



LINCOLN PARK
ACADEMY

Lincoln Park Academy

2025-2026

Family
Information



Core Beliefs & Character Development

Mission: Students at Lincoln Park Academy will build the academic skills, character traits and habits needed to excel in college prep high schools.

Core Beliefs: Teamwork, Kindness, Passion, and Ownership.

Character Development:

Each month we highlight and focus on a different Character Trait. Students will discuss this in their morning huddle, as well as, throughout the day. Our goal at Lincoln Park is to help grow well rounded students who achieve and grow in all aspects.

August & September: Kindness

February: Honesty

October: Respect

March: Perseverance

November: Politeness

April: Integrity

December: Responsibility

May: Ownership

January: Fairness

School/Family Communications

Lincoln Park is committed to strong communication with families in several ways:

On an Admin Level: Our Admin Team utilizes a messaging system that can send call/email/text blasts. The team will use this system for things such as; weather days, reminders, bi-weekly schoolwide newsletters, or any changes or announcements.

On a Classroom Level: Teachers will utilize Dojo for communication. You will also be able to see how your child's behavior was that day through this platform (information about signing up will go home the first week of school).

In addition to those, we will still reach out via phone calls should we need to connect with a family individually.



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Programs

PBIS:

- **Treat Trolley:** Lincoln Park will utilize DOJO points to determine eligibility to our monthly Treat Trolley. More information will go home about this program at the start of the school year.
- **Student of the Month:** Each month we will honor students who meet expectations of behavior, academics, attendance and dress code.
- **Character of the Month:** Each month we will honor students who demonstrate our character traits of the current month.
- **Data Competitions:** Lincoln Park will use our various data systems to have classroom competitions where students can earn rewards by trying their best in iReady and Lexia.
- **700 Club:** These students have demonstrated proficient or above on their OST and are honored with a 700 Club membership for exclusive perks all year long.

After School Activities: Lincoln Park offers a wide variety of after-school opportunities. Club Activities/Sports will be announced in September. We will announce information as activities are ready to start.

Parent Teacher Conferences: Parent Teacher Conferences are a great opportunity to touch base with your child's teacher, see data and work samples and discuss any concerns you may have. These are highly encouraged. They will be walk in appointments in the downstairs Cafeteria. Teachers will see parents on a first come, first serve basis.

Before/After Care: Lincoln Park is excited to announce the continuation of our before/after care program free of charge to families. Hours are 6:30am drop off and pick up by 5:30pm. Spots are limited so contact the office for an application.

Operations

- **School hours:**
 - **Doors Open at 7:30am for breakfast.**
 - Please be mindful of when you drop your students off to school since they will be UNSUPERVISED OUTSIDE until 7:30am, despite weather conditions.
 - **Instruction starts at 8:00am.**
 - **Dismissal starts at 3:30pm.**
- **The building goes into Lock Down to prepare for dismissal at 2:45pm.** This means that the **doors and phones are not answered after this time** as **all** staff are getting ready to dismiss students.
 - If you need to communicate anything to the office (early pick up, dismissal change, etc) this *must be done prior to 2:45pm*.
 - If there is an emergency, leave a voicemail. We check these as they come in.
 - **Anyone coming to pick up their student after 2:45pm without prior notice will be asked to wait until dismissal. No exceptions.**
- **If your student is absent:** please send your child with a written note upon their return stating why they were absent, the date they were absent, and a parent signature. You can also report an absence on our website/Facebook page. Please refer to your student handbook for excusable absences.
- **Visitor Policy:** Visitors have to make an appointment if you would like to speak with a staff member regarding any concerns. **Walk in appointments cannot be accommodated.**



Policy Reminders

- We have a **“No Bag Policy”** which includes bookbags and purses. They are not permitted in the building.
 - Lunch boxes can be brought in and turned into the crate upon arrival.
- There is **no school supply list**. We will be providing all of the supplies for your child.
 - We are always in need of basic supplies. Please call the office for school-wide wish list items to donate to the school if you are looking for ways to help.
- **Uniforms will be strictly enforced.**
- **All electronics must be turned in.** If a student brings an electronic device including cell phone, smart watch, handheld game system, tablet, earbuds etc; these must be turned in upon arrival and returned at dismissal. No exceptions.

Dismissal Pink Paper Parent Pick Up Policy

Any student that is a parent pick up at the end of the day must be picked up using the Pink Parent Pick Up Papers.

