

GREAT FALLS PUBLIC SCHOOLS

LONGFELLOW ELEMENTARY



STUDENT HANDBOOK

2024-2025

Welcome to the 2024-2025 school year!

Longfellow Elementary School and GFPS District Handbooks are now online! Please access handbooks at www.gfps.k12.mt.us

To access the full *GFPS District Handbook*, select the tab “Parents & Students” at the top. Select “Student Handbook” from the drop-down menu, and then select “2024-2025 Student Handbook.”

For the handbook *specific to Longfellow*, go to www.gfps.k12.mt.us/LF

If you don't have internet access and would like a hard copy of both Student Handbooks, please call our office at 268-6845 and request a copy.

ATTENDANCE MATTERS to our school district and community. In order for your child to receive the maximum benefit of our education system they are expected to attend school *every day* except for illness, medical appointments, or family emergency.

- ✓ If it is necessary for your child to miss school, please call the school office at **268-6845**.
- ✓ If an absence is necessary, parents or guardians must notify the school by **9:00 a.m.** on the day of the absence.
- ✓ If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system.
- ✓ You will be instructed to contact the school to verify the reason for your child's absence.
- ✓ If no contact is made, your child's absence will be marked as unexcused.

DAILY SCHEDULE

8:10	STAFF ON DUTY: STUDENTS ALLOWED ON PLAYGROUND
8:25	1 st BELL, INSTRUCTIONAL DAY BEGINS: BREAKFAST-IN-CLASSROOM
3:20	DISMISSAL FOR K-6 STUDENTS (MON / TUES / THURS / FRI)
2:45	WEDNESDAY DISMISSAL K-6

BE ADVISED: STUDENTS ARE EXPECTED TO WALK HOME. IF YOU PLAN TO TRANSPORT YOUR CHILD, YOU NEED TO BE ON TIME. THANK YOU!

Longfellow Lynx PAWsome Behavior Framework

As we strive to provide the best possible education for our students, we recognize the significance of fostering a safe and supportive learning environment. In pursuit of this goal, Longfellow is excited to introduce our school-wide discipline plan which is based on the principles of Responsive Centered Discipline.

At Longfellow, we believe that discipline should be approached in a manner that not only addresses misbehavior, but also teaches accountability and builds positive relationships within our school community. The Responsive Centered Discipline (RCD) model aligns with these values and serves as a framework for promoting positive behavior and character development.

During a student's most challenging moment(s), we will listen and respond to a student with emotional control and leadership, provide clear and consistent expectations, and coach students through the many benefits for changing their behavior. This is done through the Give Em' 5 structure where a staff member offers support, states the school-wide expectation(s), includes the breakdown of how the behavior did not meet the stated expectation(s), explains the possible benefits for their future success, and closes with a plan for the student to resolve the problem. Since every student is unique, the importance of providing individualized support when addressing behavior concerns is recognized and valued in this model.

Longfellow's PAWS for Success:



P – Practice Respect



A – Accept Responsibility



W - Work Together



S – Safety First

Implementing the principles of Responsive Centered Discipline will create a safe, inclusive, and supportive learning environment where every student can thrive.

We also value the partnership between parents and the school community, and we invite you to engage in open communication with us. Please do not hesitate to reach out and get involved. We believe that a collaborative effort between home and school is essential to provide the best educational experience for our students.

Thank you for your ongoing support, trust, and commitment to your child's education. Together, we can create a nurturing environment that fosters personal growth, character development, and academic success.

NOTE: Every 2nd Friday of the month Longfellow hosts a “Learning Lynx Breakfast.” This is a monthly family involvement activity where we discuss RCD and Character Strong attributes. Bring your appetite and questions! See the 2024-2025 School Calendar for dates and times.

2024-2025 Longfellow Student/Teacher/Parent Compact

Our school receives funds under Title funds and is required to implement this agreement. The following are ways to build and maintain a partnership to share the responsibility for supporting your child's learning.

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- _____ See that my child attends school regularly and is on time.
- _____ Support the school discipline policy.
- _____ Set a time for homework and review homework regularly.
- _____ Provide a quiet, well-lit place for study.
- _____ Encourage my child's efforts and be available for questions.
- _____ Read with my child and let my child see me read.

Signature/Date _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school regularly.
- Come to school each day ready to learn.
- Complete and return homework assignments.
- Follow universal expectations: Practice Respect, Accept Responsibility, Work Together, Safety First

Signature/Date _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Maintain an open line of communication with parents.
- Provide necessary assistance to parents so that they can help with assignments.
- Provide information about student's progress to ensure success.
- Use special activities in the classroom to make learning enjoyable.

Signature/Date _____

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Create and implement a positive, school-wide discipline plan with staff, students, and families.

