

# LINC LN Lions

*Strength in the Pride!*

## LINCOLN ELEMENTARY STUDENT AND PARENT HANDBOOK

**2025-2026**



### **Frequently Called Numbers**

Office 268-6800

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<https://www.facebook.com/pages/Lincoln-Elementary/399675766768633>

# Lincoln Elementary Staff 2025-2026

<b>Office Staff</b>			
Principal	Administrative Assistant	Office Aides	Nurse
<b>Steve Yates</b>	<b>Ashlie Clark</b>	<b>Melissa Service</b>	<b>Beth Chabot</b>

<b>Classroom Teachers/Room #</b>			
Kinder	<b>Mrs. Christensen (2A)</b>	<b>Mrs. Lund (3A)</b>	
1 <sup>st</sup> Grade	<b>Mrs. Morss (3)</b>	<b>Mrs. Spragg (1)</b>	
2 <sup>nd</sup> Grade	<b>Mrs. Kynett (4)</b>	<b>Mrs. Oakes(2)</b>	
3 <sup>rd</sup> Grade	<b>Mrs. Gregory (10)</b>	<b>Mrs. Knowles (11)</b>	
4 <sup>th</sup> Grade	<b>Ms. Dues (7)</b>	<b>Mrs. Schroer (9)</b>	<b>Mrs. Holder(8)</b>
5 <sup>th</sup> Grade	<b>Ms. Dige (15)</b>	<b>Mrs. Jewell (16)</b>	
6 <sup>th</sup> Grade	<b>Mr. Mueller (14)</b>	<b>Mrs. Townsend (12)</b>	<b>Mrs. Visser(13)</b>

<b>Specialists</b>		
Librarian	Counselor	PE
<b>Mrs. O'Connell</b>	<b>Mrs. Halley</b>	<b>Mrs. Carlson</b>
Resource	AWARE Support	Literacy/Math
<b>Mrs. Ferradas/ Mrs. Montgomery</b>	<b>Shelby, Christy, Jake</b>	
Resource Paraprofessional		
<b>Amanda Perry, Amelia Jarvis, Denise Pidcock, Amanda Johnson, Taylor Scally</b>		

<b>Classified Staff</b>		
Engineers		Aides
<b>Tracey Hughes , Danny Schaak</b>		<b>Janelle Surak, Melissa Service</b>

<b>Traveling Staff</b>		
School Psychologist/ Speech	Extended Curriculum Services	Art
<b>Julie Miller, Chris Masters</b>	<b>Lindsey Johnson</b>	<b>Ophelia Easton</b>
Music/Instrumental		
<b>Sharmon Tokerud, Katrina Brugman, Lynn Ryan, Sydney Eastwood</b>		



**Dear Lincoln School Families,**

Welcome to the **2025-2026** school year! Our Lincoln School and GFPS District Handbooks are now online. Please access them at [www.gfps.k12.mt.us](http://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 “**2025-2026** Student Handbook.”

**If you would like a hard copy of the Student Handbook, please call our office at 268-6800 and request a copy.**

You can be proud of the reputation of Lincoln where parents are not only involved, but engaged, and support learning by closely working with highly qualified teachers and staff. We will continue to have high expectations for your children to become good citizens and independent thinkers and learners.

*We, the Lincoln Staff, believe:*

- Our students deserve a caring and safe school environment with clearly defined expectations;
- In open communication and genuine partnerships with students, parents, staff, and neighbors;
- Together we should foster excellence through a strong work ethic;
- Our goal is to enable students to be successful, self-motivated, and life-long learners;
- In preparing students for the complex demands of our global society;
- Our school will prepare students academically and socially to meet their ever-changing needs.

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 a family emergency. If it is necessary for your child to miss school, please call the school office at 268-6800. 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.

Cell phones and smart watches should not be turned on or used in classrooms as this disrupts instructional time. Student cell phones must be kept in backpacks and turned off at all times during the school day. Students are not allowed to use cell phones on school grounds except in the office area.

If you have any questions, please call us at 268-6800. *Here’s to a great school year!*

***“Strength in the Pride”***

Steve Yates, Principal



## OUR MISSION

Creating a consistent, safe and healthy environment by embracing all, respecting all and meeting everyone where they are.

