

Lincoln Park School No. 44

Family Handbook

2019-2020



**820 Chili Avenue
Rochester, New York 14611
Phone: 585-328-5272
Fax: 585-464-6197**

Excellence Everyday

Table of Contents

Lincoln Park Commitment.....	3
Partners <i>In</i> Education	4
Partners <i>In</i> Education Resource Center.....	5
General Information.....	7
• School Hours.....	7
• Arrival Procedures.....	7
• Dismissal Procedures.....	7
• Attendance Requirements.....	8
• Safety.....	9
• Visitor Policy.....	9
• Classroom Visitation Policy.....	9
• School-wide Behavior Expectations.....	9
• Restorative Practices.....	10
• Leader In Me.....	10
• Communication.....	11
• Report Cards.....	11
• Cell Phone Policy.....	11
• Dress Code	11
Curriculum	12



Lincoln Park Staff Commitment

Lincoln Park will provide a warm welcoming learning environment for all scholars. The School Community will promote: Depth of content, Character development opportunities for leadership, personalization of learning, and social justice. Scholars will be taught by highly qualified educators. Teachers will challenge scholars to think critically, provide the opportunity to learn by doing and encourage scholars to be leaders in their school. We will build, embrace and cultivate respectful relationships with our scholar's families and community to help our scholars succeed. Lincoln Park is a learning community of high expectations for teaching and learning where educators lead by example.

Family Commitment

I will have my scholar arrive at school on time, every day, ready to learn. I will provide my student with emotional support to face the demands of a rigorous education. I will listen to and discuss with my scholar the difficulties they encounter, and celebrate their accomplishments. I will do my best to review and discuss with my scholar their assignments each day. I will ensure that my scholar dresses appropriately for school, completes all homework assignments, and encourage my scholar to work cooperatively with others. I will be a role model, and a full partner in my scholar's education. Lincoln Park will be my school, as well as my scholars. As a member of the Lincoln Park community, I will have high expectations for myself, my scholar and our school.

Scholars Commitment

I will come to school every day motivated and ready to learn. I will set long term goals to achieve the highest standards of success. I will do the best I can to nourish my body with sleep and a healthy diet. I will complete all my homework assignments every night. I will participate fully in my class, asking relevant questions of my teacher and my peers, and participate in stimulating, educational discussions. I will be a good citizen in my school and community. I will help others and will be respectful to my peers, teachers, and all others adults at all times. I will resolve problems in peaceful ways and take proactive steps to prevent conflict from happening. I will be part of a learning community that works in cooperative groups, and hold myself to the highest academic and community standards. I will demonstrate excellence every day.

Partners in Education



Families as Partners

Children need to see the home and school as a supportive partnership committed to their success at school. The results of this partnership will be increased achievement, a clearer understanding of the curriculum expectations, better attendance, and increased awareness of our scholars as role models in their school and community.

The research is very conclusive:

Supportive and positive parental and family involvement is the key to scholar's success. You, as the primary caregiver for your child, are a critical part of the school network of administrators, teachers, and other parents and guardians like you.

There are several ways you can become involved in your child's school-life:

1. **Support learning at home.** Establish a regular study time in a place free of distractions during the school week. Set high expectations for your scholar by requesting their best effort on assignments. Encourage your scholar to always do his or her best at school.
2. **Respond to communications** from your scholar's teachers. Follow up on report cards, Parent Connect information, and letters or notes with a phone call, or voicemail message to the teacher. You are encouraged to contact our parent liaison, Mrs. Ilka Fernandez if you wish to set up a meeting with your child's team to discuss academic progress, concerns or have questions.
3. **Participate in Parent Group meetings.** The meetings are excellent ways to talk with the staff and with other parents. You can also be a presenter depending on your expertise and the school needs.
4. **Participate in school-wide events:** open house, concerts, performances, celebrations of learning, and/or programs in which your son or daughter may participate. It makes a world of difference to your child to see that you are there for him or her.

5. **Stay informed.** Read the school newsletters and connect to the school's website <http://www.rcsdk12.org/44>. You will find a number of school articles, announcements, and upcoming family engagement opportunities.
6. **Family engagement** is encouraged in the school. We ask that parents commit to volunteering at least once per academic school year to support the educational process in the school. There are many opportunities throughout the school year to get involved, including serving as a representative on school committees, volunteering in the classroom, cafeteria etc. Contact your family engagement team representatives or parent liaison (Mrs. Ilka Fernandez) for more information.
7. **Come to the PIE Resource Center!** We will have a room set up with coffee, a computer, and other materials to support your engagement with Lincoln Park. Please visit the center to stay informed, connected and for a chance to talk with other families and our family liaison.

