

RESTORATIVE PRACTICES

CURRICULUM

As a focus on Restorative Practices with regards to promoting positive character traits, Pittsburgh Lincoln operates within a school wide management system called P.R.I.D.E., which is a Positive Behavior Interventions and Support (PBIS) Initiative. PRIDE stands for (Perseverance, Responsible, Integrity, Demonstrate compassion, and Explorer)

PBIS INCENTIVES

Monthly Incentives are planned to celebrate our students for achieving positive behavior goals. To participate students must meet the following standards:

- * Cannot get 3 restorative conferences
 - *Behavior
 - *Work refusal
- *No out of school suspensions

FIELD TRIPS

Field trips provide cultural, social, and educational enrichment for students; however, they can involve risks that are different from a regular school day, for this reason, students may be denied the opportunity to participate in field trips for the following:

- *Not meeting PBIS Incentive Criteria

**PITTSBURGH
LINCOLN PREK-5**

Engineering & Technology Academy with STEAM Emphasis

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STUDENT HANDBOOK

SCHOOL VISION

To provide students with a strong foundation for academic and character success, by encouraging them to have a growth mindset, to be reflective, and to set goals towards their future.

Welcome to Pittsburgh Lincoln

Our school day begins at 8:20am and ends at 3:05pm.

***During Virtual Learning:** Students will be expected to log on DAILY in order to engage in learning from 8:20am – 3:05pm.

ARRIVAL

Students will be permitted to enter the building no earlier than 7:55am for breakfast. Any student arriving after 8:20am will be considered late and receive a late note from the main office.

To encourage a sense of early independence and a building of self-esteem we ask parents to permit their children to enter the building on their own. To maintain a safe school environment, parents are not permitted to walk students beyond the main office.

**Students arriving AFTER 8:20am MUST be accompanied to the front entrance (located on Frankstown Ave), by an adult and acknowledged by the front door security officer.*

DISMISSAL

Students are dismissed at 3:05pm. Students in grades 2-5 that walk and/or are picked up, will be dismissed from the playground doors, Kindergarten will dismiss on the kindergarten porch and First grade will dismiss in the front of the building.

**In the event of an emergency, that does not permit your child to be picked up on time, please contact the main office immediately.*

BREAKFAST & LUNCH

All students at Pittsburgh Lincoln receive free breakfast and lunch. Breakfast begins at 7:55am and ends at 8:20am. We encourage all students to arrive promptly to receive breakfast daily.

PARKING

When dropping students off in front of the building, please do not park between the telephone poles by the yellow railings. This helps to keep our students safe for crossing. Our parking lot is for **STAFF ONLY**. Parents will be subjected to being ticketed if parking in the lot for any length of time. On street parking must be found during student drop off, pick up, and during school hours for parent meetings. **This is a safety issue.**

ACADEMICS

CURRICULUM

Pittsburgh Lincoln's utilizes the district curriculum Open Court for all ELA classes.

In addition to providing a comprehensive Math curriculum (aligned with PA core standards) through GoMath, we also provide opportunity for our students to explore endless options for a successful future through a strong STEAM and Pre-Engineering curriculum.

HOMEWORK

Homework, which reinforces learning by way of additional dedicated time and practice, has been identified as a vital factor in increasing student achievement.

It has been proven that parent involvement, in the process of learning through homework, can aid students in receiving the full benefits that homework brings. These benefits include developing good study skills, work habits, independence, and a sense of personal responsibility. It also stimulates imagination, originality and creativity.

CODE OF CONDUCT

All students of the PPS District are subject to the Code of Student Conduct which is enforced while students are enroute to and from school, on school premises, and/or attending school sponsored activities. In accordance with the terms of the code of conduct, such offenses as fighting, disrespect towards others, obscene language, and/or destruction of school property are intolerable, and will result in disciplinary actions being taken.

* Please click on the link below to learn more about our District's Code of Conduct

- [Code of Conduct](#)

SAFETY PRACTICES

FIRE DRILLS

Fire drills are necessary to ensure the safety of all students and staff. Information to aid all during a fire drill is posted in each room of the school.

A.L.I.C.E. DRILLS

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) drills allow students and staff to practice safety procedures in the event an active shooter is in the building. All school personnel are equipped with the drill procedures. Parents/guardians will receive a phone blast alert and letter to inform them when an A.L.I.C.E. drill has been performed.

MODIFIED LOCKDOWN

A modified lockdown may be called in the event an issue within the community, a medical emergency, or any threatening. During this type lockdown, normal instructional activities continue, but outside activities will be cancelled. While in a modified lockdown, entries and exits to the school will be restricted.