Signature/Date _____

Reviewed on (date) _____

Initial _____ _____ _____ _____
 Parent Student Teacher Principal

2024-2025 School Calendar

August/September

- Meet the Teacher and Backpack Drop Off: DATE- Monday, August 26, 2024, 4:00-6:00 p.m.
- First day of school: Wednesday, Aug 28, 2024
- **NO SCHOOL, Labor Day: Monday, September 2, 2024**
- Fall Picture Day: TBA
- Fall MAP Window: September 3- September 20, 2024

October

- Q1 Midterms go home: Wednesday, October 2, 2024
- Learning Lynx Breakfast: Friday, October 4, 8:25-9:00 AM- ALL School Bingo
- Fall Parent/Teacher Conferences: Monday, Oct. 14th 4-7, Tuesday, Oct. 15th 4-7
- **NO SCHOOL, MEA Convention: October 17– 18**
- LF PTA Trunk or Treat - Thursday, Oct. 31st, 2024, 5PM
- MAST Testlet Window #1: October 14 - November 22nd, 2024

November

- **NO SCHOOL, End of Quarter 1: November 1 (teachers on duty)**
- Fall Picture Retakes: Date: TBA
- Learning Lynx Breakfast: Friday, November 8, 8:25-9:00 AM
- **NO SCHOOL, Thanksgiving Vacation: November 27-29**

December

- Q2 Midterms go home: Wednesday, December 4, 2024
- Learning Lynx Breakfast: Friday, December 6, 8:25-9:00 AM
- Winter Holiday Program K-6 TBD
- **NO SCHOOL, Holiday Break: December 23-January 5, 2025**

January

- Winter MAP Window: January 6-24, 2025
- Learning Lynx Breakfast: Friday, January 10, 8:25-9:00 AM
- MAST Testlet Window # 2: January 13 - February 21, 2025
- **NO SCHOOL, PIR Day: January 20,2025**
- **NO SCHOOL, End of Quarter 2: January 24 (teachers on duty)**

February

- Learning Lynx Breakfast: Friday, February 7, 8:25-9:00 AM
- **NO SCHOOL, Presidents' Day: February 17,2025**
- Q3 Midterms go home: Wednesday, February 19, 2025

March

- Spring Parent/Teacher Conferences: Monday, March 3 and Tuesday, March 4, 4:00-7:00 PM
- **NO SCHOOL, March 7, 2025**
- MAST Testlet Window # 3: March 24th-May 2, 2025
- **NO SCHOOL, End of Quarter 3: Friday, March 28 (teachers on duty)**

April

- Learning Lynx Breakfast: Friday, April 4, 8:25-9:00 AM
- Volunteer Appreciation Week: April 7th-11th
- Spring Picture Day-TBD
- **NO SCHOOL, Spring Break - April 18 - April 22, 2025**

May/June

- Spring MAP Window: May 5-May 23, 2025
- MAST Testlet Window # 4- May 5-May 23, 2025
- Q4 Midterms go home: Wednesday, May 7, 2025
- Learning Lynx Breakfast: Friday, May 9, 8:25-9:00 AM
- **NO SCHOOL, Memorial Day: May 26**
- Last Day of School, Early Out: June 6– **12:20 Dismissal – 6th grade walk begins at Noon**

Longfellow School Staff: 2024-2025

Principal	Shannon Guilfoyle	406-268-6884
Admin Asst	Maria Elena Olson	406-268-6845
Kindergarten	Mikenna Radke	406-268-6851
	Gabrielle Pope	406-268-6854
Grade One	Kelly Silk	406-268-6869
	Holly Colegrove	406-268-6403
Grade Two	Stacy Barnes	406-268-6857
	Kristi Stoverud	406-268-6856
Grade Three	Sarah Pederson	406-268-6402
	Jonna Preston	406-268-6868
	McKell Lapp	406-268-6867
Grade Four	Ashley Hill	406-268-6881
	Lisa Nussbaum	406-268-6875
Grade Five	Summer Whitehead	406-268-6877
	Justice Beckner	406-268-6880
Grade Six	Stephanie Benson	406-268-6866
	Morgan Kujala	406-268-6849
Resource	Kathryn Elsing	406-268-6860
	Hayley Chaon	406-268-6860
	Jenna Evertz	406-268-6865
	Tesla McOrmond	406-268-6847

Specialists / Support Staff - call 268-6845 if a number is not listed:

Counselor 268-7893 TBA	Librarian 406-268-7453 Kendra Fulbright	Speech Language 406-2686850 Tammy Pospisil	School Psychologist 406-268-6873 Carly Nason
Instructional Coach Becky Bralick	Art Larry Goyette	Nurse 406-268-6874 "Nurse Bri"	Health Enhancement 406-268-6858 Shane Mauer
Intervention 406-268-6863 Kristin Cecce Haylee Lee Randi Hall	Instrumental Music Jennifer Painter Clinton Schauer Deb TenNapel	GFPS Therapist Nikea Miller Alluvion Therapist Christina Wingerter	Engineers 1 st Kevin Lappe 2 nd Michelle Hill Custodian Tyler Goldinger
SRO 268-6544 Detective Kinsey	TSA Lexi Bremer	Extended Curriculum Abbie Hansen	Vocal Music Kara Bell