



# **Lincoln Elementary Handbook 2025-2026**

Lincoln Elementary School  
1402 East P  
Torrington, WY 82240  
307-532-4003  
307-532-2669 (Fax)

You are now a Blazer.

This is where your BLAZER Trail begins.

You are part of our Blazer COMMUNITY.

We have Blazer RULES.

And a Blazer WAY of doing things.

So when you make a DECISION ask “What  
would a Blazer do?”

Then you will make a good CHOICE and get  
good RESULTS and enjoy a good TIME.

Every day is a GREAT day to be a Blazer!!



# Table of Contents

	Page
Welcome Students and Parents	4
Introducing our Staff	5-6
Parent Communication	6-7
Schedule	7-8
PickUp Patrol	8-9
Student Arrival and Dismissal Procedures	9-10
Behavioral Expectations: Code of Ethics	11-14
Dress Code	14
Recess Weather Conditions	14
Library	15
Withdrawal of Students	15
Use of AI	15-16
PowerSchool for Parents	16

Dear Lincoln-Blazer Families,

This handbook is designed to assist Lincoln families. It is an introduction to our school's policies and procedures to promote a better understanding of our school and strengthen communications between home and school. We are pleased to have you join Lincoln Elementary and to form a strong relationship. It is our goal to ensure a positive educational experience for your child.

Our staff believes that all students can learn. We are committed to using data and team decisions to help students master and achieve academic goals. To make that happen, you should expect:

- A teaching staff that creates environments of high expectations and builds relationships with students and families.
- Standards-based learning that each student is inspired to master at each grade level with regular progress-reports given to parents.
- A curriculum that is guaranteed and viable, taught in a way your student can be successful.
- A system of support, interventions, and enrichments to meet your child's needs.
- Prompt and fair resolution of problems and needs by our staff.
- A safe, supportive, and secure environment for every child.

We look forward to working with all families and encourage open communication on how to best support ALL student(s) at Lincoln Elementary. All opinions are valuable, and at Lincoln Elementary, we are committed to continuous growth and improvement.

Best Wishes for a Great Year,

The Lincoln Elementary Team

## **Introducing our Lincoln Staff**

Lana Swingholm  
Shirley Peterson  
Brenda Lovercheck  
Lori Grandy  
Lara Hager  
Darby Hoffman  
Danielle Harkins

Principal  
Acad & Behav Specialist  
Counselor  
Secretary  
Office Clerk  
School Nurse  
Nurse Clerk

### **Kindergarten**

Mandy White (Transitional Kindergarten)  
Priscilla Bartels  
Alyssa Jernigan  
Sage Munoz  
Josh Pilkington  
Sarah Speckner

### **First Grade**

Michelle Merlino  
Wendi Elsen  
Bronwyn Larsen  
Brenna Marsh

### **Second Grade**

Kaitlyn Bristow  
Kelsea Brothwell  
Lainey Mekelburg  
Shalon Limmer  
Jenna Nelson

### **Specials Classes**

Jill Telford, Art  
Diana Legault, Music  
Chris Strampe, PE  
Cheryl King, Creative Cove  
Beth Donbraska, Library

### **Literacy Specialists**

Kathryn Keller, Title 1  
Kristin Hunter, Title 1

### **Special Services**

Abby Bruch, Special Education Teacher  
Rachel Gurney, Special Education Teacher  
Alisa Wilmoth, Special Education Teacher  
Megan Shimic, Special Education Teacher  
**NEW HIRE**, OT  
Craig Schadwinkel, Adaptive PE  
Terri Walford, Psychologist  
Tina Fahrenbrook, Speech

### **Educational Assistants**

Ambrosio Chavez  
Andi Furrey

Lance Reyes  
Rebecca Wilmoth

Brock Kocerha  
Angelee Goodro

Crysal Herrera  
Tami Foos  
Erin Rogers

Maribelle Rodriguez  
Yasmen Lewis  
Kendra Duggar

Mary Krause

### **Custodial Team**

Henry Magdaleno, Head Custodian  
Monica Castro  
Chris Krause

### **Food Service Team**

\*At Lincoln we are fortunate to have the support of numerous food service staff!

