

# Lincoln Alexander Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

50 Ravenbury Drive  
Hamilton, Ontario L8W 2B5  
Phone: 905.574.4044  
Fax: 905.574.7281

EMAIL: [lincolnalexander@hwdsb.on.ca](mailto:lincolnalexander@hwdsb.on.ca)  
PRINCIPAL: Mr. B. Berketa  
[www.hwdsb.on.ca/lincolnalexander](http://www.hwdsb.on.ca/lincolnalexander)

September 2, 2025

Dear Parents/Guardians:

Enclosed in this package are some information items and forms that need to be completed and returned to the school.

Please keep the following for your reference at home:

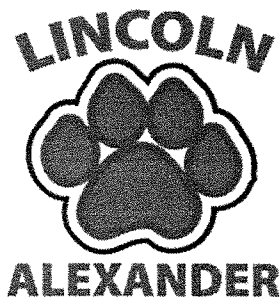
- This letter
- Safe Arrival - attendance reporting app
- Welcome to SchoolCash Online – pay for school lunches, trips and other items
- Severe Weather/Emergency Closure Information
- Annual Media Consent Agreement (Information Page)

Please return all of the following forms/items to your child's homeroom teacher **OR** complete them electronically in the Parent Portal **by Friday, September 12 2025.**

- Annual Media Consent Agreement
- Student Contact Information Form
- Emergency School Closure and Emergency Evacuation Information Form

## SCHOOL BELL TIMES

Time	Period
8:20	Entry / Supervision Begins at 8:05
8:20 – 9:00 (40)	Period 1
9:00 – 9:40 (40)	Period 2
9:40 – 10:20 (40)	Period 3
10:20 – 11:00	Nutrition Break 1
11:00 – 11:30 (30)	Period 4
11:30 – 12:00 (30)	Period 5
12:00 – 12:40 (40)	Period 6
12:40 – 1:20	Nutrition Break 2
1:20 – 2:00 (40)	Period 7
2:00 – 2:40 (40)	Period 8
2:40 – 2:55	Dismissal / Supervision Ends at 2:55



# Lincoln Alexander Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

50 Ravenbury Drive  
Hamilton, Ontario L8W 2B5  
Phone: 905.574.4044  
Fax: 905.574.7281

EMAIL: [lincolnalexander@hwdsb.on.ca](mailto:lincolnalexander@hwdsb.on.ca)  
PRINCIPAL: Mr. B. Berketa  
[www.hwdsb.on.ca/lincolnalexander](http://www.hwdsb.on.ca/lincolnalexander)

## **SAFE ARRIVAL CHECK WEBSITE, APP & PHONE – see attached information flyer on how to report student absences**

The Ministry of Education requires all School Boards to have a Safe Arrival Plan for their elementary schools. It is the policy of the HWDSB for all elementary schools to develop and implement an arrival check program as part of the daily procedure of school attendance taking. Parents, guardians and caregivers have the prime responsibility for the safety of their children. In order to enable the school to account for any pupil's absence, parents/guardians are required to inform the school of pupil absences or lateness and be accessible for arrival check contact.

## **SCHOOLCASH ONLINE – See attached flyer**

Our school is going cashless. We also accept in-person payment at our office by debit card or credit card. We are not able to accept e-transfers.

Access School Cash Online at [hwdsb.schoolcashonline.com](http://hwdsb.schoolcashonline.com)

HWDSB's School Cash Online is a convenient online payment system for families to pay for activities, events and school items without handing in cash or cheques.

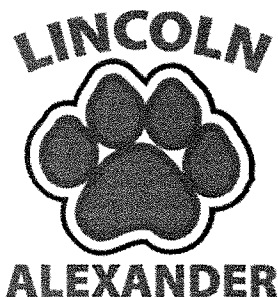
Available at all HWDSB schools, School Cash Online is used at many schools boards as a way to help teachers focus on instruction instead of order forms. Parents also no longer need to worry about their young children bringing cash to school.

