any other AEL, colleagues or student's confidential information.
- Not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.
- Not submit fraudulent requests for reimbursement.
- Neither accept nor offer gratuities, gifts or favors that impair professional judgment or to obtain special advantage.
- Not falsify records, or direct or coerce others to do so.



- Apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Not assist any entry into AEL of a person known to be unqualified in respect to character, education, or other relative attribute.
- Not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the best interest of AEL. This also applies to employee's family members (parents, dependents, brothers/sisters, aunts/uncles, cousins, nephews/nieces and others related to marriage). An employee who believes that he or she has or may have a conflict of interest shall disclose the interest to the AEL Board of Directors or designee, who shall take whatever action is necessary, if any, to ensure that AEL's interests are protected.
- Refrain from use, manufacture, distribute, dispense, possess or be under the influence of alcohol or any illegal unauthorized drugs during the course of professional practice.
- Not willfully make false statements about a colleague or the school system.
- Not discriminate against, coerce, or harass on the basis of race, color, religion, national origin, age, sex, gender, sexual orientation, or disability.
- Not use coercive means or promise special treatment in order to influence professional decisions or colleagues.

AEL Safeguarding Agreement / Code of Conduct

I WILL

1. Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
2. Provide a welcoming, inclusive, and safe environment for all students and take responsibility for maintaining appropriate boundaries in relationships with them.
3. Respect cultural differences.
4. Use positive reinforcement rather than criticism, competition, or comparison when working with students.
5. Maintain appropriate physical boundaries at all times and touch children only when necessary, only in ways that are appropriate, public and non-sexual.
6. Exercise care with my use of language in my professional capacities.
7. Report any concerns of child abuse or neglect to the counselor or principal.
8. Speak up when I observe behavior of colleagues that causes concern.
9. Cooperate fully in any investigation of abuse of students.

I WILL NOT

1. Be alone with students, outside of normal professional responsibilities, at school or non-school activities on weekends or evenings without an administrator being notified.
2. Hit, physically assault or physically or psychologically abuse children.



3. Have relations with a child, or act in a way that can be considered sexual, exploitation, maltreatment or abuse.
4. Use language, make suggestions or offer advice that is offensive or abusive.
5. Behave in a manner that is sexually inappropriate or provocative.
6. Sleep in the same room as children with whom I am working, without another adult present and advanced authorization of the school administration.
7. Provide transport in my car to a student alone, outside of my professional role, without express parental and administrative permission unless in the case of an emergency.
8. Condone or participate in behavior by children that is abusive or endangers their safety.
9. Request any service or favor from a child or family in return for protection or assistance.
10. Act in ways that shame, humiliate, or degrade children, or otherwise perpetrate any form of emotional abuse, or favor particular children to the exclusion of others.
11. Smoke or use tobacco products, or possess, or be under the influence of alcohol, or illegal drugs in the presence of students while in a professional capacity outside normal family and social events.
12. Accept intimate and elaborate gifts or give private gifts to students without the knowledge of their parents/guardians and division administrator.
13. Engage in private communications with students using social media in ways that are outside my professional relations with students.
14. Photograph or video a child without the consent of the child and his/her parent or guardian.
15. Reveal confidential information concerning students except to authorized persons directly concerned with their welfare. Confidential information includes, but is not limited to, academic and disciplinary records, health and medical information, assessment results, family status and income.

I have read and understood the AEL Safeguarding Policy Handbook.

I have read, understood, and agree to abide by the AEL Safeguarding Agreement / Code of Conduct. I understand that any violation of this Agreement may result in disciplinary action up to and including dismissal from AEL.

PLEASE INDICATE ACCEPTANCE BY COMPLETING THE [GOOGLE FORM](#).

Copy Machines/Supplies (Copy Center)

Copiers are located in the offices, teacher workrooms, and libraries. It is the responsibility of the teacher to limit the number of copies produced. Teachers will be given a specific code with a limited authorized amount of copies. No copyright protected materials may be duplicated without the publisher's consent. Students should not be sent to the office or copy center to collect photocopies or supplies.

Supplies should be requested via email to Lincoln Supplies supplies@lincoln.edu.ar prior to collecting them.



Emergency Drills and Procedures

Each year the Security Department shares the updated Emergency Evacuation Plan to All Faculty members. This document should be read thoroughly in order to be informed of the procedures and precautions that should be put into practice in the event of an emergency.

The School holds emergency drills at least once each semester.

Please refer to the [EMERGENCY PLAN](#) for specific details.

