**LINWOOD ELEMENTARY SCHOOL**

3439 Vaughan Road
Vaughan, Mississippi 39179
Phone: 662.673.9191
Fax: 662.673.9163
www.yazoo.k12.ms.us

Dr. Shundria Shaffer, Principal
Cristin Ware, Assistant Principal

August 25, 2020

Dear Linwood Family,

Welcome back to Linwood Elementary School where our theme is "Be S.M.A.R.T." Due to COVID-19, many things will be different this school year. Two notable changes are that we will not be allowing parents in the building to observe classes and we will not be issuing bus passes. We are still dedicated to assisting our students become successful in their everyday endeavors. There are two options for learning this school term: hybrid learning where students complete virtual assignments on Mondays and come to school for the remainder of the week and virtual learning where students complete online learning Monday – Friday in our online learning management system: Canvas. Virtual learning requires an internet connection. Please be mindful that virtual learning is not live streaming of the daily classroom. Students will not be interacting in a live discussion with teachers during class time.

Our virtual instruction looks different for our Pre-K – 1st grade students and our 2nd – 5th grade students. Until we are able to acquire Chromebooks for Pre-K, Kindergarten and 1st grades, daily assignments will be available on Linwood's website. This work must be completed and emailed to your child's teacher by 2:00 each day. Second – fifth grade students will be utilizing Canvas to complete their daily assignments. Students must complete work and submit their assignments by 2:00 daily. Student's daily attendance will be based on completion of daily work as well as weekly Zoom meetings with teachers. It would be advantageous to begin working on assignments at 8:00 to ensure completion by 2:00.

It is imperative that your child arrives at school on time and attends school daily. Breakfast begins at 7:35 each morning and is eaten in the classroom. Linwood's instructional day for pre-kindergarten – 5th grade students will begin promptly at 8:00 each morning. Pre-kindergarten students should be picked up by 3:20 daily. Mrs. Middleton will meet parents outside with students. Kindergarten – 5th grade students will be dismissed when students come out for buses. Parents bringing children to school after 8:00 each morning must report to the front door and knock in order to sign students in for school. If your child has an early dismissal, please pull out front and contact the school. We will call the student to the front, you will be able to come to the front door and sign him/her out.

In the event that your child is absent from school: hybrid or virtual, please send or email (patricia.jones@yazoo.k12.ms.us) a doctor's excuse or written note on the following day which includes the child's name, date of absence, reason for absence, parent/guardian's signature, and contact information. Please be reminded that documentation for absences must be received within 3 days of the student returning to school in order for the absence to be excused. Please refer to www.yazoo.k12.ms.us and select 2020 – 2021 Student Handbook. On pages 21 - 23, information pertaining to absenteeism is listed. All unexcused absences will be reported to Mrs. Tybreshia Trotter, our truancy officer. Please refer to the Compulsory School Attendance Referral Process chart which is included in your packet.

Safety is important to ensure that our faculty and students are protected! In the event that we are required to evacuate the school campus due to an emergency, we will have reunification points for you to pick up your child/children. Reunification point 1 is Jenkins Road near the cemetery, which is the dirt road located across the street from the school. Reunification point 2 is Blackjack Baptist Church, 1914 Blackjack Road, Vaughan, MS 39179. We will make every effort to contact you if an emergency arises provided that phone lines are working.

We would like to thank you for your support last school year! We will be selling healthy concessions at the end of each school day. Feel free to send money with your child daily to purchase concessions.

Please be reminded that our school uniform policy has changed. Please refer to Yazoo County's website for specifics.

Parental support is a key to our success. We will have our 1st virtual PTA meeting and Literacy Night on September 15, 2020 at 5:00 p.m. Our Virtual Annual Title I Meeting will be held September 17, 2020 at 5:00 p.m. PTA dues are \$10.00. Our virtual Math Night will be September 29, 2020 at 5:00 p.m. We encourage all stakeholders to support our PTA!

Teachers' planning period will be utilized to answer any questions that you may have. Planning periods are as follows:

