

Spring Hill Elementary

5359 Main Street
Spring Hill, TN 37174

931.486.2291
931.486.2294 fax

Parent Handbook 2020-2021

*This handbook are policies and procedures specific to Spring Hill Elementary. They are in addition to the MCPS policies that can be online at <http://www.mauryk12.org/>. This manual may not encompass all issues that may occur throughout the school year. If concerns or issues arise, please contact Mrs. Renata Powell, Spring Hill Elementary Principal.

Our Mission

Spring Hill Elementary School's mission is to develop students who are all 21st century lifelong learners, responsible citizens, critical and creative thinkers, and college and career ready.

Our Vision

Spring Hill Elementary will provide a quality learning experience for all students by meeting individual needs while maintaining high expectations, and continuous growth for every student to succeed in a positive school climate.

Our Student Pledge

At Spring Hill, we are intelligent and thoughtful thinkers. Each day we will challenge ourselves to follow our dreams. We are Spring Hill!

August 3, 2020

Greetings Spring Hill Elementary Parent(s),

I would like to welcome each of you to the home of the Little Raiders. I look forward to partnering with you for the 2020-2021 school year. Although this year may look a little different, we are ready for an exciting year of exploration and purposeful and meaningful learning. We are so glad that your child is a part of our learning environment. Our teachers, staff, and administration have been working hard this summer planning an unforgettable year. Our expectations for all our students are to make significant growth in academics and social-emotional health.

We have compiled some important information in this parent handbook that will help keep you informed about school policies and procedures. Our policies and procedures are specific to SHES and are designed to keep every student safe and parents connected. Also included this year are our Covid-19 safety measures and student procedures and school policies.

Thank you for entrusting Spring Hill Elementary to provide the elementary foundational years for your child. Please take some time to read this handbook as your child prepares to come back to school. If you have any questions, please do not hesitate to contact me.

Best,

Renata Powell

Renata Powell, Ed.S
Spring Hill Elementary
Principal

COVID-19 Safety Measures

The safety of our students and staff remain the highest priority to us. Therefore, due to COVID-19, some of our school policies have changed. Specifically, the following measures will be taken:

1. Visitors will not be allowed at the school, except for school deliveries and for emergency purposes. This means that we have suspended all volunteering services and vendors, lunch visits and after school activities. We hope this is temporary and that we will be able to accommodate parents and students later this year when the pandemic is better controlled.
2. Assemblies, programs, and after school activities are suspended until we are given direction that it is safe to do so. Vendors and community partners wanting to use our building after hours must go through the district for approval and are subjected to a cleaning fee.
3. Extracurricular activities such as Cross County, Chorus, Art clubs, SWAT club, etc. are suspended until we are given direction from our central office department and health department that it is safe to do so.
4. Unpackaged food and snacks cannot be delivered to the school for distribution. This includes cupcakes, cookies, and other edible treats for birthdays.