Fundraising

All fundraising will be done in the name of AEL, AEL school clubs or organizations. All fundraising must be approved in advance by the division principal or direct supervisor. All raised funds/items will not be used for personal interest.

Leaves of Absence

There are several types of leaves granted to employees. With the exception of last minute sick leaves, all leaves should be discussed with your division principal or direct supervisor. A leave of absence form must be completed and can be found in the Employee Section of the Lincoln website

Sick Leaves

Each division or area has a contact person that you must notify when you are out sick. If you are out on sick leave you must bring a doctor's note to hand in to the HR office.

Lost and Found

Clothing items, lunch boxes and other misplaced personal items will be taken to the reception area of each division. Cell phones, other electronic devices, purses, and jewelry will be kept in the division office or Andres Ferreyra Guard Post.

Lost and found cabinets are located in each division of the school and in the Gymnasium.

Maintenance

All maintenance requests should be sent through your school division Secretary, please, include your room number when making a request and be as clear as possible. Secretaries will process your maintenance request and send it to Lincoln Maintenance (maintenance@lincoln.edu.ar); you will be CC'ed in our reply with the work order number - orden de trabajo (OT#) - so that you can follow-up the status of your request. If you do not receive a confirmation email within 24 hours please contact the division secretary to follow up on the request. Level of priority will be set based on the following criteria:

- Emergencies and safety issues / Cleaning and Hygiene urgent requests.
- Students and Teachers' needs.
- Admin and Support Staff needs.

Apart from the urgency in the request, the number of people affected by a certain work or repair, will help to prioritize effectively.

In case of Maintenance **Emergencies**, please ask the section secretary to CALL Lincoln Maintenance (Ext. 131), or the guards (Ext. 110) who can use the radio for faster action. **Other than that, all requests must be made via email. Emergency phone calls requesting immediate action, will also need a follow-up email while help is on the way.**



For non-emergency requests, and in order to keep a proper record, please always use email (no hangouts, whatsapp or cell phone calls to individual members of the team).

Payroll

Employees will be paid on the last working day of each month. All employees must sign a salary slip which will be available electronically each payday via the [HR TWIINs Software](#). All specific questions regarding payroll should be sent to hr@lincoln.edu.ar.

Purchasing process

Procedures

- All orders related to purchasing of goods and/or services must be requested through the section secretaries.
- All requests must be made at least 7 work days prior to the required delivery date.
- Any questions or doubts related to the purchase must be sent to comprasaer@lincoln.edu.ar
- To avoid delays in your request, please include as many details as possible (measurements, weight, sizes, quantity, pictures, etc.)
- Requests may have a delay if:
 - The details provided were not complete and the requestor needs to be contacted for further information.
 - The selected provider does not have the items in stock and a new provider needs to be contacted for a new quote.
 - Authorizers do not authorize the request in time.
 - The Purchase office will request the necessary quotes to compare prices according to the pre-established authorization parameters.

Urgencies

Requests through BAS must never be urgent. If a request was not made on time, you should check with the Purchasing Manager at comprasaer@lincoln.edu.ar if the request can be delivered on time.

IMPORTANT

To avoid urgencies, please plan activities that need purchases with enough time to receive your requests on the required delivery date.

Removing equipment/supplies from AEL campus

All equipment or supplies taken from campus must have prior approval from a principal or direct supervisor. The "Retiro de Materiales Form" can be completed by clicking this [LINK](#). The form must include a detailed description of the equipment or supplies being removed, status (i.e. loan, donation) and the approving division principal or direct supervisor's signature.

Any items being donated, must be cleared first by the Donations Committee who report to the Superintendent.

Smoke and Alcohol Free Campus

AEL promotes a healthy environment for all of our employees. We are a smoke free and alcohol free zone.



Technology

Computer Use

Faculty members are to model appropriate technology use. Follow safe computing habits by logging off your computer if leaving unattended for an extended period of time.

Please read Policy for Lincoln Staff Devices [here](#).

Empowered Use Policy (EUP)

Please find the Empowered Use Policies according to divisions linked below:

[Empowered Use Policy 2024-2025 - ES STUDENTS](#)

[Empowered Use Policy 2024-2025 - MS STUDENTS](#)

[Empowered Use Policy 2024-2025 - HS STUDENTS](#)

[Empowered Use Policy 2024-2025 - STAFF](#)

[Lincoln Policy for Staff Devices 2024-2025](#)

Printing

Every Lincoln employee will receive \$6000 of print credit. If this has been used, an email to the direct superior and CC tech needs to be sent for approval and to be refilled.

