

Welcome to
Lincoln Elementary Community School

SCHOOL HANDBOOK 2025-2026



Mrs. Fern Touchie
Principal

Mrs. Hazel Dixon
Vice-Principal

Ms. Tracy Delong
Administrative Assistant

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District Home page: <http://www.asd-w.nbed.nb.ca>
Anglophone West School District: 1-888-388-4455
School Website: <http://lincoln.nbed.nb.ca>

School email: lincolnelementarycommunity@nbed.nb.ca
X (Twitter): @LincolnLion2021
Instagram: @lincolnlions2021
Facebook: Lincoln Elementary Community School

WELCOME

It is with great excitement that we welcome you to another wonderful school year at LECS. Whether you are new to our school community or a returning family, we are thrilled to have you with us.

At LECS, we believe that education is a partnership between school and home. Our dedicated teachers and staff are committed to providing a safe, nurturing, and stimulating environment where your child can grow academically, socially, and emotionally. We strive to foster a love of learning in each student and to help them reach their fullest potential.

This handbook is designed to provide you with important information about our school policies, procedures, and expectations. It will serve as a valuable resource throughout the year. Please take the time to review it and refer to it for future reference.

We look forward to working together with you to create a positive and productive school experience for your child. If you have any questions or concerns, please do not hesitate to reach out to our staff.

Thank you for entrusting us with your child's education. We are confident that, with your support, this will be an exceptional year of learning and growth at LECS.

Warm regards,

Mrs. Fern Touchie
Principal

Mrs. Hazel Dixon
Vice Principal

LECS SCHOOL VISION

Every child will leave Lincoln Elementary Community School having acquired the skills and competencies to become a lifelong learner and a respectful, well-rounded, healthy citizen.

LECS SCHOOL MISSION

Through student engaged learning and ROARS (Respect, Ownership, Achieve, Rise Up, Safety) education, our students will value their academic progress and growth towards becoming well-rounded and resilient individuals. Our positive school environment respects and values diversity and promotes a balance of academic achievement and wellness.

LECS SCHOOL GOALS

- 1) To develop an understanding of and respect for oneself and others and support growth for all.
- 2) To provide opportunities, through our ROARS (Respect, Ownership, Achieve, Rise Up, Safety) education, for students to demonstrate the skills, knowledge, qualities, and talents they have developed within the school and the community.
- 3) To provide children with skills necessary for self-regulation and perseverance for lifelong learning.

2025-2026 STAFF LIST

Staff Member	Position
Fern Touchie	Principal
Hazel Dixon	Vice Principal, EST-Resource
Tracy Delong	Administrative Assistant
Morgan Logan	Kindergarten Teacher
Angela Penton	Kindergarten Teacher
Nance Hetherington	Grade 1 Teacher
Juliana Blackmore	Grade ½ Teacher
Dan Lapierre	Grade 2 Teacher
Kristen Ewing	Grade 3 Teacher
Mihya Baker	Grade ¾ Teacher
Megan Morehouse	Grade 4/5 Teacher
Sarah Tibbo	Grade 5 Intensive French Teacher
Chantal Elsemore	Phys Ed Teacher
Norah Haslett	Music Teacher
Marcia Dupuis	EST-Guidance
Melissa Perry	Behaviour Intervention Mentor
Khrystyna Merrithew	School Social Worker
Heather Finnie	Educational Assistant
Tammy Doak	Educational Assistant
Denise Mayer	Educational Assistant
Jacqui Watson	Educational Assistant
Janet Delfrate	Educational Assistant
Blanche Shepherd	Educational Assistant
Natalie Matheson	Educational Assistant
Tina Sawatzky	Educational Assistant
Norah Murchison	Educational Assistant
Tiffany Loft	Educational Assistant
Sandra Heinekamp-Charlong	Educational Assistant
Barbara Podanovitch	Librarian
John Madore	Custodian II
Tracey Bowmaster	Custodian I

LECS SCHOOL COLORS & MASCOT

We are the Lincoln Lions and our colors are Purple and Gold. Our mascot is "Lincoln Lion."