If the person that is picking up your child does not have the attached pink paper with your child’s name, your child will not be released and the legal guardian on file will be called to give permission for release.

- Lincoln Park will release students to pick ups that have the pink paper. If you have previously given the paper to someone no longer authorized to pick up your child, call the office to inform us.
- If you know that someone else needs to pick up your student and is unable to obtain the pink paper from you prior to dismissal, please call the office with the name of the person picking up your student. They will be asked to show ID upon arrival to pick up your child.
- If you cannot get through to the office due to high call volumes, please leave a message so the office can inform the dismissal team.



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Dress Code

All students are expected to come to school in clean and properly fitting uniforms with proper hygiene and hair styled neatly. Daily personal grooming is important. Pride in one's appearance is the first step in gaining self-esteem and confidence. Moreover, limiting distractions associated with inappropriate or unusual dress and personal style promotes a positive learning environment. Parents will be contacted if a student is out of uniform or comes to school poorly groomed.

The student dress code is an important part of the school program and philosophy. Making a choice to attend the school, the student (with parent support) agrees to follow all dress code requirements. The dress code is not an option for the student or parent. Not choosing to follow the dress code may lead to suspension or expulsion.

The Lincoln Park Academy Administration are the prime enforcers of this policy.

The student dress code is as follows:

Girls

- **Solid any colored blouse or POLO with collar**
- Solid white garment worn under blouse- if needed
- **Solid dark blue or black skirts to knee**
- **Solid dark blue or black shorts or jumpers to knee**
- **Solid dark blue or black long pants**
- **Conservative street shoes OR tennis shoes**

Boys

- **Solid any colored dress shirt or POLO with collar**
- Solid white t-shirt or undershirt worn under the shirt- if needed
- **Solid dark blue or black long pants**
- **Solid dark blue or black shorts to knee**
- **Conservative street shoes OR tennis shoes**

Boys and Girls

- **NO JEANS, LEGGINGS, SLIDES, OR JOGGERS/SWEATS**
- **No Hoodies, Jackets or Coats to be worn in the building during class.**

School administration may make changes to the dress code during the school year if there is an article of clothing that is being worn that is a disruption to the learning environment. The school administration will first notify parents in writing that the changes are to be made. Students are expected to comply with changes that have been appropriately communicated.

Boys and Girls Physical Education Class Dress Code

All grades: Tennis shoes must be worn on scheduled physical education days.



HB410- Attendance Law

Regular school attendance is an important part of student academic success. Excessive absences interfere with student progress in mastering the knowledge and skills necessary to be prepared for higher education and the workforce. To support academic success for all students, Lincoln Park Academy

will partner with students and their families to identify and reduce barriers to regular school attendance.

Our school will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student approaching excessive absence hour total to the parent or guardian;
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- Development and implementation of an absence intervention plan, which may include supportive services for student and families;
- Referral for truancy, if applicable.

The district truancy plan outlined above is in accordance with Ohio House Bill 410, which passed in December 2016 became effective in the 2017-2018 school year. Attendance is calculated in *hours instead of days*.

It is also important to note that all time out of school – including personal illness, doctor appointments, funerals, being tardy, early dismissal, etc. – is included in student attendance for determining excessive absences. Parents/guardians can assist by scheduling appointments before or after school, during weekend hours, or on teacher in-service days so that students can avoid reaching the new absence limits. **It is important for parent/guardians to report absences to the school office daily and submitting doctor's notes and other documentation is also imperative.**

Excessive Absences

Under state law, we are required to send you notification when your child is excessively absent, **with or without a valid excuse**. Parents/Guardians will receive a letter notifying them of a student's excessive absences once a student misses:

- 38 or more hours in one school month **(with or without a legitimate excuse)**
- 65 or more hours in one school year **(with or without a legitimate excuse)**

This means that even if you have provided a parent or doctor's note to the office stating that your student is excused from school, you may still receive an excessive absence notification letter. Please note that this is a requirement of the law and not optional for schools.

Habitual Truancy

The law also requires schools to address Habitual Truancy, which occurs when a student misses:

- 30 or more consecutive hours **with or without a legitimate excuse**
- 42 or more hours in one school month **with or without a legitimate excuse**
- 72 or more hours in one school year **with or without a legitimate excuse**

If your student becomes Habitually Truant, the school will put together an Absence Intervention Meeting to discuss barriers and solutions for attendance improvement with you and your student.

If you have any questions about this law or process, please feel free to call the office. We look forward to working with you to successfully adhere to the HB410 requirements.