Partner in Education (PIE) Resource Center

What is the purpose of PIE?

The goal of the Pie Resource Center is provide opportunities and resources for the families and community members to help develop and or learn about activities relevant to the academic achievement of Lincoln Park scholar's. Research indicates that family engagement in school not only helps improve students learning outcomes but is also linked to improved behavior, attendance, graduation and college enrollment.

What does the Partners in Education (PIE) Center Offer?

- The Partner In Education (PIE) team will host regular coffee hours with our family and community partners to discuss data that reflects the strengths and challenges of Lincoln Parks program/systems while focusing on the development strategies to support scholar's learning and development.
- A system is developed to identify the capabilities of our family and community partners. This will allow work with family and community partners as Professional Learning facilitators and workshops experts on the best practices for effective parent and community engagement. Our partners will be permitted to conduct professional learning on various topics. For example, a parent may provide a workshop that focuses on cultural awareness with the intention to shift perceptions of urban students and families. Staff on the Pie team will support this work by providing time, space and resources necessary to develop successful workshops.
- Families can get information on the following topics and more:

- Supporting your scholar's educations
 - Helping your scholar with his/her homework
 - How to prepare for family teacher conferences
 - Understanding school policies, report cards, assessments and more
 - Obtaining referrals to other community resources
 - Any concerns or questions you may have regarding your child's education
 - Families Rights and Responsibilities
- Families and community partners can use the *PIE Resource Center* reception area to wait when you have a meeting with Lincoln Park staff.
 - There are computers connected to internet, a microwave, refrigerator, coffee and refreshments. There are updated bulletin boards that include important information and events relevant to Lincoln Park. We also have a food pantry and clothing closet to support families in need.
 - The *PIE Resource Center* is located in room 115. Upon arrival please sign in to the main office and request to see the parent liaison Mrs. Fernandez.
 -



General Information

School Hours:

- Pre-k Hours: 8:30 - 2:30
- K - 6: 9:00 – 3:30

Arrival Procedures:

- **Pre-k Arrival:** Parents will enter through Exit 1 in the A.M. Parents will walk scholars to their classroom and sign them in by 8:30 a.m. Doors will open at 8:15 for Pre-k. Pre-k parents can enjoy reading a good book with their child while waiting for class to start.
- **K-6 Arrival:**
 - Grade K-2 Bussers will go directly to the cafeteria and eat breakfast with their teachers.
 - Grade 3-6 Bussers will go directly to class and eat breakfast in the classroom with their teachers.
 - Walkers will enter through Exit 1. Doors will open at 8:45. Scholars can read in the library until breakfast begins at 9:00.

Dismissal Procedures:

- **Pre-k Dismissal is at 2:30 p.m.** Parents will go to Exit 6 to pick up their Pre-k scholar. Teachers will meet parents in the front of the school on Chili Avenue promptly at 2:30 for pick-up. Teachers will have a sign-out sheet to account for all scholars at dismissal.
- **K-6 Scholars Dismissal is at 3:30 p.m.** For the safety of our scholars parents will meet staff in the front of the school on Chili Avenue. Scholars will only be released to the parent, guardian or authorized pick up. Changes to authorized pick-ups must be made in writing. ID will be required from the person picking up the scholar.

Early dismissal:

- Please call the main office by 1:00 pm if your scholar will be picked up and will not be taking the bus. Parents must enter the building to sign scholars out.

Attendance Requirements

In order for your child to receive a quality educational experience, he/she must be in school EVERYDAY and ON TIME! Children cannot learn if they are not in school. Please make every effort to ensure that your child is in school by the start of the school day and remain in school the entire day. If there are barriers that are preventing you from getting your child to school, please contact any of the following people for support:

Parent Liaison: Ilka Fernandez

Social Workers: Celia Zielinski or Korrine McCarthy

Principal: Shalonda Garfield

We are here to help!



Be present and on time every day!