## CULTURAL BELIEFS

As the administration, teachers, staff, students and parents of Lincoln Elementary School we take pride in living by and holding others accountable to the following beliefs ...

**Step up, Step In** – We do whatever it takes to get the job done. You choose to be here to do your part. We show up for each other and ask “How can I help?” We are ready to support and team around each other when needed.

**Go to Solution** – Problems get solved not blamed. We choose to be purposely positive in genuine, authentic ways. We acknowledge our emotions and choose healthy responses.

**We Do Hard Things** – We do the right thing even when no one is watching AND when everyone is watching. We persevere, especially when it is hard. Doing hard things helps us grow as individuals and as a school.

**You Matter** – We celebrate and honor the uniqueness each person brings to our school. We practice curiosity when we don’t understand someone, often saying “Tell me more.” We commit to understanding and valuing our differences.

### **“Strength in the Pride”**

Our goal is to promote a caring community  
Where growth is nurtured, excellence is demonstrated,  
and dignity and diversity are celebrated.

# 2025-2026

**ANIMALS:** Please do not bring pets or animals on school grounds. (Pick up and Drop off) We do not want to risk an accidental bite or injury as a result of an animal encounter. We also have several students who have significant allergies and pet dander is a major concern.

**ATTENDANCE:** Attendance is vital to your child's success. **Fewer than 5 absences a quarter should be you and your child's goal.** 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 a family emergency. If your child will be late to school or absent, please **NOTIFY THE OFFICE.** You may leave a message before 9:00 a.m. or after school hours by calling 268-6800. 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. Students need to arrive in time for the **8:25** morning bell. Students arriving after 8:30 will be counted tardy. Absences and tardiness will be recorded quarterly on report cards. You will be notified if your child is accumulating excessive absences or tardiness.

Please notify the school office regarding changes in phone numbers or addresses. It is **very important that we have current emergency contact information at all times!**

Please check with your child's teacher regarding make-up work if there is an extended absence. If you are requesting make-up work for your student, please call in your request in the morning to allow the teacher time to ready the materials. Please pick up the homework you have requested before 4:15 P.M.

If you need to check your child in or out of school during the school day, please do so in the office. **A photo ID/Driver's License is required the first sign out for your child.** Students will not be released to unauthorized persons without prior clearance through the office.

**BIRTHDAY PARTIES:** Birthday treats are always welcome, and it might be wise to check with your child's teacher regarding treats as we do have students with food allergies. Healthy treats are also encouraged.

If you wish to invite the entire class, we will put the invites in Wednesday envelopes. If you do not wish to include the entire class, please make arrangements with the child's parent or guardian. Parents are encouraged to contact each other to set up parties/play dates.

**COMMUNICABLE DISEASES/CONDITIONS:** Please notify the office if your child has a contagious or communicable disease so others who may have been exposed can be alerted. Pink eye, scabies, head lice, impetigo, strep throat, chicken pox, and measles are some of the diseases considered contagious.

*STATE LAW: All immunizations must be current for students entering kindergarten.*

**CONDUCT/DISCIPLINE:** Please refer to the Great Falls Public Schools Policies (online) for further information concerning conduct and discipline. [Board Policy 3310 Student Discipline.](#)

**COUNSELING:** A school counselor is available to work with students and provide classroom lessons. They are not able to offer psychological tests, treatment, or individual/family therapy.

**DISTRIBUTION OF MATERIALS:** Wednesday envelopes are sent home weekly and contain student work and other important information from PTA and Lincoln School. Those Wednesday envelopes should be returned to school weekly.

**DRESS:** Students will be expected to dress in an appropriate manner that does not distract from the learning in a classroom. Shirts that are offensive and/or advertise or promote illegal substances, liquor, alcohol, or firearms are not permitted at school. Please dress appropriately for the weather including: coats, hats, gloves, boots, and etc. Hats and hoods are not allowed in the building.

**GRADING/REPORT CARDS:** Report cards are issued quarterly for grades K-6. Students in grades 3-6 receive letter grades (A, B, C, D, F) and potentially G, S, N. Students in grades K, 1 and 2 will receive G, S, and N grades. Learning Habit grades are marked with C, S, or NY. Parents are encouraged to access their students' grades using the parent portal for PowerSchool. The Website location is: <http://ps.gfps.k12.mt.us> You will also need your child's username and password, which are available through our office. Contact the main office 268-6800 if you need support.