Once parents sign up for an account and connect the student(s) they will be paying for, the account will move with the student(s) as they progress to other HWDSB schools.

Even parents who are not able to make online payments through their bank are encouraged to sign up, because School Cash Online can let parents know about upcoming events, sends email reminders about payment due dates and can accept credit cards.

## **PREVALENT MEDICAL CONDITIONS & MEDICATIONS**

If your child has any of the following medical conditions, a plan of care is required: asthma, diabetes, anaphylactic allergy or epilepsy. Please contact your child's teacher or the school office and we will send home or email you a plan of care template for you to complete if you have not already done so. If



# Lincoln Alexander Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

50 Ravenbury Drive  
Hamilton, Ontario L8W 2B5  
Phone: 905.574.4044  
Fax: 905.574.7281

EMAIL: [lincolnalexander@hwdsb.on.ca](mailto:lincolnalexander@hwdsb.on.ca)  
PRINCIPAL: Mr. B. Berketa  
[www.hwdsb.on.ca/lincolnalexander](http://www.hwdsb.on.ca/lincolnalexander)

your child already has a plan of care from last year, it will continue and we will reach out to you in the near future to review it and ensure all of the details are still accurate.

All medication (including non-prescription medication) that needs to be administered at school requires an authorization form that must be completed by a physician and must also be signed by parents. Forms are available from our school office.

Thank you in advance for your timely attention to these items and your cooperation and support as we work together for student learning and safety.

Sincerely,

B. Berketa  
Principal

# HWDSB

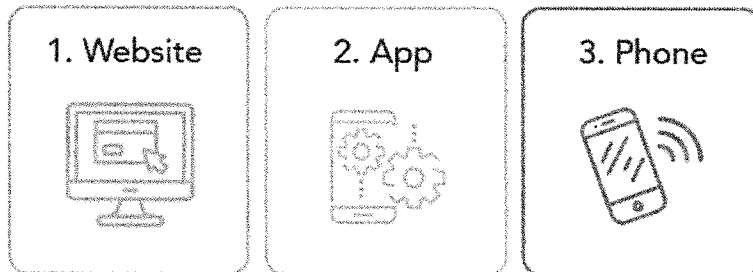
## SafeArrival

### *what elementary school families need to know*

With **SafeArrival**, families report a student absence in one of three ways:

1. Use the SafeArrival website, [go.schoolmessenger.ca](http://go.schoolmessenger.ca). The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or Google Play Store (or from links at [go.schoolmessenger.ca](http://go.schoolmessenger.ca)). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call toll-free 1-844-506-4350 to report an absence using the automated phone system. Using this method does not require setting up an account.

These options are available 24 hours/day, seven days a week. You can report a future absence any time.



What's unique for families of elementary school students?

**Notice** – Elementary school families will be notified by the automated notification system when their child is absent without an explanation.

**Explain** – The system will attempt to contact families multiple times until parents confirm and explain the absence. If a designated contact can't be reached, school staff will follow up.

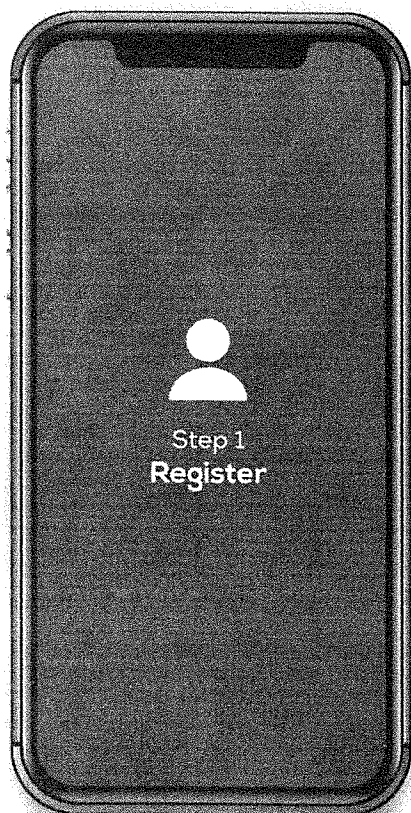
**Report** – As always, parents are expected to report absences as soon as possible – and then you will not receive notification about unexplained absences.