Attendance Regulations: New York State Law requires scholars to be in school every day. The following absences are legally excused:

- Absence due to student illness
- Absence due to death in the family
- Absence for a religious holiday
- Absence for a medical appointment

Parents must call the main office to report an absence on the day (s) the scholar is absent. On the day the scholar returns to school he or she must bring a note to the main office verifying the absence. The note must be signed by the parent / guardian and must contain the scholar's name, exact date of the absence and the specific reason for the absence.



Safety

Our primary concern is the safety of each and every scholar.

Safety Drills:

We will take the necessary precautions to ensure that your child is safe and accounted for while in our care. We will conduct practice drills (lockdown, lockout, fire drills, shelter in place etc. to ensure that staff and scholars know what to do if there is an emergency.



Visitor Policy:

All visitors must enter the building using the Chili Ave main entrance. Visitors must report directly to the main office and sign in, retrieve a visitors pass and report to designated location.

Classroom Visits:

We value your interest and involvement in your scholar’s education.

We welcome parents to visit classrooms however, a 24 hour notice must be given to the main office.

School-wide Behavior Expectations:

The following are school-wide expectations that every scholar is expected to follow in order to ensure a safe and structured school environment that is conducive to learning. Please review them with your scholar.

<h3 style="text-align: center;">Lincoln Park</h3> <h4 style="text-align: center;">School Wide Expectations</h4>			
<p>We take pride in the education and safety of our scholars. In order to demonstrate excellence everyday the following is expected of Lincoln Park scholars:</p>			
<p><u>Cafeteria Expectations</u></p> <p>Voice level 1 Keep area clean Follow directions Remain seated in the cafeteria Stay in line order Respect personal space</p>	<p><u>Assembly Expectations</u></p> <p>Enter/Exit orderly Sit in assigned area Active Listening Show respect for all presenters Applaud when appropriate</p>	<p><u>Classroom Expectations</u></p> <p>Scholars are actively engaged in learning the entire day. Scholars are respectful to peers and adults. Scholars keep their hands to themselves at all times.</p>	<p><u>Emergency and Drill Expectations</u></p> <p>Remain silent the entire time Follow directions Stay with assigned adult</p>
<p><u>Bathroom Expectations</u></p> <p>Flush Toilet Wash Hands Throw garbage in trash Respect personal space, privacy, stalls and walls</p>	<p><u>Hallway Expectations</u></p> <p>Voice Level 1 Walk at all times Respect personal space Keep community clean</p>	<p><u>Field Trips</u></p> <p>Be respectful to peers and adults Follow directions Stay with teacher/chaperone Represent home-school values</p>	<p><u>Bus Expectations</u></p> <p>Remain seated the entire ride Keep hands to yourself No eating or drinking</p>



Restorative Practices

Restorative practice is a model that focuses on building and maintaining positive relationships provides direct and ongoing support for crisis intervention, conflict resolution, decision – making, and mediation. There are overarching systems in place to support scholar’s social and emotional development health and academic success. These systems are available to all scholars. Faculty and staff understand and use the systems. The potential negative impact of social emotional stressors, especially on academic achievement, is minimized. Scholar learning is enhanced, enabled and nurtured by the school culture and climate with trusting relationships being our foundation for success.

Scholar Leadership Roles: Leader in Me

The Leader in Me is based on Franklin Covey’s 7 Habits of Highly Effective People. Your child will be empowered to take on leadership roles to enhance the school-community. The Leader in Me process is used to foster leadership among scholars and teach them the following 21st century skills in preparation for college, career, and life-readiness:

- Critical Thinking
- Creativity
- Self-Discipline
- Vision
- Initiative
- Communication
- Relationship Building
- Goal Achievement
- Public Speaking
- Global Awareness
- Social and Emotional Awareness
- Teamwork
- Listening Skills
- Time Management
- Leading Projects
- Self-Directed Learning
- Valuing Diversity
- Problem Solving

Communication

Communication is the key to a successful partnership. Communication must be open, honest and two-way. Newsletters will be sent home to communicate important information and school events. We encourage families to view our website <http://www.rcsdk12.org/44> regularly. Scholars will be given a daily take-home folder to support with daily home-school communication and organization. We will make every effort to return phone calls and emails within 48 hrs. Please don't hesitate to contact the school with any questions or concerns.