### **Central Office Administration**

Ryan Kramer, Superintendent	532-2171
Kevin Derby, Director of Curriculum	532-2171
Holly Lara, Director of Human Resources	532-2171
Marcy Cates, Business Manager	532-4046
Trina Nichol, Director of Special Services	532-4076
Mike Harberts, Director of Technology	532-4046
Todd Werner, Transportation Director	532-2542
Ramona Moody, Food Services Director	532-2171

### **Parent Communication**

We are dedicated to growing our partnership with parents and families by using the following approaches:

Friday School invitations will be sent via Classroom SeeSaw notification by Monday, the week prior to Green Friday Intervention/Extension days. Parent communication regarding attendance, bussing, and breakfast/lunch needs must be communicated to classroom teacher by Monday at 4 p.m. the week of Intervention/Extension Friday.

Folders are sent home every day in your child's backpack. These folders contain notes from the classroom or office, completed work and anything else of importance.

The district posts calendars on each school's webpage that is powered by Dragonfly. The district calendar is on the front page of our school website. The district also uses School Messenger to communicate important announcements such as days off, school delays, snow days, emergencies etc. These messages come either as an automated phone call, text message or email. To access the School Website: Please go to the Goshen County School District website at: [www.gcsd1.org](http://www.gcsd1.org). On the top right-hand corner click schools and select Lincoln Elementary.

Classroom communication through SeeSaw, an online platform. Seesaw is the schoolwide communication platform used to communicate with students and parents. The Seesaw app is FREE and can be downloaded to a desktop or mobile device. Each teacher will contact families to join their SeeSaw communication page. Classroom teachers will also send instructions for downloading BAND and any codes for specific groups needed throughout the year.

Lincoln also has a Facebook account: "Goshen County School District/Lincoln Elementary". This page communicates important details about our school as well as celebration announcements.

Parent/Teacher conferences are arranged by classroom teachers. These scheduled conferences will occur at least twice during the school year (fall and spring). Parents are also encouraged to set up a meeting with their child's teacher whenever they have concerns or questions about their child's progress.

Families are always welcome to visit our schools to see the wonderful learning going on in our classrooms. Please contact the classroom teacher prior to the requested visitation.

If parents wish to volunteer for a special activity in the classroom, a district volunteer form must be submitted at least five days before the event. Upon approval by the Central Office, it is effective for the remainder of the school year.

Studies have shown that children are more successful when parents and families are involved in their education. The following are ways you can be involved:

- Make sure your child attends school every day and is on time
- Read with your child 20-30 minutes every day
- Attend Parent/Teacher Conferences
- Attend parent nights that emphasize instruction, curriculum, and student progress
- Serve as a role model and show your child that you support his/her education

Visitations by students from outside the district or pre-school children are not permitted. Exceptions include attendance at designated events or unless accompanied by an adult.

## Schedule

## School Day

Monday – Thursday	8:00 a.m. – 3:30 pm
Intervention/Extension Fridays	8:00 a.m. – 11:30 am
Full School Day Fridays	8:00 a.m. – 3:30 pm

**\*Intervention/Extension Fridays:**

September 19	October 17	November 21	December 5
January 23	February 20	March 20	
April 17	May 8		

\*REQUIRED Full School Day Fridays:

September 5 April 10

\*These dates are also accessible on our district website: [www.goshen1.org](http://www.goshen1.org) located under the 'Calendars' tab.

Supervision for students will be provided from 7:20 a.m. until the last bus leaves in the afternoon. The Front Office hours are 7:00 a.m. to 4:20 p.m.

Teachers are available to meet with parents at 3:50 p.m. by appointment. Scheduling an appointment ensures that teachers have adequate time to meet your needs.

## PickUp Patrol (More affectionately known as “Paw Patrol”)

Lincoln has used this system for multiple years, and our parents love the convenience it provides! PickUp Patrol saves time in the office, reduces communication errors and interruptions to classrooms – while also providing families with a convenient way to make changes to a student's dismissal plans. Most importantly, it helps ensure that all students are safely dismissed to their correct after-school destinations. Please contact the main office for any changes to pick-up plans. It is essential that pick-up plans are up-to-date so that staff can ensure student safety at all times.

