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# MIDDLE SCHOOL

Handbook

2025.2026

**Asociación Escuelas Lincoln**  
**Middle School Handbook**  
**2025-2026**

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## Who We Are

### MS Office

We have two secretaries in the MS office, who help to maintain fluid communication between school and home. 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](mailto:msoffice@lincoln.edu.ar)

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

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

The ALLs are central to how we plan for and talk about learning at Lincoln. They are attributes that we hope to see exemplified in everyone (adults and children) connected to the Lincoln community and are an important way that we frame conversations with students about their own learning.

#### **aLearner 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.

## 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 Arts Courses	Group 2 Design Courses
Visual Art Drama Music (Band or vocal) 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. Teachers provide feedback to students to guide them in the learning process and to help them set goals to improve their performance. Assessment in Middle School focuses on the development of skills that will lead to long term academic success and the ability to study and learn in an independent manner.

**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**

<b>Not Enough Evidence Yet</b>	<b>Approaching</b>	<b>Meeting</b>	<b>Mastering</b>	<b>Extending Beyond</b>
<p>The learner <b>is not yet demonstrating</b> 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 <b>approaching</b> 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 <b>meeting grade level expectations.</b></p> <p>The learner <b>is consistently demonstrating</b> 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 <b>is consistently demonstrating</b> 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 <b>is thoroughly and independently demonstrating</b> 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>

## Reporting

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

1. A progress report at the end of the first quarter that will include narrative comments and feedback on self navigation skills.
2. A final semester report in December.
3. A progress report at the end of the third quarter that will include narrative comments and feedback on self navigation skills.
4. The Final report at the end of the school year, which reflects the students´ overall progress throughout the year.

Teachers are responsible for keeping records as evidence of student progress and will notify families if a student is regularly not meeting 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 “CC” the parents and agree with the student on an appropriate extension time.
- If a student is regularly not submitting work, the teacher should schedule the student for office hours and will notify the family of this concern.
- 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.

## 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.

## Recuperations Grades 6-8

Students failing one or more courses at the semester or end of year, will have to complete recuperation activities to show they have met the expected outcomes for the course. In Middle School a failing grade is a grade of “not enough evidence.” Teachers will provide students with a guide of the content and skills that will be assessed as part of the recuperation process.

When it is determined that a student must complete a recuperation, the student and their parents will be notified and the parents are asked to confirm notification in writing or by email.

In Argentina, **grade 6** is considered the final year of elementary school. Students in grade 6 will need to pass all of their subject areas before they will be issued a certificate of completion.

In Argentina, **students in grades 7 & 8** are considered to be enrolled in secondary school. Students in grades 7 and beyond, who fail a recuperation process will be given a second opportunity at the beginning of the following semester / year. Although students may pass on to the next grade with subjects pending from the previous year, they are still required to pass all of their subjects between grades 7-12 to receive their final HS diploma.

## 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 2025-26](#)
  - [Educational Contract 2025-26](#)
  - [School life agreement 2025-26](#)
  - [General authorization for activities during the School Year 2025-26](#)

## 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	
8:00-9:20	Block 1
9:20-9:40	Break
9:40-10:55	Block 2
11:00-12:15	Block 3
12:15-12:55	Lunch
12:55-2:10	Block 4
2:15-3:30	Block 5

Wednesday	
8:00-9:00	Block 1
9:05-10:05	Block 2
10:05-10:20	Break
10:20-11:15	Block 3
11:20-12:15	Block 4
12:15-12:55	Lunch
1:00-2:00	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 (including AI) 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. In nearly all circumstances students will be asked to redo the work under supervision. Repeated or serious instances of cheating/plagiarism could result in: parent conference, suspension.

### **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 (7:55-3:30). If phones are used before or after school they must be used in a manner that follows our Empowered Use Policy.
- If students need to contact their parents they should come to the MS office where the secretaries will facilitate a call home.
- 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**

1. Students are expected to attend every day possible of the school year 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. 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](mailto:msoffice@lincoln.edu.ar) must be sent from the parent. If a student is absent for more than 2 consecutive days, parents are required to provide certification. Normally, justification is by medical certificate.
3. 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.
4. **Notification of Absences & Meetings with Parents.** When a student's absences reach a total of 10 and 15 days, written notification is sent to the parents, who are asked to sign and return the notification letter. 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.
1. **Justification of Absences.** By law Lincoln is required to report student attendance and absences to the ministry of education. For this reason it is important that all absences are notified and a justification is provided.
2. **Arriving Late & Leaving Early.** Students are expected to arrive before 8:00 a.m. All lessons begin at 8:00 a.m. Late arrivals count as partial absences and are calculated as part of the total number. If a parent needs to pick a child up before the end of the school day, this must be notified and justified with the MS office through an email before 1:00 p.m.

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

- Formal meeting with teacher to discuss pattern of tardies to class
- Student meeting held with counselor to make a plan to improve
- Formal conference including a school administrator
- Removal from an extra-curricular activity (to prioritize learning)
- Incomplete(s) on report card with the ability to complete the work at a later date (in the case of justified absences - for example a medical emergency)
- Contract with agreements to improve areas related to attendance.

### **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.

At the end of the school day, students need to go home or be enrolled in an after school activity on that day.

- The school day ends at 3:30 p.m. and 2:00 p.m. on Wednesdays.
- If a student has an after school activity arrangement should be made for the student to go home at 5:00 p.m. (or 3:30 on a Wednesday)
- Students are not allowed to be on campus without supervision.

### **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**

The Advisory program is an important part of the school's program to support the creation of a close school community. Each student is placed into a small group with one or more teachers to help them connect with each other and also another adult at the school. 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 (from 7:30am--5:15 pm) to treat students for mild injuries and illnesses. 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 feels ill they should see the nurse and not contact their parents directly without first doing this. 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](mailto: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**

The Middle School has robust support for all students at school. Please find information below about each support service and the links to the specific website pages for more detailed information.

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

### **After School Athletics & Activities**

The main objective of the Lincoln Middle School Athletics & Activities Program is participation. The middle school program has adopted an inclusive approach that stresses participation, skills, sportsmanship and friendly competition. Students can participate in a wide variety of activities that are both athletic and non-athletic.

Middle School practices/meeting times are usually held between 3:45pm and 5:00pm during weekdays, and 2:00-3:30 on Wednesdays.

### **Travel Teams / Groups**

Students may have the opportunity to be selected for travel teams or events. Examples of this are the Friendship Meets held with other AMISA schools, SAAC events that are open to MS students, the AMIS music festival as well as other possible opportunities that may arise.

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. At the start of the school year all participants in an A&A are asked to [sign a contract](#) based on our [Attributes of a Lincoln Learner](#).

### **Eligibility to Participate**

The criteria used to select athletes includes attendance, preparedness, effort, commitment, attitude toward peers and coaches, academic eligibility, behavior at school, ability, maturity and grade level.

- 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.