**HOMEWORK:** Homework may be given at all levels. Your child's teacher will let you know their expectations.

**ILLNESS AT SCHOOL:** If your child becomes ill or injured at school, you will be contacted as soon as possible. ***Please make sure we have current home and emergency phone numbers at all times.*** Children may not stay in at recess due to illness unless the teacher receives a note or phone call from the parent or doctor regarding the situation.

**INCLEMENT WEATHER:** Students will receive a shortened recess or remain inside during excessively wet or cold weather. Please make sure your child is dressed appropriately for weather, as the lack of appropriate clothing will not excuse a child from recess. Our school district policy requires students to go outdoors for recess unless the temperature is below zero (based on wind chill factors.) We do offer shortened recesses at times when the temperature is around zero (wind chill factored in.)

**LIBRARY BOOKS:** Students will have opportunities weekly to check out library books. If books are damaged or lost, the student will be charged a replacement fee.

**LUNCH:** Students at school may bring lunch or eat hot lunch. Meal prices will be posted on the district website. Adult lunches are available, it is best to notify the office early, so they can be pre-ordered. Free or reduced-price meals are available to students who qualify. Forms for free or reduced lunch are available on the Great Falls Public School website and must be filled out **each year.** Parents are welcome to come eat with their child. We ask that you eat with them in the foyer at the tables provided. Only children or relatives of the adult are allowed outside the cafeteria. No parents are allowed on the playground for recesses.

**MEDICATION AT SCHOOL:** A physician's form is needed for both prescription and over the counter medications. This physician's form is available in the school office or through your physician. Over the counter medications require an "over the counter" medication form which is available in the school office. All medications must be in a properly labeled container and should be administered in the office. Some inhalers may be exceptions to this policy. Students are not allowed to hand carry any medication. *Please notify the classroom teacher and/or office regarding other medical concerns or conditions.*

**PARENT-TEACHER CONFERENCES:** Parent-teacher conferences are held in the fall and early spring. This is an opportunity to discuss your child's progress. Please make every attempt to schedule and attend the conference for your child.

**PARENT INVOLVEMENT:** Parent Involvement is encouraged and welcome in grades K-6. Contact your child's teacher or the PTA for more information.

**RETENTION/SPECIAL PROMOTION:** A team (parents, teachers, counselors, administrators, and other appropriate staff) makes the retention or special promotion decision. District Policy 2421R and guidelines mandate the development of a plan, which includes interventions, Light's Retention Scale, and a student assistance plan including goals for the following year.

**SAFETY:** Traffic safety is an issue at Lincoln given the amount of traffic, limited parking, and access to the building. In an attempt to keep our students safe, we ask the following:

- \* **DO NOT** drop off or pick up students in the staff parking lot. Drivers cannot see students walking between parked cars.

- \* Please read and follow the signs in front of the building and on the east and south sides regarding parking and dropping off students. Also, please refrain from parking in the school bus zone and other marked or painted areas. The Great Falls Police Department will issue tickets to vehicles improperly parked.

- \* In order to help maintain your child's safety, we will **insist** that crosswalks be used by our students. Please help us **teach** children to cross only at crosswalks by modeling the correct procedure.

- \*Please do not bring pets to pick up your child.

Emergency evacuations and procedures are practiced throughout the year. Should emergency closures of schools be necessary, information would be announced through radio and television stations and the district messaging system.

Safety on the playground will be stressed. Rules and procedures for the entire building will be reviewed with students at the beginning of the year and periodically throughout the year. Scooters, skateboards, roller blades, bikes, and personal equipment are **NOT** allowed on the playground area.

More information regarding safety issues is available in the attached Great Falls Public Schools handbook.

**SCHEDULE:** A schedule of lunch times and recesses will be sent home with students in the fall. School begins at 8:25 for all students. All students in K-6 are dismissed at 3:20 M, T, Th, and F. All students are dismissed at 2:45 every Wednesday so teachers may attend in-service meetings.

**SOCIAL MEDIA:** Social Media is not good for developing brains! Please don't allow your child access to social media. If you have questions please call the main office.

**PHONE USE:** Students may use classroom phones with the permission of their teachers. We ask that students not use phones to make arrangements to play with friends after school, etc. as those plans should be made outside of school.