**Questions** – If you have questions, please speak with your school office or principal. Find more resources on SafeArrival at <https://www.hwdsb.on.ca/elementary/supports/safearrival/> and on your school's website.

# Welcome to SchoolCashOnline

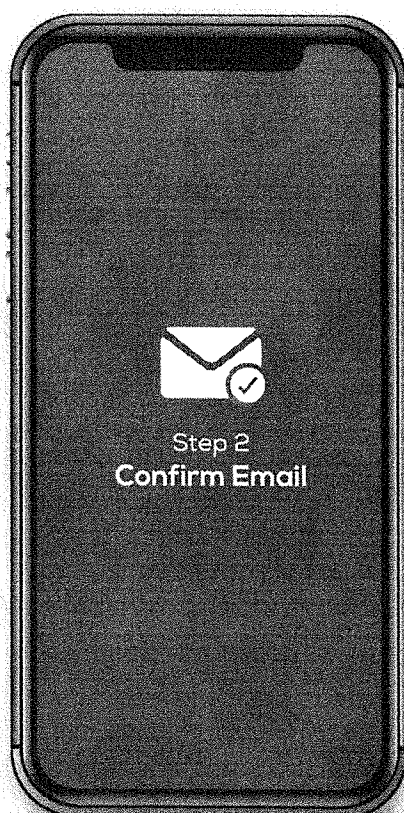
Fast. Safe. Convenient.

For safety and efficiency reasons, **Hamilton-Wentworth District School Board** would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE!  
It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



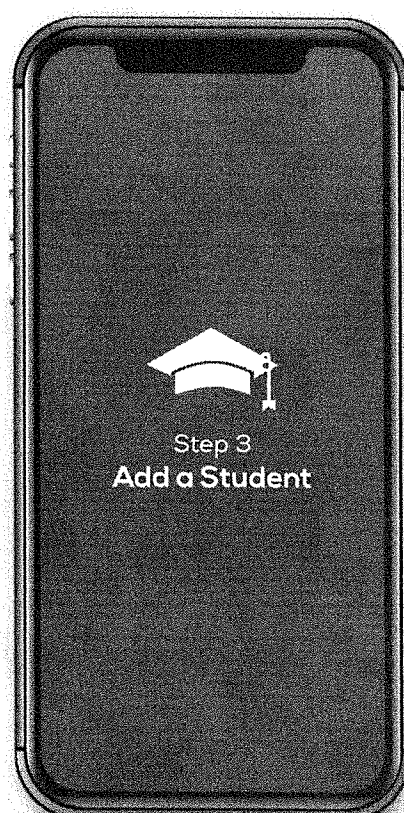
Go to  
<https://hwdsb.schoolcashionline.com>  
and click on **Register**.

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications



A registration confirmation email will be forwarded to you. **Click on the link provided inside the email** to confirm your email and School Cash Online account (check spam).

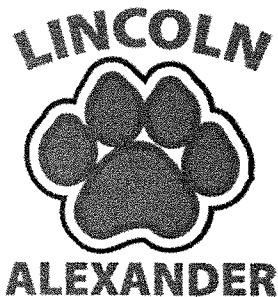
The confirmation link will open the School Cash Online site, prompting you to **sign into your account**. Use your email address and password to log in.



This step will connect your child to your account.

- a) Enter the **School Board Name**.
- b) Enter the **School Name**.
- c) Enter Your Child's **First Name, Last Name, and Birth Date**.
- d) Select **Continue**.
- e) On the next page confirm that you are related to the child, check in the **Agree** box and select **Continue**.
- f) Your child has been added to your account.