At the start of the school year, new parents will receive an email with instructions for how to register. Changes can be entered from a smartphone or computer: days, weeks, or months in advance, and at any time...up until 30 minutes before each day's dismissal (Monday-Thursday 3:00pm; Fridays 11:00am).

After the cutoff, changes to the pick-up plan will not be accepted except in an emergency. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies only.



Once logged into PickUp Patrol, families will be able to use the following options:

**Morning Options:**

- Absent (When choosing this option, you will be prompted to add a reason for the absence.)
- Late Arrival (Choose this option when your student will be late to school. Once your student arrives at Lincoln, you will need to walk into the office to check them in for the day.)

**Afternoon Options:**

- Pick Up
- Walk to Trail/Home (Staff escorts the students as far as Trail Elementary.)
- Bus # (Multiple bus numbers will be listed. Make sure you choose the correct bus # and provide a name and bus stop (Example: 'home – 'W Sesame St & W 123rd Avenue'). If you have questions about which bus number or bus stop address to choose, call the Lincoln Office (532-4003) or the Bus Garage (532-2542).
- Other (Enter an explanation.)

## **Student Arrival and Dismissal Procedures**

The information contained in this section highlights procedures that will allow us to provide maximum safety for students as they arrive and depart from school each day. We recognize the importance of the school, families, and community working together and request that you read this information carefully, and follow the procedures outlined.

### **Morning Arrival**

Students may enter the building at 7:20am. Parents who arrive earlier than this time are asked to remain with their child. To drop off car riders in the morning, please proceed to the designated loading zone, just past the front entrance. The curb in the drop-off and pick-up zone is painted green. Please show courtesy to others by pulling as far forward as you can in the green zone to allow multiple cars to drop off at one time. An adult will be on duty to assist with student drop-off. Students should exit the car on the passenger side only. Parents **MUST** remain in their cars and be prepared to pull forward preparing for their student to exit the car. If you prefer to walk your child into the building, we request that you park in the parking lot and accompany your child to the building. Students should **NEVER** be walking through the parking lot unaccompanied.

When students enter the building, they will go to the cafeteria where they may choose to eat breakfast, grab a breakfast to go, or opt not to take a breakfast. Students will then take their items to their cubby. They will then choose to attend recess or music (when available). If you would like to remain with your child during this time, please sign in at the office and wear a visitor's sticker. Please keep in mind that students should be in their classrooms and ready for the day by 8:00 a.m. It is important that students arrive on time. If you arrive late to school, parents/guardians must sign students in at the

office. Tardy students should not be sent into the building alone. Parents/Guardians will be contacted immediately to return to school to sign in late students that are unaccompanied by an adult. To minimize classroom interruption, parents will not be allowed to walk their student to the classroom after 8:00 a.m.

### **Afternoon Dismissal/Transportation Rules**

1. Changes to afternoon transportation and pick-up arrangements must be entered into PickUp Patrol 15 minutes before the school day ends. Parents/Guardians may communicate dismissal arrangements via phone, email, or written note that is signed and dated, HOWEVER PickUp Patrol is the most accurate way to get this message to your student's teacher at the end of the day.
2. Students are not permitted to make changes to their dismissal arrangements. All students will be kept in the building during dismissal time.
3. Parents should only come into the building if they are signing their child out early, with prior notice to the office, or if they have a scheduled parent/teacher conference. Keeping the safety of our students is a priority, and students cannot be dismissed early from the office after our dismissal procedures have begun. Dismissal procedures begin Monday-Thursday 3:30pm; Fridays 11:30am. If you plan to pick up your student early, please notify the office at least 30 minutes before school dismisses to ensure the dismissal reports sent to teachers are correct.
4. The most efficient way to pick up students from school is to drive through the pick-up lane. If you are in the pick-up lane, you MUST remain in your vehicle. Individual students are called and escorted outside as their rides arrive.
5. Parents who choose to park in the south parking lot and walk to the pick-up area, rather than driving through the pick-up lane, must wait along the chain link fence. If your time is limited, these students will be called first.
6. Students should be picked up no later than 4:00pm Monday-Thursday and 12:00 on Fridays.
7. If your student loses his/her privilege to ride the bus, the only dismissal option will be 'Pick Up'. If your student is absent any of the days he/she is suspended from the bus, the bus suspension will be extended for the amount of days absent.