**We discourage students from bringing cell phones and smart watches to school. Cell phones and smart watches must be turned off and kept in their locker.**

**TRANSPORTATION:**

Students who ride bicycles to and from school are asked to walk the bikes across the crosswalks and on the school grounds. Bike locks are also important to avoid theft of bikes.

Parents are asked to observe bus zones, crosswalks, no parking signs and painted curb areas, when transporting students to and from school. Please **DO NOT** drop off or pick up students in the staff parking lot.

**VISITORS:** Parents and others are welcome to visit school; however, we request that all visitors report to the office to sign in when they arrive at school. The front door (east side of building, facing 26th St S.) will be locked during school hours and **only available through a secure “buzz in system”**; other doors will be inaccessible and locked throughout the day. Former students will not be allowed in the building during school hours.

**VOLUNTEERS:** All volunteers are asked to **check in at the office and pick up a visitor badge** before visiting the classrooms. Please sign up in the classroom as well. A volunteer form must be completed prior to service.

# SCHOOL-WIDE EXPECTATIONS

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## **Monday, Tuesday, Thursday, Friday**

School Start Time: 8:25 AM

Dismissal Time: 3:20 PM

## **Wednesday (Early Dismissal)**

School Start Time: 8:25 AM

Dismissal Time: 2:45 PM

These school-wide expectations have been explained to your child. They also correspond to the “**Guidelines for Success**” which have been included in this packet as well. We feel it is important to share these expectations with you. You will have an opportunity to address school wide expectations, as well as classroom expectations at our Back to School Night.

### **Before School:**

1. Arrive after 8:10 A.M. when the playground has adult supervision.
2. NO WEAPONS (toy or real) are allowed at school.
3. The following are also not allowed: baseball bats, Heelys (shoes with wheels), roller blades, hockey sticks, portable electronics, video games, trading cards, or toys.
4. Bikes ridden to school must be locked in the bike racks. Bikes, scooters and skateboards must be walked on school grounds.
5. Musical instruments (5th and 6th graders) may be placed inside the building during extremely cold weather.
6. Students needing to enter the building early will need permission or need to be accompanied by an adult.
7. Students needing to cross 26th St and 27th St. must cross with the crossing guard.
8. Students on the upper playground will stay behind the **RED LINE** for supervision and safety purposes.

### **Recess:**

1. Students must have a daily note or phone call from parents in order to stay in at recess.
2. Students will leave and enter the building in an orderly manner with respect.

### **Lunchroom:**

1. Students are expected to wait patiently, talk quietly, and eat politely.
2. Students need to eat their own lunch. Trading will not be allowed.
3. Students are responsible for cleaning up after themselves.
4. Students will sit where directed and wait to be dismissed.

### **Halls:**

1. Students will move quietly through the halls, being respectful of others.
2. Students will walk in the halls, staying to the right of the hallway.

### **After School:**

1. Students must leave the school grounds quickly after dismissal, as there is no supervision on the playground.
2. Students needing to cross 26th St and 27th St. must cross with the crossing guard.

**Cell Phones/Technology: must be turned off, in backpacks, and out of sight during the school day. They may NOT be used on the playground or during recess. Misuse will result in cell phones being taken to the office and parents notified.**

**[Please read the K-6 Acceptable Use of Technology Agreement provided in the Handbook materials. This page will need to be filled out, signed, and returned to the classroom teacher.](#)**

## Lincoln Elementary Guidelines for Success

School-wide behavior system that all adult staff members are responsible for upholding:

- Teaching, modeling, practicing, and re-teaching are vital in successful implementation.
- All adults need to give clear and consistent messages to students regarding their behavior.
- Students will quickly learn that they will get the same consistent response from the principal, teachers, other staff members, or other adults on campus.
- School-wide guidelines also apply to students while they are going to and from school, and at all before and after school functions, including field trips.

The responsibility for basic behavior development rightfully belongs with the student and his/her parents. At the same time effective learning cannot take place without good discipline. Therefore, **we will hold students accountable for their behavior while at school.**

When an office referral is involved, parents are contacted by the teacher and/or principal. Student consequences can include but are not limited to:

- loss of privileges, reteaching correct procedures and behaviors,
- conference with parent or counselor, (behavior support plan when appropriate)
- in-school and out-of-school suspension (You will be notified of all suspensions).