HOURS OF INSTRUCTION

7:55 am	Classes Begin
9:40 am – 9:55 am	K-5 Morning Recess
11:40 am – 12:05 pm	K-5 Recess
12:05 pm – 12:25 pm	K-5 Lunch
2:10 pm	K-5 Dismissal

STUDENT DROP OFF AND PICK UP

Our school opens at 7:35 am, upon the arrival of the first bus, and supervision for students begins at this time. Students **may not** be dropped off at the school prior to 7:35 am.

If you are dropping your child off in the morning, we ask that you please pull up along the drop off lane along the left-hand side of the building and have your child exit onto the sidewalk. If the drop off lane is busy, please do not block the bus lane. Buses are in a hurry in the morning and need to pull out of the bus lane quickly. Please stop and wait by the entrance of the parking lot to let the buses exit and then pull up into the drop off lane.

When dropping off your child in the morning we ask that you not leave your vehicle and enter the school unless you are parked in the parking lot. The drop off lane is meant to be a quick drop off only.

We foster independence at LECS and request that students enter the building through the front doors on their own.

If your child is dropped off **after 7:55 am**, please come into the office and sign them in, as they are considered to be late after this time. **Instructional time begins promptly at 7:55 am.**

STUDENT DEPARTURE

To maintain a safe and orderly environment, parents and caregivers are to wait outside until students are dismissed. If you are picking your child up throughout the school day, you must come to the office area, sign out and wait for them to be called down. **Parents are not permitted to go to the classroom to get children during the school day, as this is a disruption to the class and is against our safe school policy.**

EDUCATION ACT

The Education Act for the Province of New Brunswick states:

Roles of Parents

- 13(1) A parent, in support of the learning success of their child and the learning environment at the school is expected to:
- (a) encourage their child to attend to assigned homework,
 - (b) communicate reasonably with school personnel employed at the school their child attends as required in the best interests of the child and the school community,
 - (c) cause their child to attend school as required by this act,

Duties of Pupils

- (d) ensure the basic needs of their child are met and,
 - (e) have due care for the conduct of their child at school and while on the way to and from school.
- 14(1) It is the duty of a pupil to
- (a) participate in learning opportunities to their potential,
 - (b) accept increasing responsibility for their learning as the pupil progresses through their schooling,
 - (c) attend to assigned homework,

(d) attend school regularly and punctually,
(e) contribute to a safe and positive learning environment,

(f) be responsible for their conduct at school and while on the way to and from school,
(g) respect the rights of others, and
(h) comply with all school policies

DEPARTMENT OF SOCIAL DEVELOPMENT PROTOCOLS

As Educators working with a vulnerable population, we have a legal duty to report suspected cases of child abuse without delay. Failure to report such information is an offense under the Education Act. Child Abuse can include Sexual Abuse, Physical Abuse, Physical Neglect and Emotional Maltreatment. All types of abuse are subject to intervention under the Family Services Act.

ATTENDANCE

Regular attendance at school is expected and mandatory under Section 14(d) of the Education Act. Chronic absenteeism is when a child misses more than 10% of school days which is approximately 4 weeks over the school year. Regular attendance in school is crucial as there is a strong link between being in school and academic success.

Parent/guardian is required to contact the school if their child is absent or arriving late. You can use the School Messenger App, call the school at 506-357-4075, or email your child's teacher and the school email (lincolnelementarycommunity@nbed.nb.ca). You will receive automated calls if an absence is not excused by parent communication. Please note that if a parent plans or permits prolonged or frequent absences, the teacher will not provide additional personal time to make up that instruction. Attendance letters are sent if there is an accumulation of days missed. The letters will detail the number of days absent and request a meeting.

SIGNING IN AND SIGNING OUT POLICY

Sign In – Students arriving late or returning after an appointment must sign in at the office with their parent.