Report cards

The Marking Period end dates for the 2019-2020 school year are:

- Quarter 1- 11/8/2019
- Quarter 2- 1/31/2020
- Quarter 3- 4/17/2020
- Quarter 4- 6/22/2020

If families wish to receive additional information regarding their child's progress please contact the classroom teacher or parent liaison to arrange a conference or more frequent progress reports.

Cell Phone Policy

Our focus at Lincoln Park is on learning. Cell phones must be invisible during the school day. If a scholar needs to bring a cell phone to support the transition from school to home, it must be turned off and put away in his/her back pack until dismissal. We are not responsible for lost or stolen cell phones.

Dress Code

The following are guidelines to help promote a safe & effective learning environment. Attire that distract from the educational goals of the school is not permitted. The following standards shall apply during the school day as well as all regular school activities, unless otherwise stated:

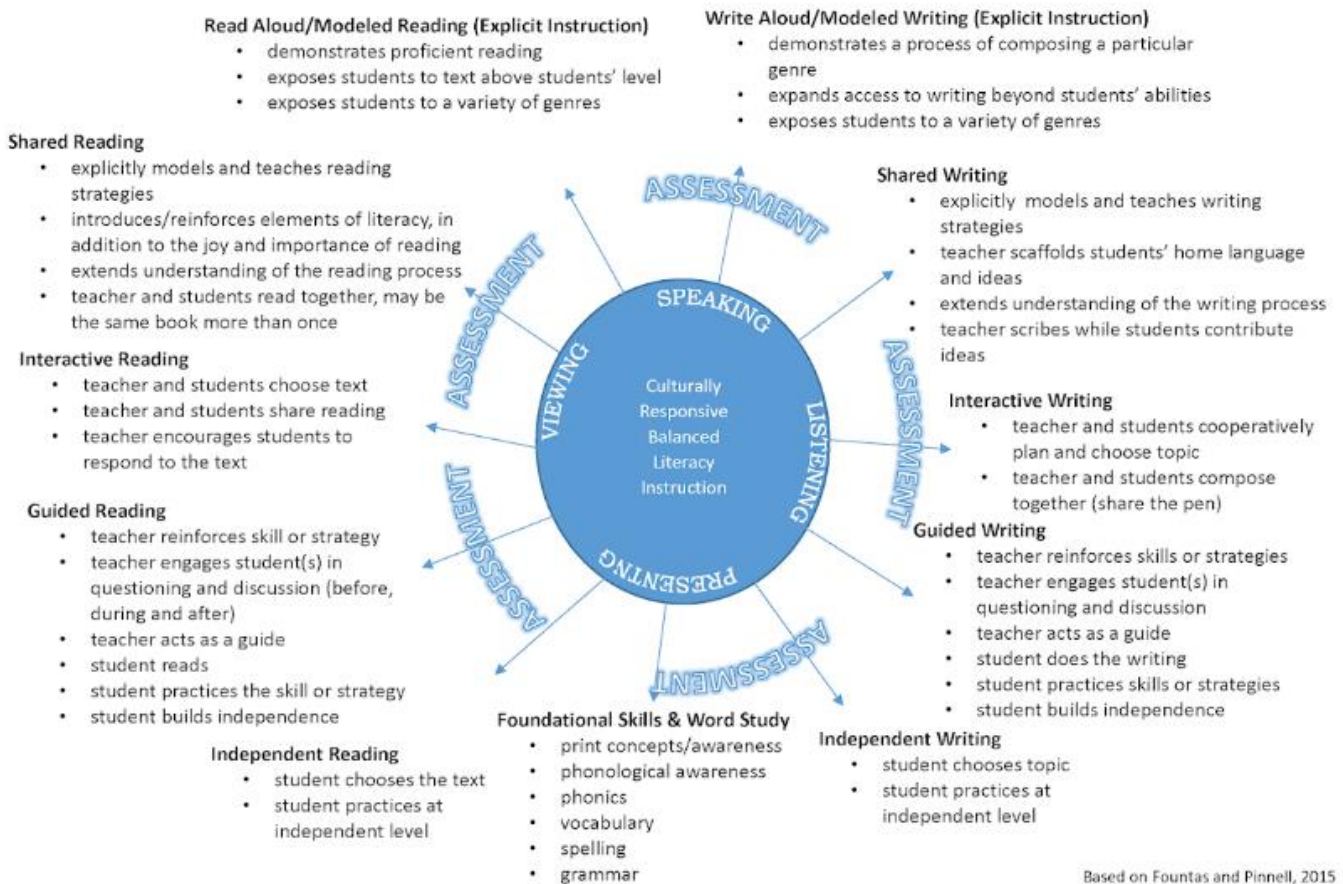
1. Scholars are expected to dress in a manner that is neat and appropriate for school.
2. Students may not wear clothing that disrupt the educational process.
3. Pants should be size appropriate and worn at the waist.
4. All tops (shirts and blouses) must cover the top of the shoulder and completely cover the stomach, chest and bare back. No bare midriffs.
5. Shorts and skirts must be size appropriate (arm extended at side, shorts or skirts bottom reaches finger tips).