Spring Hill Elementary

Student Procedures and School Policies for COVID-19

TRADITIONAL LEARNERS	
Student Arrival	<p><u>Car Riders/Bus Riders</u> Students will enter the building at car rider and bus rider entrance. Traffic will be controlled by personnel to keep the number of students entering at one time safe. Temperature checks will be performed by personnel prior to students getting out of their cars/bus and before entering the building. Students will go directly to their teacher’s classroom.</p> <p><u>Pre-K/SPED Buses/Walkers</u> Walkers/SPED bus riders will come through their appropriate entrance. Temperature checks will be performed by personnel prior to entry into the school. Students will go directly to their teacher’s classroom.</p> <p><u>Prior to 8:00 (previous bus room for early students)</u> Instead of traditional bus room, students will sit outside of their teacher’s door and will follow CDC guidelines for social distancing. SHES faculty/staff will monitor the hallway until teachers arrive at 8:00 am.</p>
Attendance	<p>Attendance will be taken per MCPS attendance policy and follow TN compulsory attendance guidelines. SHES will use MCPS attendance tool kit to intervene with students/families with chronic attendance issues. Students MUST be in their classrooms and seated by 8:15 each day ready for instruction.</p> <p>Students are considered tardy after the 8:15 bell, so parents should plan accordingly.</p>
Breakfast/Lunch Procedures	<p>Students will need to sanitize prior to entering the serving line.</p> <p>SHES Staff will monitor and ensure that no more than 2-3 students are allowed in the serving line at a time and ensure that students waiting to be served are social distancing.</p> <p>Breakfast: If arriving to school after 8:00. A grab-and-go option breakfast will be provided, and students will eat in their classroom.</p> <p><i>If a student arrives early (between 7:30-8:00) and need breakfast, they may eat in the cafeteria where social distancing seating will be provided and monitored.</i></p> <p>Lunch: Lunch will be eaten in the student’s classroom.</p>
Bullying	<p>Bullying prevention lessons will be taught by SHES school counselor and reinforced by SHES teachers and administration. Lessons may be conducted via classroom guidance, small group counseling, individual counseling, and through asynchronous lessons. Any reports or instances of bullying will be investigated by SHES administration. All discipline decisions will be guided by MCPS discipline handbook.</p>