Sign Out – A parent or guardian listed as a contact must be present to 'sign out' or alert the school if arrangement of a non-contact is arriving for pick up. Our doors are always locked so please ring the bell for entry.

TARDINESS

Lincoln Elementary Community School and the Education Act of the Province of New Brunswick believes that punctuality is important. Tardiness not only interferes with the student's learning, but also disrupts the educational process of others. Tardiness is included in the attendance. Parents may be contacted to discuss if a student is tardy on a regular basis. A student is tardy when they arrive after 7:55 am, when our bell rings. If your child is tardy, a parent/guardian is required to sign them in at the office upon arrival.

SCHOOL LUNCH PROGRAM

Hot lunch will be available 5 days a week. All hot lunch must be paid on School Cash Online (for pizza on Monday and Friday and milk) and/or Jobs Unlimited Site (for Tuesday, Wednesday, and Thursday). Links will be provided to you via email when it is

available to order. Please keep in mind, we require reliable volunteers to help with this program. If interested in volunteering, please contact the school.

Please be aware that we do not have microwaves for students, and we are not able to heat up lunches for students. Please ensure your child has proper cutlery to each lunch and snacks. We will not be able to provide these this year for your child.

ALLERGY ALERT

Some students and/or staff at Lincoln Elementary suffer a range of allergy triggers. **Products containing nuts are not permitted in school as we are a NUT FREE school.**

SCENT REDUCTION POLICY

In keeping with the ASD-W policy (18-758), staff and students should avoid the use of fragrances and perfumed personal care products while in our schools, school vehicles, and school district office. We request that you respect our attempts to provide a scent-reduced environment. Smoking and vaping are not permitted by Provincial Policy on any school property.

HEALTH CONCERNS

If your child suffers from life-threatening allergies, please ensure that your child's teacher is aware of the condition and emergency treatment, and that a medical form, Policy 704, is completed by school staff.

MEDICATION

The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- 1) For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school. This form is available at the school.
- 2) The school is not to be held responsible for long term storage or lost medicine.
- 3) Medicine must be kept in the original container from the drug store. According to District Policy, all prescribed medication must be blister-packed by a pharmacist and delivered to the school office by an adult.

Important Note: Medic Alert Forms must be completed for all students with serious health issues as soon as possible. Non-prescription medicine may be administered at the school if necessary. A note must accompany this giving the teacher or designate permission to administer. **No medication should be given directly to a child for them to take without adult supervision.**

LICE

To contain the spread of lice at school, students whose hair has adult lice and/or eggs (nits) will have their parent or guardian called to come and take the student home. We recognize that having lice is not a sign of uncleanliness and always act in a gentle manner keeping the child's feelings and privacy in mind. We regret having to take this action, but lice are highly transmittable as well as costly and time consuming to get rid of. Therefore, the school must ask the family to keep the child(ren) home until all live lice and nits have been removed. It is necessary to remove all nits or eggs as not all nits are killed by treatment. If nits are found the student will remain in the classroom until taken home; however, if live lice are observed, the child will be removed from the classroom. Whenever nits or lice are found at school or when a family informs the school that his or her child has lice, a letter will be sent home to families of all children in the same class advising them to check their child(ren) for lice.

EMERGENCY CONTACTS

It is extremely important that we have an alternate emergency phone number for your child. This is used when school is cancelled during the day because of weather or a facilities concern, as well as in case of sickness or emergency. Emergency contact forms are sent home at the beginning of each school year.

IF THERE IS ANY CHANGE OF EMERGENCY CONTACT NUMBERS, PARENTS' WORK NUMBER OR HOME NUMBERS DURING THE SCHOOL YEAR, PLEASE ENSURE THE SCHOOL IS NOTIFIED. We MUST be able to reach you at any time in case of emergency!

CUSTODY ARRANGEMENTS

It is important for the school administration and classroom teacher to be aware of any custody arrangements, and if there are any court orders prohibiting a parent or other adult from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases, parents who have children under joint custody request that both parents receive copies of the school report cards and other documents. Parents or guardians should inform the homeroom teacher if this is the preferred arrangement.

