

Pittsburgh Lincoln PreK-5
A Technology and Pre-Engineering Academy with STEAM Emphasis

Student Handbook 2024-2025



Pittsburgh Lincoln PreK-5
328 Lincoln Ave
Pittsburgh, PA 15206
Phone: 412-529-2981
Fax: 412-622-4959
www.pghschools.org/lincoln



TABLE OF CONTENTS

Superintendent's Welcome Message
Principal's Welcome Message
Introduction
Mission, Vision
School Contact Information
Communication Procedures
Staff Information
Bell Schedules
School Calendar

Attendance (Policy 204)
Academics
Academic Integrity (Policy 226)
Athletics (Policy 119)
Dress Code (Policy 221)
Electronic Devices (Policy 216)
Extra-Curricular Activities (Policy 119)
Grading (Policy 209)
Graduation Requirements/HS ONLY (Policy 211)
Homework (Policy 115)
Health Services (Policy 206)
Information Technology/Acceptable Use Policy
Student Support Services
Student Expectations/Procedures (Policy 212)
Visitor Policy (Policy 1104)

Additional Information

Dear Pittsburgh Lincoln Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Lincoln's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Lincoln's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Lincoln.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters

Superintendent

Greetings Pittsburgh Lincoln Community:



Welcome to Pittsburgh Lincoln PreK-5 Engineering and Technology Academy with a STEAM emphasis. As a Community School, we are dedicated to providing students with a solid foundation for both academic and character success. We are excited about the upcoming year and the opportunities it brings for meaningful learning experiences and growth.

This handbook is designed to foster a strong partnership between Pittsburgh Lincoln and the families we support. By working together, we can encourage our students to develop a growth mindset, reflect on their learning, and set goals for their future.

Please take the time to read this handbook thoroughly. It contains important information to help you understand and navigate our school's policies and programs.

We look forward to a successful year of collaboration and achievement. If you have any questions or concerns regarding the information in this handbook, please do not hesitate to reach out.

Here's to a fantastic year ahead! Remember, we are learning today to lead tomorrow!

Sincerely,

Pamela Parks
Principal

LINCOLN

Vision

At Pittsburgh Lincoln PreK-5, our vision is 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.

Mission

Pittsburgh Lincoln PreK-5 will be one of Pittsburgh's premier schools. We will hold ourselves accountable for preparing all children to achieve academic success as well as character success so that they can succeed in all aspects of life.

Community School

<https://tinyurl.com/PPSCSPolicy>

Mission Statement

Community schools promote student achievement, positive learning conditions, and the well-being of families and communities through tailored programs and partnerships.

Vision Statement

Empowering Minds, Building School Community while Sustaining Transformative Impact.

Belief Statement

Strong partnerships between District schools and community resources are essential to offering comprehensive programs focusing on academics, enrichment, health and social support, youth and community development, and family engagement. We are deeply committed to promoting student achievement, fostering positive conditions for learning, and enhancing the well-being of families and communities based on each school's unique needs. This commitment ensures that students receive the best education.

SCHOOL CONTACT INFORMATION

Pittsburgh Lincoln PreK-5

328 Lincoln Ave

Pittsburgh, PA 15206

Phone: 412-529-2981

Fax: 412-622-4959

www.pghschools.org/lincoln

COMMUNICATION PROCEDURES

Teachers have a daily responsibility to the scholars in their classrooms. Parents/guardians desiring to speak to a teacher are asked to leave a message with the main office at 412.529.3981. Please do not ask to be connected directly to any classroom during instructional time. All Pittsburgh Lincoln PreK-5 employees have email accounts. All accounts are formatted as follows: First letter of first name followed by the complete last name followed by the number 1 (usually) followed by @pghschools.org. For example: John Doe would be jdoe1@pghschools.org. A staff roster is attached to this handbook with all teacher email addresses.

Parent Communication:

Our primary means of communication is via Talking Points and/or Robo Calls. Talking Points can be received via email or by downloading the app which allow you to receive text message straight to your cellular device. You can access additional information regarding Pittsburg Lincoln at these links: www.pghschools.org, Pittsburgh STEAM Academy on Facebook, @pghlincolnsteam on Instagram, and @pghlincolnstream on twitter. Please keep a record of your child's school username and password to access class instructional materials on Schoology as well as your Home Access Center for your access to district enrollments.