Tech Support

For tech support email DOIT@lincoln.edu.ar

(IT department takes care of: Computers, Laptops, Tablets, Photocopy Machines, Projectors, School Phones, School Cell Phones, and anything related to school technology)

Email Use

Your AEL account is exclusively for school related functions and activities.

Guidelines:

- Emails sent from your AEL email account will represent our institution in a positive manner.
- Please use the reply-all button with discretion.
- If you need to send a mass communication, please contact doit@lincoln.edu.ar for assistance.
- Use Google Drive, try to avoid sending attachments.
- Please add the school signature logo to your email.
- If the time comes that you no longer work at Lincoln, please note that your email account will be terminated.

Technology Loan User Agreement

Lincoln Policy For Staff Devices



Teachers will be given a laptop when they begin their contract with Lincoln, and teacher laptops returned to the school and scheduled for replacement after 4 years of use. New staff may receive a used laptop that has not yet met its 4-year life expectancy. Staff will be consulted on their preference for a Mac or PC laptop and if available receive the model requested.

[Click here to read the full policy and confirm your agreement.](#)

Visitors

All visitors should sign-in at the main gate using an official identification. Non-Lincoln students, guests, speakers, etc. who wish to visit the school should be pre-approved by the division office and should sign in with their DNI barcode.

ID Badges

Faculty and staff will be issued an identification device. Faculty and staff members will scan their ID when entering and leaving the campus.

Supplier Requirements

All contracted suppliers (photographers, DJ's, entertainment, etc.) must follow Argentine labor regulations to work on campus.

Suppliers must present the following paperwork:

- Corresponding insurance.
- Legal work certifications.
- Security equipment and training certifications, if applicable.
- All contracted suppliers (photographers, DJ's, entertainment, etc.) must go through the purchasing office. Please see all requirements at the following [LINK](#).

Work Hours

The working day for faculty and staff is from 7:45am to 4:15pm. If you need to arrive late or leave early, notify your principal or direct supervisor and the HR Office. During the school day, any off campus business should be taken care of during your lunch time.

Wellness Center

The Wellness Center is staffed by Argentine Registered Nurses (RN) with an Argentine Bachelor of Science of Nursing (BSN). The Wellness Center is open Monday – Saturday during school activity hours (7:30am to 6:30pm and Saturdays 9:30 am to 6:30 pm) and is located in the ES building beside the Mansion.

Procedures for employees

For minor emergencies or ailments that occur in the workplace employees may use the Wellness Center services. The Wellness Center will be notified by the employee of any accident or injury occurred during school related activities.



Professional Development

Vision for Professional Learning at Lincoln

To create and support a vibrant professional learning community that is excited to engage in purposeful inquiries, leading to improved student learning & professional fulfillment. Our energized teachers will be desired by other schools, but inspired to stay.

The purpose of the Lincoln School Professional Development Program is

- to support the faculty with opportunities to improve student learning. Continuous learning is a professional expectation of all faculty. Professional development will enable faculty to address school-wide, divisional and individual goals as they pertain to student learning.
- to ensure confidence in, and the competence of AEL faculty
- to explore current educational research and trends
- to research and use best practices of instruction and assessment
- to promote the ongoing development of curricular programs and content area expertise
- to promote professional collaboration

Educators wanting to apply for Professional Development funding must read the [Professional Learning Handbook](#) and complete the application process.

Service Learning Expectation

In line with our school mission, AEL will strive to provide service learning opportunities for all of our students. Teachers will be expected to either offer, or fully support all service learning activities.

Student Attendance

Keeping an accurate attendance record is extremely important especially in the event of an emergency. Teachers will send attendance on time each morning.

Student Expectations

[Student-Parent Handbooks](#)

[AIC \(School Life Agreement Summary\)](#)

Student Discipline

Minor student discipline issues are best handled in the classroom. As a general practice, parents, guidance counselors and principals should be included in frequent communications for persistent discipline issues. If a student is sent to the office, it is important that the teacher send a brief email explaining the problem and previous interventions.

Supervision Assignments

All teachers are assigned specific duties such as bus, lunch, recess and break during which they are asked to supervise students.

School Trips

All School sponsored trips must comply with Argentine legal requirements.