FIRE DRILLS/CRISIS RESPONSE

A school safety event is a sudden, unexpected event which has school or district-wide ramifications affecting the health, safety or social-emotional status of the individual or individuals involved. Each school has a comprehensive school safety plan in place to ensure emergency and crisis response preparedness. **Please note:** There may be times that schools are in a lock down/secure the building situation. During these types of situations, please do not come to the school expecting to pick up your child. No one will be permitted to enter or exit our building during a lockdown or secure the building. Information will be sent out electronically to parents, as directed by the Superintendent's office.

Throughout the school year, fire drills and crisis response training will be held. When a drill occurs, each student must:

1. Know the proper exit from any part of the building and where their class meeting spot is located. Each room will have this information posted.
2. Walk in a quiet, orderly manner.
3. Stay with your teacher.
4. Exit the building and stay out until instructed to return.
5. Refrain from talking at all times.

Practice lock-down and evacuation drills are held to prepare students to respond appropriately in the event of a crisis.

HOMEWORK

Homework is assigned at the discretion of the classroom teacher and will vary between grade levels. If a parent has concerns regarding homework activity, it is best to contact the classroom teacher to discuss their concerns. Keep in mind that all children will benefit from reading and being read to every night. A general guideline is 10 minutes times the grade level of the child; however, some students may need additional time (ie. Grade 1 – 10 mins; Grade 2 - 20 mins, Grade 3 – 30 mins, etc).

Please feel free to contact your child's teacher at any time if you have concerns about your child's progress. Regular communication is crucial to student success at school!

GYMNASIUM & PHYSICAL EDUCATION CLASSES

Students must wear indoor **non marking sole** sneakers in the gym. Skateboard type sneakers, flip flops, boots, sandals, wheelie sneakers, etc., are **not** an appropriate type of footwear for Physical Education class. To be able to safely participate in Phys Ed, all students must have running type sneakers for class.

OUTDOOR PLAY

On most days, students will play and learn outside. Families are asked to ensure that children are dressed appropriately for going outdoors. When weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school. The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. As per the ASD-W weather policy, students will remain indoors when the temperature outside is colder than -20 degrees Celsius with the windchill.

SCHOOL LIBRARY

Students at Lincoln Elementary Community School will benefit from the school library, where they will be able to borrow books. Due to the high cost of library books, it is necessary for the school to charge parents for replacement of lost or damaged books

in accordance with their age and condition. If this becomes a problem, then a student may not be permitted to sign out books from our library.

SCHOOL CULTURE AND ETIQUETTE

The New Brunswick Schools Act requires students to come to school neat, tidy and properly dressed for their learning.

We ask that students:

- Wear clothing without slogans or images referencing drugs, alcohol, or material that may be considered inappropriate or offensive
- Refrain from using profanity
- Be polite and treat others with respect
- Not make comments that are derogatory, suggest intolerance, or are harmful to a person's social-emotional wellbeing

LOST AND FOUND

All lost or found items are placed in a bin in cafeteria and parents are welcome to stop by to check for items. Before each parent teacher meeting, we will lay out lost and found items in the lobby and classes will visit for students to retrieve lost items. In an effort to keep our Lost & Found items to a minimum, families are asked to write their child's name on all items, including sweaters, jackets, sneakers, and water bottles. Any items remaining are donated to local community groups.

PERSONAL ITEMS

We encourage students to leave toys, phones, and other valuable at home. Unfortunately, loss and theft of such items can occur. As well, they can cause a distraction for students who bring them to school and may lead to temporary confiscation and a request for parents to come to school to pick up. Leaving personal items at home, will help with problems related to loss, reduce disruptions, avoid distraction, and maximize learning time.

BEHAVIOUR EXPECTATIONS

Behavioral Expectations are outlined in Provincial Policy 703 – Provincial Student Code of Conduct Guidelines. <http://www.asd-w.nbed.nb.ca>

PROVINCIAL STUDENT CODE OF CONDUCT

As a student,

- I am responsible for my own behavior to the best of my abilities.
- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.

- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

*I will respect myself.
I will respect others.
I will respect my environment.*

POSITIVE BEHAVIOURAL INTERVENTION AND SUPPORTS (PBIS)

Lincoln Elementary Community School has adopted the philosophy of Positive Behavioural Intervention and Supports. It is a system whereby students are given the opportunity to learn and practice our commonly agreed upon schoolwide expectations. Students are positively reinforced for mastering the expectations and demonstrating the positive behaviours.

Students learn about our school code of conduct- ROARS (Respect, Ownership, Achieve, Rise Up, Safety) in all of our school environments including classrooms, hallways, outside and washrooms. When students go above and beyond demonstrating mastery of skills, staff will reward them with a ROARS Slip.

Behavioural Incidents will be dealt with accordingly:

- Playground issues will be dealt with on an individual basis.
- Certain behaviours may lead to suspension from school (i.e. fighting, bullying, aggressive behaviour).
- Certain unacceptable classroom behaviours (i.e. refusal to do work, defiance, continued disruption of the learning environment) may lead to alternate work placement.

Communication between home and school is instrumental in helping your child to succeed emotionally, socially, and academically in school. Please feel free to contact your child's teacher if you have any questions or concerns regarding behaviour that may be impacting your child's learning.

The staff works hard to create a positive atmosphere in which students can learn. We believe that our students are responsible for their own behavior. Efforts are made to be proactive in terms of student discipline, and we work with parents to take appropriate action when needed.

PLAYGROUND EXPECTATIONS

It is the expectation that all children play in a safe and respectful manner during outside time. Outside, students are expected to be "Hands Off, Words Off, Feet Off." Staff supervising are diligent in their supervision; circulating constantly and monitoring student interactions. Students who are not following our outside expectations may be given a verbal warning first. Next, students may be told to sit out for a period of time that is deemed appropriate.

Incidents involving significant behaviour are be reported to the office for further investigation, consequences, and communication with families. As a proactive measure all teachers will train students on playground expectations at the beginning of the year.

Significant behaviours include:

- Profane language directed towards another person
- Property damage
- Physical aggression

ROARS STUDENT RECOGNITION

At Lincoln Elementary Community School, there is a focus on having a ROARS atmosphere at our school. We will be noticing and looking for acts of ROARS every day. ROARS slips will be given to students who demonstrate the following:



R espect O wnership A chieve R ise Up S afety				
Sept	Oct	Nov	Dec	Jan
Feb	Mar	Apr	May	June
Name: _____				
Presented by: _____				

Signature of Proud Parent/Guardian _____				

If students receive a ROARS slip, the slip will be sent home to be signed and returned to be put in the class basket for a draw on Fridays. Each month has a different theme:

September- Introduction to R.O.A.R.S. & PBIS

October- Respect & Safety

November- Ownership and Safety

December- Achieve & Safety

January- Rise up & Safety

February- Kindness

March- Gratitude

April- Leadership

May- Growth Mindset

June- Reflection & Celebration

LECS BEHAVIOUR MATRIX

	R	O	A	R	S
	RESPECT	OWNERSHIP	ACHIEVE	RISE UP	SAFETY
LEARNING ENVIRONMENT	<ul style="list-style-type: none"> Raise your hand Use your manners Use a respectful tone when speaking with others Use whole body listening 	<ul style="list-style-type: none"> Be truthful Clean up after yourself Work as a team Take care of school items Keep voice volume low Allow others to learn 	<ul style="list-style-type: none"> Always do your best Be ready to learn Participate in your learning Ask for help when needed 	<ul style="list-style-type: none"> Ask questions Take risks Share your opinions Be a role model for others Have a Growth Mindset Be a problem solver 	<ul style="list-style-type: none"> Use walking feet Proper use of materials Seek adult help when needed Safe hands & feet Sit properly in your space
PLAYGROUND	<ul style="list-style-type: none"> Personal space Take turns on equipment Listen when someone says "no" when playing 	<ul style="list-style-type: none"> Line up promptly Use kind words Play by the rules Always do the right thing 	<ul style="list-style-type: none"> Help others Be a role model Share with others Take turns Use your WITS 	<ul style="list-style-type: none"> Be a Leader Invite others to play Keep our playground clean 	<ul style="list-style-type: none"> Stay in designated areas Dress for the weather Safe hands & feet Use equipment properly Seek adult help
GYM	<ul style="list-style-type: none"> Listen to instructions the first time Be attentive & focused Use respectful communication 	<ul style="list-style-type: none"> Play by the rules Use appropriate voice volume Be responsible for your actions Come prepared 	<ul style="list-style-type: none"> Always do your best Participate in activities Show good sportsmanship Work together as a team Use your WITS 	<ul style="list-style-type: none"> Be supportive of others Take risks Never give up Congratulate the winners of games 	<ul style="list-style-type: none"> Use equipment properly Avoid the purple zone Safe hands & feet
HALLWAY	<ul style="list-style-type: none"> Hands by your side Quiet voices Walking feet Use respectful communication Share the hallway 	<ul style="list-style-type: none"> Go directly to your destination Hang up washroom pass Enjoy displays with eyes Tidy your coat rack area 	<ul style="list-style-type: none"> Travel quietly Walking feet Keep hallway clean and clear 	<ul style="list-style-type: none"> Be a role model for others 	<ul style="list-style-type: none"> Walking on right Face forward Safe hands and feet
WASHROOM	<ul style="list-style-type: none"> Respect privacy of others Wait your turn Flush the toilet Unlock empty stall doors 	<ul style="list-style-type: none"> Use time wisely Clean up after yourself Use washroom pass and return it to class Use appropriate voice volume 	<ul style="list-style-type: none"> Proper hand washing Lock stall when in use Use equipment and supplies properly 	<ul style="list-style-type: none"> Notify office of problem Be a role model for others 	<ul style="list-style-type: none"> Safe hands & feet

	RESPECT	OWNERSHIP	ACHIEVE	RISE UP	SAFETY
BUS	<ul style="list-style-type: none"> Use appropriate language Listen to the driver Use appropriate voice volume 	<ul style="list-style-type: none"> Stay seated until your stop Clean up after yourself Take care of belongings 	<ul style="list-style-type: none"> Keep body and belongings in your area 	<ul style="list-style-type: none"> Report incidents to the driver Be a role model for others 	<ul style="list-style-type: none"> Feet on the floor, Face forward, Bottom on seat Enter/Exit one at a time Stand patiently at bus stop
WHEN I FEEL UPSET	<ul style="list-style-type: none"> Ask for a break Express your feelings using "I need" statements Use respectful communication 	<ul style="list-style-type: none"> Use strategy taught Use positive self-talk Use the calming zone Identify the size of the problem 	<ul style="list-style-type: none"> Identify what zone you are in and use an appropriate strategy Be open to try new strategies 	<ul style="list-style-type: none"> Model and teach strategies to others 	<ul style="list-style-type: none"> Seek adult support

ZONES OF REGULATION





At LECS we teach students how to identify their emotions and learn strategies how to self-regulate themselves. We teach students that it is ok to have a variety of feelings

and emotions throughout our day, but it is important for them to transition into a calm, relaxed and engaged state ready to learn or “green zone.” These lessons are taught in the classroom by our Social Emotional teacher and will be reinforced by classroom teachers. Some students may require additional support in small groupings with our Behaviour intervention mentor.

What are the Zones of Regulation?

The Zones of Regulation is a conceptual framework used to teach students self-regulation. Creating this type of system to categorize the complex feelings and states students experience improves their ability to recognize and communicate how they are feeling in a safe, non-judgmental way. It also allows students to tap into strategies or tools to help them move between zones. The Zones of Regulation categorizes states of alertness and emotions into four coloured zones.