Curriculum

English Language Arts

- Scholars will receive 75 minutes of English Language Arts instruction daily. This includes researched best practices that include a *Balanced Literacy* approach using a Workshop Model. The *Workshop Model* provides scholars the opportunity to learn in smaller groups. Scholars will receive a balance of direct instruction, peer work-time, individual work time and learning centers. Reading Intervention teachers will push into the classroom and provide targeted interventions to support the various learning needs of scholars.

What is Balanced Literacy?



Writing

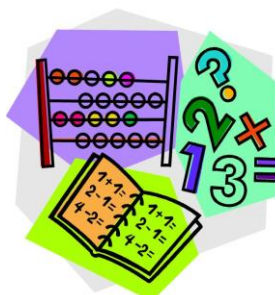
The Being a Writer program offers a student-centered, deep interactive writing curriculum designed to improve scholar's writing abilities and motivation for authorship. In order to develop into strong writers and critical thinkers, scholars need to engage in vast quantities of writing. To this end, the Being a Writer program taps into scholars' intrinsic motivation, provides models of good writing from published authors in a wide variety of genres, and develops the social skills scholars need to collaborate with classmates, give and receive feedback on their writing, and grow new ideas. Scholars will receive 45 minutes of daily writing instruction.

Literacy Intervention

WALK to READ is our whole-school intervention model that is differentiated based on scholar's reading abilities. Scholars will receive 35 minutes of literacy intervention daily.

- Grade K-2 uses Lexia which is a computerized reading program that provides phonics instruction and independent practice with reading skills. Scholars will also focus on targeted vocabulary and reading skills to improve their reading levels.
- Grades 3-6 uses Houghton Mifflin Harcourt which includes a progression from System 44 to READ 180 depending on scholar's reading levels and continuous growth. The Workshop Model is used for scholars who are reading on grade level and need acceleration. Scholars will also receive guided reading instruction, vocabulary and reading skill instruction in a small group with the classroom teacher or reading intervention specialist.

Math



Grades K-5 scholars receives 60 minutes total daily math instruction using ZEARN curriculum. ZEARN Math is a complete math program that provides Common Core aligned math lessons, personalized to individual learners, based on New York State Engage New York standards and curriculum. Lessons focus on three critical components: deep understanding, fluency, and problem-solving. Scholars receive small group face to face instruction that is scaffolded by the classroom teacher and digital computerized instruction that allows time for individual practice and re-teaching if scholars are struggling with a particular skill.

Math Intervention

Math Intervention is provided for 30 minutes daily. During this time, classroom teachers work to address the gaps in learning where scholars may be struggling. It also allows for acceleration for scholars who are meeting grade level standards.

Science



Scholars in grades K-6 receive scientific inquiry-based, hands on learning experiences that are aligned with Next Generation Science Standards. Science instruction is taught on A/B days and is for 30 minutes each day.

Social Studies



Social Studies curriculum is guided by the New York State Education Department through the New York State K-12 Social Studies Framework. Scholars receive culturally relevant curriculum that is integrated with other subject areas such as ELA and math. Scholars receive 30 minutes of instruction on C/D days.

Enrichment

Scholars will receive 30 minutes of daily Physical Education, Library, Art, and/or Music instruction. This is on a rotating A/B/C/D schedule. Band and choir is open to all scholars who are interested.



Scholars will receive lunch and recess daily. Period 1 lunch/recess is from 11:30-12:10. Period 2 lunch/recess is from 12:10-12:50.

We look forward to partnering with your family to ensure that our scholars have a well-rounded academic experience

Excellence Everyday