FULL LOCKDOWN

In the event of a full lockdown, all exterior doors and windows will be locked, keeping all staff and students inside the building until cleared by School Police. No entry to the school will be permitted, except for emergency/administrative crisis teams.

EVACUATION

Evacuations may occur in the case of a threat, fire, or any other event that may compromise the safety of students and staff. Students and staff will be evacuated from the school and taken to a designated evacuation site in the event administration determines such plan to be the safest. The safe location of all students will be communicated by way of the district phone blast system. During this time, attendance is taken to ensure all staff and students are present and safe.

For an approved adult to pick-up students from the evacuation site, the following procedures must be followed:

- *Provide valid Identification
- *Sign out student
- *Wait patiently as a staff member retrieves the student
- *Parents/Guardians are encouraged not to report to school in case of a threat, fire, or any other event to prevent compromise of personal safety. Families are to wait for notification from the Board of Education.

SAFETY

IN-SCHOOL HEALTH & WELLNESS

Medications: Over the counter and/or doctor prescribed medications, must be brought to the school by an adult. Student's should NOT bring medications of any kind to school. All prescribed medication must be accompanied by a doctor's order and in the original bottle, for it to be accepted by the school nurse.

Illness/Injury: Any student injured/ill in school will be treated by the school nurse who will in turn notify the parent/guardian of the injury/illness. In the event the school nurse is unable to reach a parent/guardian, all attempts will be made to contact the emergency numbers listed on the student's Emergency Contact Form. Students who are seriously ill or contagious MUST be picked up from the school by an approved adult immediately.

UPDATED CONTACT INFORMATION

Due to the importance of being able to contact parents in cases of emergency as well as safely releasing a child to an adult (other than their parent/guardian), parents/guardians are required to keep the school informed of any changes to their contact information. This information includes all names listed in the student information as an approved adult for pick-up. It is the responsibility of the parent to inform any persons listed as an emergency contact of any pick-up procedures (including proof of ID), in order for a student to be released to them.

OUTSIDE EXPECTATIONS

To ensure the safety of all, students are expected to practice respectable behaviors walking to/from school, and during recess. During weather conditions that include rain or snow, students are asked to refrain from horseplay such as hitting students with umbrellas, picking up snow for ANY reason, etc.

VISITORS

For the safety of students and staff, all visitors are required to report to the main office to sign and receive a visitor's pass. All PPS schools have been directed by the Board of Education (B.O.E.) to have ANY visitors who do not work for the B.O.E. escorted to and from their destination within the building by a staff person.

PHONE MESSAGES

Except in cases of dire emergency, messages from parent/guardian to student will be relayed during the change of classes or lunch time, not during instruction.

ATTENDANCE

ABSENCES

Students are expected to be in attendance daily except due to illness or family emergency. (Please keep sick children at home). In the event a student is absent:

Non-Medical Absences – a written note must be received from parent/guardian within **3 days** of the student's return. Without a note the absence will remain unexcused.

*After **3 unexcused** absences a Student Attendance Conference will be scheduled with the social worker

*After **5 unexcused** absences a citation for truancy will be issued.

Medical Absences – a medical excuse must be received from a doctor providing reason for absence, within **3 days** of the student's return. Without a medical excuse the absence will then be categorized as a non-medical absence. In this case, steps for non-medical excuses must be followed.

TARDIES

Tardiness affects a student's attendance, as well as interrupts their instructional time. All students who arrive to school late must receive a late note from the main office. Students who arrive to school late due to their school bus/van arriving late or coming from a doctor/dental appointment, and arrive with a medical excuse, will receive an excused tardy.

EARLY DISMISSALS

Parents/guardians are encouraged to schedule doctor/dental appointments outside of school hours. If for whatever reason an appointment must be scheduled during school hours, an approved adult listed on the student's Emergency Contact Form must be present to pick up the student. All early dismissals must occur **BEFORE 2:30pm** as to not interrupt the safety of our dismissal procedures.