The ZONES of Regulation®

			
BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

PYRAMID OF ACADEMIC & BEHAVIOURAL SUPPORTS

Tier 3

Individual Behaviour Plan
District Student Services
Continued Student Services
Outside Agency Involvement

Tier 2

STEP 4 – Educational Support Services (ESS) involvement. Meeting with parents, teachers (possibly student). Review behaviour expectations/set up consequences. Guidance or Behaviour Intervention Mentor is involved to make a behaviour plan.

STEP 3 – Visit to the office. Teacher and student visits with Admin. to review all that has been done in Tier 1. Admin. phones home and a verbal plan is discussed.

Tier 1

STEP 2 – Teacher – directed with support. Phone calls home, more teacher tutorials, continual reminders and practicing correct behaviour.

STEP 1 – Teacher – directed. Phone calls home, teacher tutorial, remind student of expectations and ask student to practice correct behaviour.

SCHOOL BUS

To ensure safety, bus students should be respectful of the authority of the bus driver. Students who misbehave while on the school bus are subject to disciplinary actions and possible suspension of bus privileges. Students must travel on their assigned school bus and get off at their assigned stop. The only exception to this is in the case of an emergency where the administration has been notified and the proper form has been filled out and sent by administration with the child. This should be kept at a minimum

throughout the year. Students are not permitted to travel on a bus that is not their designated bus (even with a note from the parent).

If you want your child (Grades 3-5 only) to be able to walk home alone from the bus stop, please contact the office for a waiver to sign.

DEPARTMENT OF EDUCATION SCHOOL BUS SAFETY GUIDELINES

- Obey the driver promptly.
- Avoid any unnecessary conversation with the driver while the bus is in motion.
- Respect the driver and fellow passengers.
- Arrive on time and stand away from the roadway while waiting for the school bus.
- Wait until the bus comes to a complete stop before moving to get on.
- When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. **NEVER CROSS BEHIND THE BUS.**
- Always keep a safe distance around the school bus.
- Go directly to your seat; allow others to sit with you. **Remain seated.**
- Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
- Obtain approval of the driver to open windows or emergency door.
- Nothing must hang out or be thrown out of the windows of the bus.
- Talk quietly. Silence is required when approaching a railway crossing.
- Eating and drinking are not allowed on the bus.
- Anyone who intentionally damages the bus will be held responsible.
- Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

PUPIL TRANSPORTATION is a privilege – follow the rules. VIOLATION may result in disciplinary action and possible loss of the privilege.

Transportation – 506-357-4256

SCHOOL CLOSURE INFORMATION

On occasion, it may be necessary to cancel bus runs, close schools, or delay school opening. These decisions are made by ASD-W. For these announcements, please note LECS is **zone #7** - Oromocto Area.

You can find out about school closures in a variety of ways:

1. Check the ASD-W website – there is an 'Alert' icon on the dashboard.
2. Check the LECS website – there is a tab for ASD-W Late Bus & School Closures.
3. Phone 1-888-388-4455 (toll-free) or 506-453-5454 any time after 6:00 AM for the district automated message.
4. X (Twitter) @ASD_West

5. Local radio stations

APPOINTMENTS WITH TEACHERS

As teachers are busy with students or planning for classes during the school day, we ask that you please call, email, or write a note to request a meeting or telephone conversation with your child's teacher to discuss concerns. Teachers will accommodate you at the first mutually agreed upon time.

VOLUNTEERS and P.A.L.S

Volunteers play a vital role in connecting with our school community. A note is sent home at the beginning of the school year to ask for your help as a volunteer. Any time you are able to contribute is appreciated. The P.A.L.S. group (Parents Assisting Lincoln School) plans and organizes the following events: fundraising projects, Halloween party, Fun Nights, Hot Lunch, etc.

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

In addition, our Parent School Support Committee is another important volunteer group. The PSSC works in an advisory capacity with the school administration. This committee addresses broad issues related to the education of all children in the school, with the goal of enhancing student learning. Elections for term positions on this committee are held in September of each school year.