



## Lincoln School

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Prescott, AZ 86303  
928.717.3249  
Mrs. Karen Hughes, Principal



**July 25, 2020**

WELCOME BACK Lincoln Lions and Families!

As promised, here are some more details about the start of this unusual but exciting school year. We are so excited to get the year started and feel very confident that the plan we have put together will provide an amazing learning experience for your child regardless of what learning model we are in. Please review ALL the information and important dates below carefully and let us know if you have any questions.

[PUSD Roadmap for Reopening](#)

### **Registration Information and Office Hours at Lincoln:**

Our **office staff** will be available starting on **Monday, July 27th from 10am to 2pm**. They will be answering our phone and collecting paperwork from **new families** and **kindergarten parents**. To ensure that your new student is enrolled properly, we will need the necessary paperwork to complete their registration.

The required paperwork consists of the following documents, which can either be scanned to this email ([beth.mull@prescottschools.com](mailto:beth.mull@prescottschools.com)), faxed to (928)717-3248 or brought to our office for us to make copies.

1. Birth Certificate
2. Current immunization documentation
3. Proof of Residency (PDF attached). *This must be signed and the address must match the registration form.*

**If you choose to come to the office in person**, we are asking that you call ahead and give us an approximate time you will be on our campus. For the time being, our office doors will remain locked to ensure everyone's safety. Please call our office at 717-3249 once you arrive and we will gladly take care of your needs.

### **Enrollment Check:**

If your plans have changed and you are no longer planning to have your child attend Lincoln School this school year, please contact our school office or email [beth.mull@prescottschools.com](mailto:beth.mull@prescottschools.com).

### **Chromebook Pick Up Day:**

If your student needs a **Chromebook** to use for Distance Learning, we have you covered! We will have a **check-out day** on **Wednesday, July 29th** at two different times: **11:00a.m.-1:00p.m. and again from 3:00-5:00 p.m.** This will be a drive-thru set up in front of Lincoln much like lunch was in the spring. Please have the following items ready when you arrive to collect a computer:

\*Driver's license or other form of government issued ID

\*Optional \$30 Insurance payment: cash, check or card

If you need a Chromebook and you cannot make this date, please just call our office and we will set up a time to get you what you need.

### **Class Lists Posted:**

We love our tradition of posting class lists on the front door at Lincoln. It is such a treat for students to come to the school and find out the name of their teacher for the new year. :) Our class lists will be posted on **Friday, July 31st at 4:00 p.m.** You are welcome to come to campus, but please make sure you are physically distancing or wearing a mask if you are not the only family looking at lists. *If you cannot make it over to the school, you will be receiving an email from your child's teacher soon thereafter.*

### **Meet Your Teacher:**

As you can imagine, "Meet Your Teacher" is going to look different. You will receive information from your child's teacher on when this will take place. Some teachers will have a virtual meeting that anyone can join and some will meet with individual families virtually. In any case, everyone will have an opportunity to "meet" your teacher and get all your questions answered.

### **Class Supply Lists:**

Just like everything else this year, supply lists will look different for Distance Learning as well. Here is a general starting point. Teachers will have a more detailed list as we begin the year or return to in-person learning.

- ❖ **School Work Corner** (There will be lots of learning going on! Think of a space where the student could go everyday to join lessons, complete work and read!)
- ❖ **Computer with internet access** (See above for Chromebook check-out.)
- ❖ **Personal use whiteboard** (think small) (a sheet protector with colored paper or cardstock inside works great!)
- ❖ **Expo Marker & dry eraser** (a cloth, clean sock that's lost its mate, or tissue works great)
- ❖ **Spiral Notebook**
- ❖ **Pencils**
- ❖ **White paper**
- ❖ **Crayons/markers/colored pencils (student choice)**

## ❖ Ruler

Your child's teacher will keep you informed about additional supplies or items needing to come from Lincoln, but this should get you started.

### **Revisions to Distance Learning Plan at Lincoln School:**

#### [PUSD Distance Learning Plan](#)

Lincoln School and the rest of PUSD have created a very solid Distance Learning plan for this fall. *You will note some major differences from the distance learning you may have experienced last school year.* Some of the changes include:

- ❖ Teachers will provide **real time or live instruction** on a daily schedule.
- ❖ Student **attendance will be taken** during each class period. If a student is unable to attend the real time class, attendance will be documented by viewing the class video, completing the daily assignment, and contacting your teacher.
- ❖ There will be greater daily accountability for work and participation.
  - Traditional grading scales will be used and updated in PowerSchool for 2nd grades through 4th grades
- ❖ Increased opportunities for social interaction with peers
- ❖ For more information: [20 Reasons to Choose PUSD Distance Learning](#)

### **Google Classroom:**

All teachers will be using Google Classroom as a primary tool to provide instruction and information. Students will begin receiving invitations to their teachers' Google Classroom in their school email account. Students (or parents) should log in to their school email or their Google Classroom itself and accept the invitations in their class. ***Invitations to homeroom Google Classrooms will be sent no later than August 5th.*** Using the schedule below, students will then log into the appropriate Google Classroom at the appropriate time to participate in their teacher's live class period.