General Communication:

Please allow our staff to respond to any calls or emails within 24-48 hours. If it is an emergency and you need to talk to someone sooner, call the school directly on 412.529.3981.

Classroom Communication:

All teachers send weekly and/or timely content newsletters home for classroom updates via Talking Points.

Parent Meetings:

You can request an individual scheduled meeting with a teacher via email, phone call to the school, and/or Talking Points.

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.

STAFF ROSTER

Name	Title	Subject/Department	Room	Email
Allen, Doreen (2 nd grade HR 2-3 Math)	Teacher	Math	205	(dallen3)
Andrews, David	Teacher	Science/Social Studies	309??	(dandrew2)
Belitz, Amy (Kindergarten HR)	Teacher	Kindergarten	117	(abelitz1)
Berger, Jody (2 nd grade HR)	Teacher	2 nd grade ELA	207	(jberger1)
Brosovich, Thomas	Teacher	K-5 Music	217	(tbrosovich1)
Butler, Allyson	Nurse	Student Services	136	(abutler1)
Butler, Keena	Teacher	PreK	119	(kbutler1)
Deluliis, Dino	Teacher	K-5 Art	130	(ddeiuliis1)
Deninno, Kaitlin	Reading Specialist	Curriculum & Instruction	208	(kroccodeninno1)
Eldridge, Tarah	Para-Professional	Early Childhood	119	(telldridge3)
Falk, Johnathan	Para-Professional	Special Education	211	(jfalk1)
Glover, Kisha (5 th grade HR)	Teacher	3 rd & 5 th grade ELA	301	(kglover1)
Henderson, Anthony	Teacher	STEAM	216	(ahenderson1)
Howcroft, Patricia	Teacher	Learning Support	212	(phowcroft1)
Hugley, Randi (Kindergarten HR)	Teacher	4 th grade ELA	107	(rreynoldshug1)
Jenks, Stephanie	Teacher	Pre-K	120	(sjenks1)
King, Holly (3 rd grade HR)	Teacher	3 rd & 4 th grade ELA	309??	(hking2)
Lindsey, Shawna	Para-Professional	Early Childhood	120	(slindsey1)
Marthens, Carolyn (1 st grade HR)	Teacher	1 st grade	204	(cmarthens1)
McDonald, Melissa	ELA Coach	Curriculum & Instruction	208	(mmcdonald1)
Parks, Pamela	Principal	Administration	103	(pparks1)
Pezze, Tara	Teacher	Library	130	(tpezze1)
Ross, Nile	SDSS	Administration	103	(nross2)
Stubbs, Natalie	Secretary	Administration	103	(nstubbs1)
Thomas, Talisha (4 th grade HR)	Teacher	3 rd , 4 th , & 5 th Math	304	(tthomas5)
Weller, Trevor	Teacher	K-5 Health & Physical Ed.	127	(tweller1)
White, Amy	Speech Therapist	PSE – Speech & Language	103	(awhite1)
White, Monica	Social Worker	Student Services	135	(mspeightwhite1)
Williams, Ebony	Teacher	PSE Learning Support	312	(ewilliams3)
Woods-lusi, Jessica (1 st grade HR)	Teacher	1 st grade Self-Contained	213	(jiusi1)

BELL SCHEDULES

Pittsburgh Lincoln PreK-5 Technology and Pre-Engineering Academy with STEAM Emphasis Bell Schedule 2024-25

BREAKFAST	7:55-8:20
HOMEROOM/ Project Positivity	8:20-8:40
PERIOD ONE	8:40-9:22
PERIOD TWO	9:22-10:04
PERIOD THREE	10:04-10:47
PERIOD FOUR	10:47-11:29
PERIOD FIVE/LUNCH	11:29-12:13
INTERVENTION	12:13-12:43
PERIOD SIX/LUNCH	12:43-1:29
PERIOD SEVEN	1:29-2:13
PERIOD EIGHT	2:13-2:55
Homeroom	2:55-3:05
DISMISSAL	3:05