2-HOUR DELAYS/SCHOOL CLOSINGS

On days in which a 2-hour delay is determined, students will NOT be able to enter the building earlier than **10:00am**. There will be NO staff available to assist before this time. Students arriving **AFTER 10:20am** on such days, will be marked tardy. **There is no late breakfast this day.**

Unscheduled school closings due to inclement weather (*or other emergencies*), 2-hour delays, snow days and remote days, are announced on most local radio stations, tv stations and the PPS website, as early as **6:00am**

PARENT INVOLVEMENT

PARENT/SCHOOL/COMMUNITY PARTNERSHIP

Understanding the extreme importance of parent and community involvement in a student's educational journey, Pittsburgh Lincoln's parental involvement plan supports the participation of parents/guardians in various ways:

*Monthly meetings with the Parent Teacher Association (PTA) and the Parent School Community Council (PSCC)

*A parent/guardian to represent Lincoln on the District-wide Excellence for All Parent Steering Committee

*An in-school Parent Resource Room (once we are out of the pandemic)

*Regular notifications by way of monthly school calendars, school blasts, and talking points

*Encouragement for parents to volunteer within the school

*Clearances needed can be paid for by HCV

For info regarding volunteering, please contact the Board of Education @ 412-529-3500.

PARENT/TEACHER CONFERENCES

Pittsburgh Lincoln strongly encourages consistent communication between parent/guardian and teacher concerning a student's progress. Parents/guardians may contact teachers to schedule conferences and/or parent classroom observations, which would be held before/after school or during the teacher's break.

WITHDRAWING A STUDENT

In cases of students moving and being enrolled in another school, a records request must be received by Lincoln from the new school. This request, serves as a confirmation that the student has been enrolled elsewhere, permitting the student to be removed from Lincoln's roster. Until such request is received, the student will continue to accumulate unexcused absences. Also, if you are moving to a new district, student computers/iPad's must be turned in to the school before any records can be released to the enrolling school.

STUDENT SUPPORTS

- MTSS
- SAP
- SEL
- Bullying/Harassment

Non-discrimination Policy

Please click on the link below to learn more about our District's Non-Discrimination Policy

- [Non-Discrimination Policy](#)

Title IX Procedures

For information about our Title IX procedures, please visit:

<https://www.pghschools.org/titleIX>

Homelessness:

Please click on the link below for information about Education for Children and Youth Experiencing Homelessness

<https://www.pghschools.org/Page/5130>

STUDENT UNIFORM

Pittsburgh Lincoln is a uniform school. Lincoln students are expected to be always in uniform. Being out of uniform negatively affects the student's citizenship grade. Approved uniform items are:

SHIRTS

Plain polo or button up WITH collar
Navy/light blue, yellow, or white
Lincoln T-shirts
NO designs or emblems

BOTTOMS

Pants, shorts, skirts
Navy blue and khaki
NO jeans

*Students MUST wear shoes with a complete back or strap. Flip flops and slides are NOT permitted. No hoodies will be worn in the building they must be kept in a locker.

STUDENT POSSESSIONS

CELL PHONES

All student cell phones are collected as students arrive to school, placed in secured classroom bin (in an envelope with the student's name), and returned during the last period of the day.

VALUABLES/TOYS

Students are to leave all valuables, large sums of money and toys at home. In the event these items are found on students upon arrival to

SCHOOL ISSUED MATERIALS

TECHNOLOGY

Each student has access to computers/iPads, which are the property of PPS and are to be used for the completing of school assignments only. All devices are subject to inspection, in the event a teacher or administrator suspects misuse of the device. Parents are responsible for the replacement fee of \$200.00 for any device damaged or lost while in the care of their child. There is a \$25.00 fee for all dell chargers and \$35.00 for iPad chargers that are lost. Students are responsible for bringing their charged computers/iPads to school daily with the charger.

LIBRARY & TEXTBOOKS

Parents/guardians will be responsible to cover the cost of any library or textbook that is lost or damaged while in their possession. In the event a lost book is found, a refund will be issued. (*Cash or money orders only*)



From the Principal's Desk

Dear Parents/Guardians and Students,

Welcome to Pittsburgh Lincoln PreK-5 Engineering and Technology Academy with a STEAM emphasis. Here we are a Community School, where we will provide students with a strong foundation for academics and character success. We are looking forward to a year of academic and character success. The administration and staff of Pittsburgh Lincoln have worked hard to ensure meaningful learning experiences and supports for each student

We hope that this handbook will provide information to develop a strength in understanding and partnership between Pittsburgh Lincoln, and our families that we support.

Through the dedication and cooperation of all parties involved, our students are encouraged to develop a growth mindset, be reflective and set goals toward their futures. Please take time to read this handbook thoroughly.

We are looking forward to this partnership with great anticipation. Please feel free to share all questions/concerns regarding any information enclosed in this handbook.

Here's to a great year! Please remember...

We are learning today to lead tomorrow!

Sincerely,

*Pamela Parks
Principal*