Teacher's Name	Grade Level	Planning Times
Mrs. Middleton	Pre-Kindergarten	Monday 9:00 – 10:00 Wednesday & Friday 11:30 – 12:45 Tuesday & Thursday 12:25 – 1:15
Ms. A. Ketchum	Kindergarten	Monday 9:00 – 10:00 Tuesday & Thursday 1:20 – 2:10 Wednesday & Friday 12:50 – 2:05
Ms. Green	1 st Grade	Monday 9:00 – 10:00 Tuesday & Thursday 11:30 – 12:20 Wednesday & Friday 12:50 – 2:05
Ms. Butler	2 nd Grade	Monday 10:00 – 11:00 Tuesday & Thursday 2:15 – 3:05 Wednesday & Friday 2:10 – 3:25
Mrs. Thornton	3 rd Grade	Monday 1:00 – 2:00 Tuesday & Thursday 10:05 – 10:55 Wednesday & Friday 2:10 – 3:25
Mrs. Allison	4 th Grade	Monday 1:00 – 2:00 Tuesday & Thursday 9:10 – 10:00 Wednesday & Friday 9:30 – 10:45
Ms. Lee	5 th Grade Language Arts/Social Studies	Monday 1:00 – 2:00 Tuesday & Thursday 8:15 – 9:05 Wednesday & Friday 8:10 – 9:25
Ms. Saxton	5 th Grade Mathematics/Science	Monday 1:00 – 2:00 Tuesday & Thursday 8:15 – 9:05 Wednesday & Friday 8:10 – 9:25
Mrs. Ezell	SPED Math/Language Arts	Monday 1:00 – 2:00 Tuesday & Thursday 10:35 – 11:40 Friday 10:25 – 11:35 Wednesday 7:40 – 8:05 & 3:05 – 3:30
Mrs. Griffin	Speech Pathologist	Tuesday & Friday 8:45 – 9:35
Mrs. Alias	Interventionist	Monday 9:00 – 10:00 Tuesday – Friday 10:45 – 11:25
Ms. Campbell	Gifted	By Appointment
Coach Profit	Computer/P.E.	Monday 9:00 – 10:00 Tuesday & Thursday 8:00 – 10:00
Mrs. Fears	Library	Friday 11:30 – 12:45

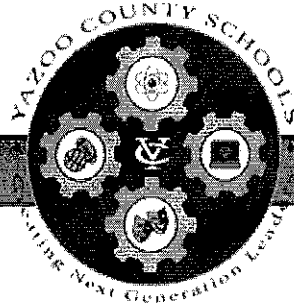
Please send the following documents back tomorrow or email to your child's homeroom teacher:

- 1. Student-Parent Handbook Form**
- 2. Student/Teacher/Parent Contract**
- 3. Photo/Video Authorization Form**

We strive for 100% proficiency! We are making great strides towards becoming a High Performing School! Join in the vision with us and believe that we will be High Performing! We truly appreciate your assistance in ensuring that our children receive the best education and resources possible to ensure that they are prepared to compete in our competitive world! We know that we cannot do our job without you! We look forward to working with you and your continued support!

Sincerely,

Shundria Shaffer, Ph.D.



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STUDENT-PARENT HANDBOOK FORM

PARENT/GUARDIAN: Please fill out the following information regarding the Student-Parent Handbook which can be downloaded at www.yazoo.k12.ms.us under Parents and Students.

My signature serves as certification that I am aware that the Student-Parent Handbook is located online for the 2019-2020 school year.

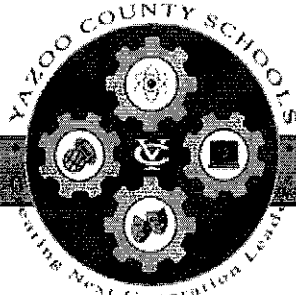
Student's Name

Grade

Homeroom Teacher

Parent/Guardian Signature

Date



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Photo/Video Authorization Form 2020 - 2021

Linwood will have events and classroom activities in which photographs or videos may be taken. Please complete the form to indicate whether or not you give permission for your child to be photographed/videoed.

Homeroom Teacher _____

Grade _____

I give permission for my child, _____, to be photographed/videoed.

Parent Signature: _____

Date: _____

I do not give permission for my child, _____, to be photographed.

Parent Signature: _____

Date: _____

**Yazoo County School District
Student/Teacher/Parent Contract
2020 - 2021 School Year**

Parent/Guardian Agreement: (Any person who is interested in helping this student may sign in lieu of the parent.)

I want my child to achieve. Therefore, I will encourage him/her by doing the following: _____ See that my child is punctual and attends school regularly.

- _____ Support the school in its efforts to maintain proper discipline.
- _____ Establish a time for homework and review it regularly.
- _____ Provide a quiet well-lighted place for study.
- _____ Encourage my child's efforts and be available for questions.
- _____ Stay aware of what my child is learning.
- _____ Provide a library card for my child.
- _____ Read with my child and let my child see me read.

Signature: _____

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

- Attend school regularly
- Come to school each day with my pens, pencils, paper, and other necessary tools for learning
- Complete and return homework assignments
- Observe regular study hours
- Conform to rules of student conduct

Signature: _____

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

- Provide homework assignments for students
- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable

Signature: _____

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

- Provide an environment that allows for positive communication between the teacher, parent, and student
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction

Signature: _____