AEL Trip Protocol

Field Trip Protocol

National Programs office will help in all of the form filling process at request of the Organizer

Steps	ACTION	RESPONSIBLE (who does what) + form needed
1	Field trip process start: email to the divisional principal (cc the NP coordinator/RL) for request and approval	Organizer(teacher, coach)
2	Complete and send to National programs office the Field trip proposal form (Anexo IV) and the Pedagogical plan (anexo VIII) Both forms must be sent to NP secretary and NP coordinator to be signed by Inspectoría	Organizer fills in both forms in Spanish
3	National Programs office presents the forms to DIEGEP (Dirección General de Educación de Gestión Privada) to notify the exit.	NP office
4	A packet containing 3 pre-filled forms: <ol style="list-style-type: none"> 1. Permission slip (Anexo VI) form 2. Health info (Anexo VII) form 3. Information to families (Anexo X) is sent home with students to be signed. We need the hard copy of both Permission slip and Health form. Anexo X will not be collected back but are obliged to inform the family of the whereabouts of the trip with this form	Organizer
5	Traveling list (Anexo V) is created	Divisional secretary with the help of the organizer
6	NP and Legal organizes the insurance	NP / Legal Dept Insurance form (Anexo XIII)
7	NP and Purchasing dept takes care of buses and tickets (if need be)	NP /Purchasing Buses request (Anexo IX)
8	Contact Cooks for bag lunches for full day trips	NP secretary



9	A list of trip attendees is given to the school nurses (so they can check that the student has a current health form on file) and prepare the first aid kit	NP secretary
10	A folder with Permission slips, health and contact information will be given to the Organizer at the time of the trip (returned to NP office at the end of the trip)	Divisional secretary

NOTES:

- If the conditions of the trip (number of students, etc.) change, RL must be notified to save Annex IV, correct Annex V, notify the Legal department to update the insurance and, if necessary, Purchasing dept. to change the contracting conditions.
- The name of the students in the forms must coincide with the name as it appears in the traveling ID.
- Organizer= teachers (at least one) must belong to the Planta Funcional and at least one chaperone should be a Spanish Speaker
- Teacher-student ratio: K 4 and 5: 1 teacher for every 5 students, Primary and Secondary: 1 every 10.

Things to keep in mind the day of the trip:

- pick up lunches
- pick up first aid kit
- get the phone number of the bus driver if the same driver is taking you back to Lincoln
- Call guards (4851-1700 -Ext 110) when returning so they can expect the bus and let it in.

Trips within...	Time in advance to notify NP
a. the neighborhood or geographic area (Ex: Reserva)	5 days
b. the bordering districts (San Isidro & CABA (Ciudad Autónoma de Buenos Aires) with return on the day	8 days
c. the district/ bordering districts with overnight	15 days



Traveling outside of the district....	Time in advance to notify NP
d. with return on the day to cities in other suburban Regions (not bordering Ex :Tigre, San Fernando)	30 days
e. the Province of Buenos Aires. (outside suburban regions Ex: Tandil) or outside the country	40 days
<p>Region: implies the following bordering districts: Vicente López, San Isidro; San Fernando, Tigre.</p>	

Tutoring

AEL views it as a conflict of interest to tutor a student who is enrolled in a grade you teach in Elementary, or a student you teach in any class in MS/HS.

If an AEL employee has direct teaching, counseling, or administrative responsibilities for any student, the employee must not act as a tutor for that student. AEL teachers must fill out the [PERMISSIONS FORM](#) in order to be part of the list of tutors.

AEL does not allow tutoring on campus and does not allow tutoring to take place during school hours or any meetings or school commitments.

Employees should not use our technology devices, systems, and curricular resources for tutoring purposes or any other activities that are not related to AEL. Exceptions to this procedure will be determined at the discretion of the superintendent.

Co-Curricular Activities

All teachers are required to sponsor 1 activity per year without stipend. Payment will be received for additional activities.

Wellness Center Procedures for Students

A student will receive authorization from a school staff member (teacher, secretary, teacher aide) to visit the Wellness Center. For minor injuries and/or illness, a staff member will give the student a "nurse pass" or send an email to the nurse. Students may come to the Wellness Center without a pass during a medical emergency or serious accident. In the case of ES students who happen to have a moderate/serious bleeding or bump, especially on the head, they should come with a teacher or at least with another student, to make sure nothing happens on the way to the Wellness center. The parents/guardian will be contacted when appropriate.

Emergencies



If a student has a severe injury or an acute medical event that requires emergency care during school hours, an ambulance will be called by the Wellness Center staff and/or Guards on duty. In all emergency situations, the parent/guardian will be notified immediately. If the parent/guardian is unavailable, the student's emergency contact will be notified. If a parent, guardian or emergency contact is not available a school employee that is present will accompany the student off campus if off-campus emergency services are needed.

Andrés Ferreyra 4073
B1637 AOS La Lucila
Argentina
Tel: +54 11 4851 1700



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