## **Behavioral Expectations: Our Code of Ethics**

We believe that all children are unique, and all actions and reactions are very personal in nature. Effective discipline involves a few overriding principles rather than a lengthy list of specific rules. Situations at Lincoln will be dealt with as they arise, with the focus on enabling children to grow and learn from his or her own actions.

We believe the following to be true and critical when working with children in a disciplinary situation:

Every attempt will be made to maintain the dignity of the student and teacher. Students will be guided and expected to solve the problems they create without creating further problems for anyone else.

Students will be given the opportunity to make decisions and be accountable for the results. There will be a logical connection between misbehavior and resulting consequences. To ensure that the above guidelines are adhered to, we will operate with the following principles in mind:

- We will react with proactive intentions to solve situations.
- We will determine the consequences that are learning opportunities that allow children to experience the results of their poor choices to support better choice-making in the future.
- We will proceed with decisions that meet the best interests of the whole child. Academic, social, and emotional well-being will be fostered.
- We will guide students toward personal responsibility and the decision-making skills they will need to function successfully in the real world.
- The consequences will be fair and meet the learning needs of the child.
- Equal is not always fair. Consequences will be designed to fit the problems of individual students. They may look different even though the situation appears to be the same.
- We will make every effort to ensure that students understand why they are involved in consequences.
- Board Policy will be followed.

## **Blazers Show Blazer PRIDE by**

### **Procedures I will practice...**

#### **Hallway**

- Voice Scale #1

#### **Be Responsible**

- Hands and feet to self
- Get where I am going on time

#### **Be Safe**

- Tight and to the right
- Walking Feet

#### **Be Respectful**

- If it is not mine – Don't touch it

#### **Cafeteria**

- Voice Scale #2

#### **Be Responsible**

- Clean up your area
- Use time wisely

#### **Be Safe**

- Hands and feet to self
- Raise your hand for help

#### **Be Respectful**

- Good table manners
- Take only what you will eat

#### **Playground**

- Voice Scale 0-4

#### **Be Responsible**

- Line up when the bell rings
- Demonstrate sportsmanship

#### **Be Safe**

- No rough stuff
- Use equipment appropriately

#### **Be Respectful**

- Listen to adults
- Take turns
- Solve problems – Walk, Talk, Rock (problem-solving tools)

#### **Restrooms**

- Voice Scale #1

#### **Be Responsible**

- Walk
- Keep your hands, feet, and objects to self
- Report problems in the restroom
- Use quick and quiet

#### **Be Safe**

- Go
- Flush
- Wash
- Exit

#### **Be Respectful**

- Respect others' privacy
- Use quiet voices
- Keep walls, stalls, and floors clean

#### **Audience**

- Voice Scale #0

#### **Be Responsible**

- Engage appropriately
- Eyes on speaker

#### **Be Safe**

- Sit on pockets
- Hands and feet to self

**Be Respectful**

- Participate when asked
- Celebrate others

**Pick up/Drop off**

- Voice Scale #0

**Be Responsible**

- Get where I am going
- Know my plan

**Be Safe**

- Walking feet

**Be Respectful**

- Active listening
- Respond with purpose

**Bus**

- Voice Scale #2, unless directed differently by an adult

**Be Responsible**

- Give your name to the driver and walk to seat

**Be Safe**

- Sit on pockets
- Stay in designated space
- Hands and feet to self

**Be Respectful**

- Wait for the person in front to get to the top step before entering

**Being Kind and Caring**

- Empathetic by understanding how others feel
- Seeing the best in people even when they are struggling to be their best
- Smile and give compliments

**Showing GRIT**

- Work when work is hard
- Believe that I can – even when “I can’t” yet
- Allow myself to make and learn from my mistakes

**Ready to Learn**

- Body is fueled and Brain is firing

**Dress Code**

We trust that parents will ensure their children are dressed appropriately for school and the weather. Students should be neat, clean, and modest in dress. Students may not wear a hat, scarf, sweatband, or any other type of head covering inside Lincoln Elementary School. It is a time-honored sign of respect to remove hats within a building. (School-wide hat or dress-up days are an exception). When students/adults come into the building, hats are to be removed and stored appropriately. Heelys (wheels in shoes) are not allowed within the building. Students walk a lot throughout the day; please assure foot attire is conducive to exercise.

