



Lincoln School  
30 Lincoln Street  
Augusta, ME 04330

**Heather Gauthier, Principal Rick Ray, School Counselor Diane Cloutier, Secretary**

August 31<sup>st</sup>, 2016

Dear Parent/ Guardian:

This handbook is created to provide you with the necessary information about your child's school experience. The contents include the school calendar, policies, procedures, and contact information. Should Augusta School board policies change during the school year, those policies will replace policies and procedures that are stated here.

Our goal is to provide a safe and orderly environment for your child, a place where students want to be and where parents feel welcome. The home-school connection is very important. We encourage parents to maintain ongoing communication with the school about their child's education. We welcome your input and ask you to join us in the educational process of your child. When visiting the school, please schedule a time that is convenient for both you and the teacher.

Once a month, a newsletter will go out informing parents of what is happening at Lincoln school. We do our best to keep parents up to date with events and special dates. This will begin in October and will also be posted on our website. If you have access to Internet, the website will be a valuable resource for parents. Please visit us at <http://www.augustaschools.org> or like us on Facebook at **Lincoln Elementary School-Augusta, ME.**

Maine State law requires that every child attend school each day that school is in session unless unable due to illness or some other legitimate reason. Attending school is critical to student's day-to-day success in the classroom. If your child should be out, please contact the school to verify the absence. The office will be contacting home if we should not hear from parents by 8:20 a.m.

Further information and/or clarification of a particular service may be obtained from the office of the principal or superintendent.

Sincerely,

*Heather Gauthier*

Heather Gauthier, Principal