If you require assistance, select the **SUPPORT** option in the bottom right hand corner of the screen or go to [helpdesk.supportschoolcashionline.com](https://helpdesk.supportschoolcashionline.com)



# Lincoln Alexander Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

50 Ravenbury Drive  
Hamilton, Ontario L8W 2B5  
Phone: 905.574.4044  
Fax: 905.574.7281

EMAIL: [lincolnalexander@hwdsb.on.ca](mailto:lincolnalexander@hwdsb.on.ca)  
[www.hwdsb.on.ca/lincolnalexander](http://www.hwdsb.on.ca/lincolnalexander)

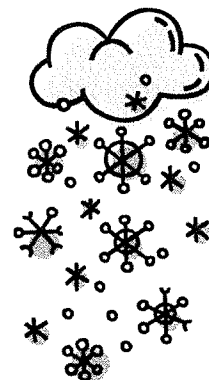
September 2, 2025

## EMERGENCY SCHOOL CLOSURE INFORMATION

(Please retain for future reference)

Dear Parents/Guardians:

The decision to cancel school operations is often a difficult call to make. Please be assured that the decision to remain open or to close is always made with the safety and security of our students and staff in mind. Reasons for school closure may include severe weather conditions, prolonged electricity/utility interruption or other emergencies.



Listed below are some guidelines for you to follow so that your family is prepared in the event of an Emergency School Closure:

- Make plans for someone to care for your child if you are unable to be at home for your child's safe arrival and share the plan with him/her. This is especially important for primary-aged children.
- Tell your child what to do if the school closes early so that they are clear on what is expected.
- Primary children should not walk home alone or be at home alone.

Please note:

- The school telephone is not always available to make last minute arrangements.
- It is always a parent decision whether it is safe for their child/ren to attend school.
- Parents are expected to clearly explain the plan to their child/ren and to inform the school in writing what the arrangement would be should a school closure be required. Parents are requested to provide the school with any changes throughout the school year. **Follow local media for school closure information. In order to keep school phone lines open for emergency use, we ask parents not to call the school but look to the HWDSB website or local media for updated info.**

HWDSB Website: [www.hwdsb.on.ca](http://www.hwdsb.on.ca)

Hamilton Student Transportation Website: [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca)

Review your family's school closure plan with your child(ren) regularly, especially on days when inclement weather is in the forecast.

If you need to change your school closure instructions, please notify us in writing as soon as possible so that our Student Information System records can be updated.

For each teacher to have a complete class set of plans, please fill in a form for every child in your family. Please return it to the school by **Friday, September 12, 2025**.

Thank you.

Sincerely,

B. Berketa, Principal

**HWDSB**  
**BE YOU. BE EXCELLENT.**

September 2025				
M	T	W	T	F
1	2	3	4	5
H	F 1	2	3	4
8	9	10	11	12
5	1	2	3	4
15	16	17	18	19
5	1	2	3	P
22	23	24	25	26
4	5	1	2	3
29	30			
4	5			

October 2025				
M	T	W	T	F
		1	2	3
		1	2	3
6	7	8	9	10
4	5	1	2	3
13	14	15	16	17
H	4	5	1	2
20	21	22	23	24
3	4	5	1	P
27	28	29	30	31
2	3	4	5	1

November 2025				
M	T	W	T	F
3	4	5	6	7
2	3	4	5	1
10	11	12	13	14
2	3	4	5	1
17	18	19	20	21
2	3	4	5	P
24	25	26	27	28
1	2	3	4	5

December 2025				
M	T	W	T	F
1	2	3	4	5
1	2	3	4	5
8	9	10	11	12
1	2	3	4	5
15	16	17	18	19
1	2	3	4	5
22	23	24	25	26
B	B	B	B	B
29	30	31		
B	B	B		

January 2026				
M	T	W	T	F
			1	2
			B	B
5	6	7	8	9
1	2	3	4	5
12	13	14	15	16
1	2	3	4	5
19	20	21	22	23
1	2	3	4	P
26	27	28	29	30
5	1	2	3	4