### **Schedule - Distance Learning at Lincoln School:**

**\*\*Please note: This schedule is for all HALF DAYS August 6th through August 14th\*\***

Homeroom teachers will share their FULL DAY schedules with families by Thursday, August 13th. FULL DAY Distance Learning will resume Monday, August 17th

See schedules below

## Lincoln School Distance Learning Schedule

*Thursday, August 6th and Friday, August 7th*

<b>8:30-9:30 am</b> (Live/Real Time)	<b><u>Grades: K-1</u></b> Morning Meeting	Teachers will be hosting a <b>live class</b> to welcome students to the class, meet each student, take attendance, conduct “getting to know you” activities, and discuss online format for the class.  **Students may NOT be “live” the entire block of time. Breaks/independent work time will be taken.
<b>9:30-10:45 am</b> (Live/Real Time)	<b><u>Grades: 2-4</u></b> Morning Meeting	
<b>10:45-11:30 am</b> (Live/Real Time)	Office Hours	All homeroom teachers will be available for questions, tech help, email, etc.
<b>Afternoon</b>	Independent work time	Teachers <i>may</i> assign some work for students to complete independently.

## Lincoln School Distance Learning Schedule

*Monday-Friday, August 10th-14th*

	<b>Monday</b> 8/10	<b>Tuesday</b> 8/11	<b>Wed</b> 8/12	<b>Thurs</b> 8/13	<b>Friday</b> 8/14	
<b>7:45-8:15 am</b> (Live/Real Time)	<ul style="list-style-type: none"> <li>• <b>Optional</b> daily “club” to get kids up and their day started. Possible club options:                             <ul style="list-style-type: none"> <li>○ Yoga/Physical Fitness/Zumba/GoNoodle</li> </ul> </li> </ul>					
<b>8:15-8:30 am</b>	<ul style="list-style-type: none"> <li>• Break</li> <li>• Get ready, Get online</li> <li>• Eat Breakfast</li> </ul>					
<b>8:30-9:30 am</b> (Live/Real Time)	<b><u>Grades: K-1</u></b> *Good Things *Morning Meeting *Calendar *ELA/MATH	<b><u>Grades: K-1</u></b> *Good Things *Morning Meeting *Calendar *ELA/MATH	<b><u>Grades: K-1</u></b> *Good Things *Morning Meeting *Calendar *ELA/MATH	<b><u>Grades: K-1</u></b> *Good Things *Morning Meeting *Calendar *ELA/MATH	<b>Wrap up, Reflection, and Review Work - (This is a school day but there will be no “live” ALL class sessions.)</b>  Work <i>may</i> include: <ul style="list-style-type: none"> <li>• Make up work</li> <li>• Check-in with teacher as needed (office hours)</li> <li>• Writing assignment/Journal entry</li> <li>• Weekly reflection</li> <li>• Quick Assessment</li> <li>• Reading</li> <li>• Other</li> </ul>	
<b>9:30-10:45 am</b> (Live/Real Time)	<b><u>Grades: 2-4</u></b> *Good Things *Morning Meeting *ELA/MATH	<b><u>Grades: 2-4</u></b> *Good Things *Morning Meeting *ELA/MATH	<b><u>Grades: 2-4</u></b> *Good Things *Morning Meeting *ELA/MATH	<b><u>Grades: 2-4</u></b> *Good Things *Morning Meeting *ELA/MATH		

### **Rationale for this Schedule:**

- **Consistency and Routine** - Having a daily schedule and routine helps kids to start their day focused on learning. When we transition back to in-person learning, student routines will already be established. While there may be different teaching styles, all teachers will follow a similar format and both students and parents will know what to expect.
- **Social Interaction** - Students are able to have daily interaction with other students through the real time/live classes.
- **Health and Well Being** - Students learn best in the morning as opposed to trying to complete independent work at all hours of the night.
- **Accountability**: Daily accountability checks to promote student success.
- **Flexibility** - This schedule was built with the understanding that students may not always be able to attend all real time/live classes. If it is not possible to attend the live class, they will need to contact the teacher. Lessons will be recorded and posted to the Google Classroom.
- **Live Instruction** - Students will see and hear their teachers providing instruction and can ask questions in real time.

### **Advantages to PUSD Distance Learning:**

Since we are starting the year with distance learning, a handful of families have inquired about the advantages of keeping their children enrolled in PUSD instead of choosing a canned online program they have seen advertised. We have developed a [Why Choose PUSD Distance Learning?](#) document to answer this good question.

### **Prescott Remote Education Program (PREP):**

During the pandemic, **families with an unusual health risk or other situation will be provided the opportunity to enroll in the "Prescott Remote Education Program" (PREP). Students/Families who choose to enroll in PREP will remain in distance learning mode even when our regular classes shift to in-person learning.** PREP classes will include fewer elective/specials options, and families must commit to PREP enrollment at least until the start for the next quarter of school. **Please carefully review this document: [PUSD Program for Remote Learning \(PREP\)](#) for more information.**

Also, PLEASE don't forget to answer our family survey sent out earlier this week. Among other items, this survey will allow you to select what you feel is the best choice for your child once we return to in-person learning. Please complete the survey no later than Monday, July 27. Here is the link again in case you missed it.  
[Lincoln Family Survey](#)

I'd like to personally thank all of our Lincoln families for their patience and understanding during this strange time in education. Please know that you can trust your Lincoln instructional team and all of PUSD to deliver the quality education you have all been accustomed to.

Please be well and healthy and we can't wait to "see" you on August 6th.

Warmly,

Karen Hughes, Principal

