



Quick Reference Guide...
Communication... Who to call when...
Lincoln Middle School



Absences & Tardy

Call the Absence Line 721-3400 & leave a message on the absence line when...

- Your student will not be in school
- *Only a medical note will excuse an absence and/or tardy.

Grades / Skyward

How do I monitor my student's grades?

- Skyward gives you access to your student's grades, report cards & attendance. You can access this on the web or on the Skyward app.

Early Dismissal

If you need to dismiss your student early...

- Please send a note in with your student. The student should take the note to the main office in the morning to receive a pass for dismissal.
- Dismissals that are called in will not be given a pass. We will wait until you arrive to dismiss your student from class.
- A picture ID is required for dismissals

Teachers

Email your student's teacher when...

- You have a question about your student's grade or something that relates to their team or in their class
- Requesting work when your student is absent.
- *Please encourage your student to ask for the assignments first.

General Questions

Call the Main Office when...

- You want to leave a message for your student
- Have a general question regarding LMS

Guidance & Support Staff

Call or email your student's Guidance Counselor when...

- You have a question about your student's schedule
- You are concerned about your student's school performance & you have already spoken to the teacher
- You have a question about your student's eligibility for special education services
- You have concerns about your student's social / emotional well being
- You have questions concerning your student's Individual Educational Plan (IEP) and its implementation

School Nurse

Call the school nurse when...

- Your student has a medical condition that the school needs to be aware of
- You have a question regarding immunizations or medications.

Dean of Students Office

Call or email the Dean of Students when...

- You want to report a bullying incident
- You have questions regarding student behavior expectations
- You have concerns regarding your student's academic or social/emotional well-being and have spoken with guidance & support staff

Athletics

Call or email the Athletic Director, Greg O'Connor (334-7500 ext. 1120) when...

- You have a question about interscholastic athletics or would like to contact a coach
- You have a question about eligibility

Assistant Principal's Office

Call or email Assistant Principal when...

- You have a question about an attendance matter or school policy
- You have concerns and have already spoken with your student's teacher & guidance counselor

Bus Transportation

Call First Student Transportation (334-0565) when...

- You have any questions regarding bus transportation
- Routes with stops can be found online

LMS Daily News, Website & Updates

How do I know what is going on in the school?

- Please monitor the LMS Daily News and the LMS website.

Principal's Office

Call or email the Principal when...

- Your concerns were not responded to satisfactorily by the appropriate staff