February 2026				
M	T	W	T	F
2	3	4	5	6
5	1	2	3	4
9	10	11	12	13
5	1	2	3	4
16	17	18	19	20
H	5	1	2	3
23	24	25	26	27
4	5	1	2	3

March 2026				
M	T	W	T	F
2	3	4	5	6
4	5	1	2	P
9	10	11	12	13
3	4	5	1	2
16	17	18	19	20
B	B	B	B	B
23	24	25	26	27
3	4	5	1	2
30	31			
3	4			

April 2026				
M	T	W	T	F
		1	2	3
		5	1	H
6	7	8	9	10
H	2	3	4	5
13	14	15	16	17
1	2	3	4	5
20	21	22	23	24
1	2	3	4	5
27	28	29	30	
1	2	3	4	

May 2026				
M	T	W	T	F
				1
				5
4	5	6	7	8
1	2	3	4	5
11	12	13	14	15
1	2	3	4	5
18	19	20	21	22
H	1	2	3	4
25	26	27	28	29
5	1	2	3	4

June 2026				
M	T	W	T	F
1	2	3	4	5
5	1	2	3	P
8	9	10	11	12
4	5	1	2	3
15	16	17	18	19
4	5	1	2	3
22	23	24	25	26
4	5	1	L 2	P
29	30			
B	B			

Calendar Key				
F – First Day of School				
H – Statutory Holiday				
B – Designated Holiday				
P – Professional Activity Day				
L – Last Day of School				

HWDSB's School Year Calendar can be found online at [hwdsb.on.ca/about/school-year-calendar/](http://hwdsb.on.ca/about/school-year-calendar/).

The first day of school is **Tuesday, September 2, 2025.**

**BE YOU. BE EXCELLENT.**

## Annual Media Consent Agreement

Hamilton-Wentworth District School Board (HWDSB) is committed to protecting student personal information and helping to positively shape the “digital footprint” that students leave when they post personal information online. Please refer to your school’s website for our *Parent/Guardian Letter on Personal Information* for a full explanation and examples of how we routinely handle student information and protect privacy while meeting legislative requirements.

In the upcoming academic year, students may engage in blended learning, involving both physical and virtual classrooms. In keeping with modern learning priorities, the board provides students with access to Microsoft Teams, the HWDSB App Catalogue, email and a calendar, as well as the Ministry of Education Virtual Learning Environment or the “HUB”. Online learning environments include synchronous learning where all participants must be online at the same time, and asynchronous learning where the content is available for students to access when they choose. In addition, students may use online tools or web apps and social media as deemed appropriate by the classroom teacher.

Students receive age appropriate instruction on digital citizenship and the safe use of technology. For more information on our policies and directives governing modern learning, see [Policy 6.1 Modern Learning](#), along with the [Responsible Use of Digital Technology Procedure](#) and [Ownership, Authorship and AI Procedure](#). These policies and directives are easily found by using the search function on the board website (<https://www.hwdsb.on.ca/>).

Students at HWDSB will use the internet at school and will learn how to make use of the tools that we provide in order to learn, create, share, and collaborate. They will participate in online spaces that are visible within the classroom, and possibly within the school and other sites across the board. Only with your consent on this form will online contributions that are public (i.e., visible *outside* of HWDSB) contain identifying information.

**We are asking for your consent to allow your child to participate online in ways deemed age appropriate by classroom teachers and directly related to their learning and accomplishments. Your consent is completely optional. With consent, photos/video/ audio recordings of your child, their written and creative work, and/or name may appear online beyond HWDSB schools, (i.e., publicly visible to the community or discoverable on the World Wide Web) involving, for example:**

- school electronic newsletters sent to our parent community
- classroom websites, blogs, and video projects
- classroom/school/board social media accounts (e.g., Twitter, YouTube, etc.)
- school/community media publications or broadcasts
- other educational platforms

(please keep this page for your information)



Complete both sides and  
return to school.