HALF DAY	A –	B –	C –	D –
7:55-8:20	Breakfast	Breakfast	Breakfast	Breakfast
8:20-8:44	Homeroom	Homeroom	Homeroom	Homeroom
8:40-9:22	1 st	2 nd	3 rd	4 th
9:22-10:04	5 th	5 th	5 th	5 th
10:04-10:46	6 th	6 th	6 th	6 th
10:46-11:20	7 th	7 th	7 th	7 th
11:20	Dismissal	Dismissal	Dismissal	Dismissal
12:00-3:00	PD	PD	PD	PD

2 Hour Delay	A	B
7:55-10:20	2 hr delay PLC/ESEP	2 hr delay PLC/ESEP
Student Arrival		
10:20-10:46	3 rd	1 st
10:46-11:28	4 th	2 nd
11:28-12:13	5 th	5 th
12:13-12:43	Intervention	Intervention
12:43-1:28	6 th	6 th
1:28-2:13	7 th	7 th
2:13-2:55	8 th	8 th
2:55-3:05	Homeroom/ Dismissal	Homeroom/ Dismissal

SCHOOL AND PPS CALENDARS

PPS Calendar

[PPS_District_Calendar_FINAL_2024-2025.pdf](#)

Lincoln PSCC Calendar

Fourth Thursday of every month from 5-7

Sept. 26

Oct. 31

Nov. 21 (the holiday is the 4th Thursday)

Dec. 19 (Winter break is the 4th Thursday)

Jan. 23

Feb. 27

March 27

April 24

May 22

June 5

ATTENDANCE PROCEDURES

[PPS Policy 204](#)

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 after 8:20 must come with a parent and 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 be 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**

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 Illustrative Math, we also provide opportunity for our students to explore endless options for a successful future through a strong STEAM and Pre-Engineering curriculum.

Visit the Family Support Hub for Illustrative Math: [Imagine Learning Family Support Hub](#)

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). We also incorporate the district's curriculum Wayfinder for lessons to work with students.

ACADEMIC INTEGRITY

[PPS POLICY 226](#)

Purpose

The Board seeks to encourage the full participation of all students in a system of academic integrity which precludes any form of academic dishonesty and seeks to foster positive parental involvement in promoting evaluation based upon the student's efforts and accomplishments.

Authority

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects and assignments.

Delegation of Responsibility

The Superintendent or designee shall develop and implement uniform procedures for the enforcement of this policy, which shall be binding upon all students and staff within the School District of Pittsburgh.

This policy shall be included in the Code of Student Conduct and distributed annually to students, staff and parents/guardian.

DRESS CODE

[PPS POLICY 221](#)

PITTSBURGH LINCOLN UNIFORM POLICY

STUDENT UNIFORM

Pittsburgh Lincoln is a uniform school. Lincoln students are expected to always be 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 skirts

Navy/light blue, yellow, or white khaki

Lincoln T-shirts

NO designs or emblems

BOTTOMS

Pants, shorts,

Navy blue and

NO jeans

* Students **MUST** wear shoes with a complete back or strap. Flip-flops and slides are **NOT** permitted. Hoodies are not allowed to be worn in the building and must be kept in lockers.

ELECTRONIC DEVICES

[*PPS POLICY 216*](#)

Lincoln School Policy

CELL PHONES

All student cell phones are collected as students arrive to school, placed in secured classroom bin, and returned during the last period of the day. If students do not turn their phone in and is caught with the phone parent/guardian **MUST** pick the phone up. **NO EXCEPTIONS.**

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, they will be taken and returned only to a parent/guardian. Items that are not retrieved will be discarded. **Pittsburgh Lincoln will not be responsible for any items lost or stolen from students while in school, including computers and chargers.**

EXTRA CURRICULAR OFFERINGS

[*PPS Policy 119*](#)

Basketball

Track
Intramurals
Robotics Club
Chess Club
Book Club
In School Scouting
Reading Mentors
Maker's Clubhouse
Student Mentoring
Mt. Ararat afterschool program
St James afterschool program

GRADING

PPS Policy 209

GRADUATION REQUIREMENTS/HS ONLY

PPS Policy 211

HOMework PROCEDURES

[PPS Policy 115](#)

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. Homework should be carefully planned and have direct meaning to students. However, homework should not extend beyond the recommended time per grade level or cause unnecessary frustration for any child. Prior to rea

ching an inappropriate level of frustration, please just email or simply write directly on the homework assignment so that the teacher can assist with reteaching the lesson.