Apparel which advertises tobacco, alcoholic beverages, any controlled substances, or displays slogans or sayings not becoming of students will not be permitted. Skirts or shorts must cover at least  $\frac{1}{2}$  of your thighs. Spaghetti strap shirts, or shirts that are not long enough to cover a child's entire torso are not permitted. For matters of health, shoes and proper foot coverings must be worn in the school building. Shoes must include a heel strap and toe appropriate for PE and playground activities. The general rule is that any type of dress, which may cause distractions or disruptions within the school, is not allowed.

## **Recess Weather Conditions**

If you haven't already experienced Wyoming weather, you are in for a treat! Inclement weather is a reality during the school day. We trust that parents will ensure children are dressed appropriately for weather conditions. It is important that students are dressed to stay dry and warm. It is our responsibility to check weather conditions prior to sending students to recess. Only if the temperature is below 10 degrees and/or raining will the students be allowed to remain indoors for recess.

## **Library**

The Lincoln staff wants to foster a love of reading in our school. We have an amazing library where students are invited to come in and read books before school with our Library Assistant. Parents are encouraged to come along and read with their child whenever possible. Students are encouraged to use the library regularly. Below are the policies in place to encourage library use.

- Kindergarten and First Grade students may check out one book at a time. They will be exposed to the library throughout the year, checking out books from special selections first and then moving into the entire library by the end of the first quarter.
  - They may return books before school and check out another book if finished before their library day.

- Students in Second Grade may check out two books at a time for a two week period.
  - They may return books before school and check out another book if finished before their library day.
- No fine is charged for overdue material.
- Students (parents/guardians) will be charged for lost/damaged books.

## **Withdrawal of Students**

If you are moving and are withdrawing your student from school, please call or come by the school a few days prior to the withdrawal date. Library books and classroom materials must be returned. Outstanding lunch balances and library fees will be paid in full prior to withdrawal. Your cooperation and help is always appreciated.

## **Use of AI**

### **NEW ARTIFICIAL INTELLEGANCE (AI) DISTRICT POLICY 5129/4345:**

**Data Privacy:** Anything being shared with any form of AI shall not jeopardize any FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Act) or other requirements, or release any personally identifiable information about students or staff.

**Integrity:** AI can be a powerful tool for generating writing, analyzing data and a host of other activities. It is imperative for staff and students to be clear on when AI is permissible to use, and when it is not. It is also important to properly attribute content to the AI source when being used for research or accessing previously unknown content.

Policies and procedures on AI will be included in staff and student handbooks and on the Goshen County School District technology use form. Staff will instruct students on appropriate and inappropriate use of AI examples on their course syllabi and/or will instruct students on these differences.

It is the expectation that communication around the responsible and appropriate use of AI, including AI types (e.g., generative and predictive), be ongoing and monitored so staff, students, and parents are clear on appropriate and inappropriate uses of AI especially as AI tools continue to evolve.

The misuse or abuse of AI tools is addressed in other district policies and staff and student handbooks. In regard to academic integrity, bullying, or other forms of unethical use, students and staff should look to existing policies and procedures. e.g. bullying, Policy 5158, harassment Policy 5158, plagiarism or cheating, Policy 5131.21, etc.

## PowerSchool for Parents

Welcome to PowerSchool! You now have direct access into your school to find out exactly what's going on with your child's grades, assignments, and more. When going online type in this web address: [www.goshen1.org](http://www.goshen1.org), click on 'Resources+', Find the 'Parents' section and click on 'PowerSchool for Parents'.



We look forward to partnering with you and your child in their education. Please stop by, introduce yourself, and feel free to communicate with us at any time!