School Year: 2025-2026

**Consent to disclose electronic student information**

☐

**Yes, I agree** and give my permission for the disclosure of my child's personal information in the forms described (e.g., photos/video/audio recordings of my child, name, written/creative work, social media/website/news media posts) as they participate in a modern learning environment under the guidance of their classroom teacher, and for sharing and celebrating their creative and academic accomplishments by school/board staff and local news media. I understand that once posted online, the student information may appear in other publications outside of HWDSB's control.

☐

**NO, I do not agree.** I do not consent to the disclosure of my child's identifiable personal information in ways that are publicly visible and/or searchable on the World Wide Web.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature (if 18 years or older): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your child's classroom teacher will keep you informed throughout the year about the modern learning experiences planned for students so that you have opportunities to ask questions about specific technologies and to change your consent if desired.

If you have any concerns related to the safety of your child with respect to use of personal information, please speak with your teacher or school principal where your child attends.

**BE YOU. BE EXCELLENT.**

## EARLY CLOSURE and EMERGENCY EVACUATION INFORMATION

*YOU WILL BE NOTIFIED OF CLOSURE OR EVACUATION VIA SCHOOL WEBSITE AND SCHOOL MESSENGER*

**SCHOOL NAME:** Lincoln Alexander

**EMERGENCY EVACUATION SITE:** St. Theresa of Calcutta Catholic Elementary School  
**ADDRESS:** 1 Rexford Dr., Hamilton

*PLEASE BE SURE YOUR CHILDREN KNOW THESE INSTRUCTIONS AND ANY EMERGENCY CONTACT PERSON.*

### Children at School from youngest to eldest

Name	Class	Teacher Name

**Parent/Guardian Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(work, home, cell)

**Parent/Guardian Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(work, home, cell)

### INSTRUCTIONS: (Please number your choice in order of preference.)

I will pick up my child(ren) at school.

- ☐ **If busses are running**, my child rides the bus and after exiting at the regular stop, they will go:

Home \_\_\_\_ Or to the home of:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

- ☐ If unable to pick up my child(ren), the adult EMERGENCY CONTACTS listed in PowerSchool have my permission to pick up my child(ren).

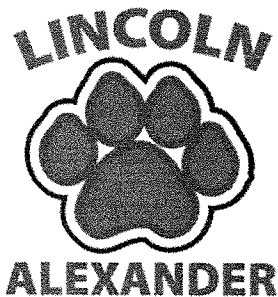
Emergency Contacts: \_\_\_\_\_

*Please inform the above contacts of your emergency planning.* Note: Only adults (18 years+) may pick up child(ren).

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Legal Authority to Collect Personal Information

*The information on this form is collected under the Education Act and in compliance with the Municipal Freedom of Information and Protection of Privacy Act. The information will be used in an emergency and in the event of a pupil's unexplained failure to arrive at school. Information on this form will become part of the Ontario Student Record. Please contact the School Principal with any questions about the collection of this information.*



# Lincoln Alexander Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

50 Ravenbury Drive  
Hamilton, Ontario L8W 2B5  
Phone: 905.574.4044  
Fax: 905.574.7281

EMAIL: [lincolnalexander@hwdsb.on.ca](mailto:lincolnalexander@hwdsb.on.ca)  
[www.hwdsb.on.ca/lincolnalexander](http://www.hwdsb.on.ca/lincolnalexander)

Complete and  
return to school.

## STUDENT CONTACT INFORMATION

*This information is collected under the Municipal Freedom of Information and Protection of Privacy Act.*

Please complete the following information. 1 form for each child. We will use this information to verify and update our student information system records.

Student's Name: \_\_\_\_\_ Class/Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_ Grade: \_\_\_\_\_

### Contact Information

Most school news and correspondence is sent through email. It is highly recommended that you provide an email address.

	Parent/Guardian Contact 1	Parent/Guardian Contact 2 or Emergency Contact	Emergency Contact
Name			
Relationship			
Cell Phone #			
Home Phone #			
Work Phone # (optional)			
Email Address			
Can contact pick up child from school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**HWDSB**  
**BE YOU. BE EXCELLENT.**