Most times homework will be assigned Monday through Thursday each week.

Kindergarten - Grade 2: up to 20 minutes

Grade 3 - Grade 5: up to 35 minutes

HEALTH SERVICES

[PPS Policy 206](#)

IN-SCHOOL HEALTH & WELLNESS

Medications: Students should NOT bring medications of any kind to school. Over the counter and/or doctor prescribed medications,

must be brought to the school by an adult. 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.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[PPS POLICY 813.1](#)

Each student has access to individually assigned a laptop or iPad 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 \$35.00 fee for all HP chargers and \$45.00 for iPad chargers that are lost. Students are responsible for bringing their charged devices to school daily with the charger.

STUDENT SUPPORT SERVICES

- K-5 SOCIAL WORKER
- CLASSROOM PARAPROFESSIONALS (1)
- SPECIAL EDUCATION TEACHERS (2)
- MTSS (MULTI-TIERED STUDENT SUPPORT)
- SAP (STUDENT ASSISTANCE PROGRAM)
- SEL (SOCIAL EMOTIONAL LEARNING)
- BULLYING AND HARASSMENT POLICY PROCESS
- HOMELESSNESS
- STUDENT REINTEGRATION
- RESTORATIVE PROCESSES
- NON-DISCRIMINATION POLICY
- TITLE I
- TITLE IX
- SAFE2SAY

Additional PPS Policies

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

- [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)

- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](http://pghschools.org)

Student Expectations/Procedures

[Policy 212](#)

[PPS Code of Conduct](#)

Restorative Practices

As a focus on Restorative Practices regarding promoting positive character traits, Pittsburgh Colfax operates within a school-wide management system called HISS, a Positive Behavior Interventions and Support (PBIS) initiative. HISS stands for Helpful, Involved, Safe, and Scholarly. All students engage in formal and informal processes of Restorative Practices.

Positive Behavior Incentive System

Classroom-based and school-wide monthly incentives are planned to celebrate our students achieving positive behavior goals. We manage our rewards program through PBIS Rewards.

PBIS INCENTIVES

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

* 80% Uniform, Classwork, homework and on time attendance by 8:20am.

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.

VISITOR POLICY

[PPS Policy 1104](#)

VISITORS

For the safety of students and staff, all visitors are required to report to the main office to sign in 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.

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.**

ADDITIONAL SCHOOL INFORMATION

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

***During Virtual Learning:** Students will be expected to log on DAILY 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. **Students arriving late must be accompanied to the front entrance by an adult, be acknowledged by the front door security officer and receive a late note.**

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.

DISMISSAL

Students are dismissed at **3:05pm**. Students in Kindergarten will dismiss on the kindergarten porch. First grade will dismiss in the front of the building and students in grades 2-5 will be dismissed from the playground doors.

In the event of an emergency that prevents you from picking up your child on time, please contact the main office immediately.

EARLY DISMISSAL

If your child(ren) have an early dismissal, please come to the school and sign them out. No child will be dismissed without an adult. No dismissals will be granted after 2:30 please make sure

if you are getting an early dismissal please get to the school before then. No student will be called to the office until an adult is in the school for them.

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.

SCHOOL PROPERTY

Please be reminded that the following are not permitted on school property: Animals, Firearms and Drugs. These issues will be reported to school staff, this is to ensure student, staff and family safety.

FIRE DRILLS/ A.L.I.C.E. 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. (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 of 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 into 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.

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 confirmation that the student has been enrolled elsewhere, permitting the student to be removed from Lincoln's roster. Until such a 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 into the school before any records can be released to the enrolling school.

LIBRARY & TEXTBOOKS:

Parents/guardians will be responsible for covering 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*)

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 safety norms in or out of the classroom
- ** Not having up to date health information as requested by the school nurse prior to the field trip.
- ** Not having emergency care forms submitted