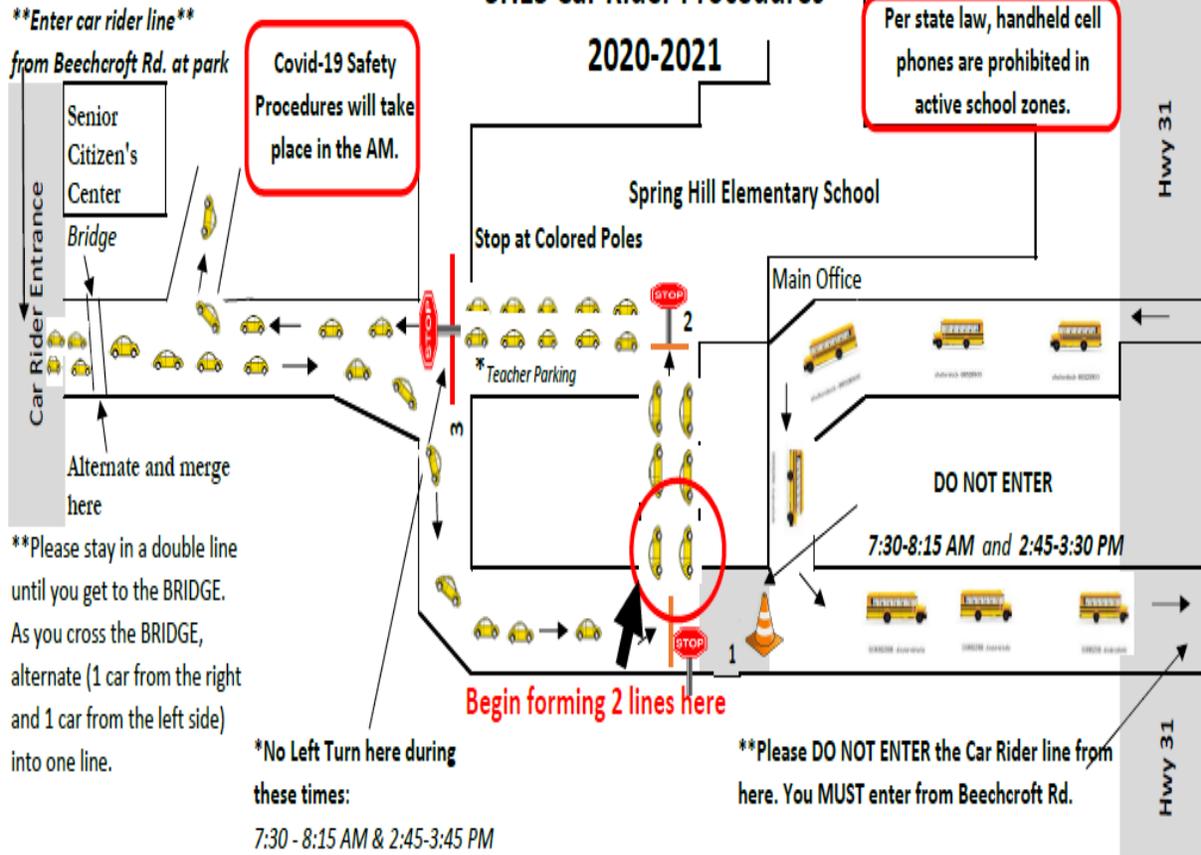
Check In/Out Material Procedures	<p>Student books and materials will be checked out to students at the beginning of the school year and distributed by the school librarian/media specialist. Non-consumable materials (i.e. textbooks, computers, library books) must be returned at the conclusion of the school year or at any time during the year that a student withdraws from SHES. Materials should not be shared between students, and items being returned to school will be cleaned at the conclusion of the year.</p> <p>For safety purposes, it is recommended that parents monitor and clean materials throughout the year, using guidelines set by the school librarian/media specialist. Any damage to computers, books, or materials will be the responsibility of the parent.</p>
Contract Devices	Students/Parents must follow MCPS guidelines regarding contract devices
Dismissal/Early Dismissal	<p>Regular dismissal /Early dismissal: Students will remain in classrooms until dismissed to various areas in the building where social distancing will be maintained.</p> <p>Early Check-Out/ Tardies: Parents must come to the front door and present a valid license for late arrival or early check-out. The student will be called from his/her classroom and will be escorted outdoors to connect with his/her parent. To help alleviate wait time, parents should contact the main office when they arrive in the school's parking lot (no more than 5 minutes prior to the early dismissal) so the student can pack up his/her belongings. The child, however, will not be dismissed from the classroom until the parent has arrived at the front door and after the office staff has verified their identification. All early check-outs and tardy entries will be recorded in our attendance recording system, verifying the parent/guardian whom we release the child to. Anyone picking up a child from SHES must be on the child's early dismissal form- NO EXCEPTIONS.</p>
Grades	Grades will be entered in Synergy/EduPoint learning management system. Teachers will follow grading guidelines set forth by MCPS instructional department. It is recommended by that feedback is given on any written assignment and grades are reflected on a weekly basis. Teachers will communicate how many graded assignments to be received per week.
Homework	At the teacher's discretion, homework may be assigned as extra practice to supplement daily instruction. Written or verbal feedback will be given on any graded assignment. We encourage each student to read at their independent reading level each night for practice.
Honor Code	Students are expected to take personal responsibility in their learning and will honor MCPS honor code.
Material Distribution Procedures	SHES students will be issued textbooks/materials at the beginning of the year and are responsible for keeping up his/her items. Workbooks should remain intact unless authorized by the classroom teacher. Non-consumable items will be returned at the conclusion of the year, at the discretion of the classroom teacher, or when a student withdraws from Spring Hill Elementary.
Physical Activity procedures	Students will be taught procedures for remaining socially distance in all locations of the building. Recess will be spread throughout the campus (by classroom) in designated playground areas. Cleaning supplies will be brought out by teachers to disinfect at the conclusion of recess.

TRADITIONAL LEARNERS

<p>School Structure for Families</p>	<p>Traditional schedule (8:15-3:15)</p> <p>Sample structured day:</p> <ul style="list-style-type: none"> • 90-minute ELA/Reading with integrated • 60-minute Math • 45-minute Social Studies (may be integrated in ELA and Math) • 45-minute Science (may be integrated in ELA and Math) • 45-intervention/enrichment in reading and/or math • 45-60-minute specialty class (1 per day of PE, Library, Art, Technology, Music) • 30-minute lunch
<p>Social distancing procedures</p>	<p>Teachers will arrange student desks/tables according to CDC recommended guidelines. If classrooms are equipped with bathrooms, students will use those. Students using community bathrooms will be limited to a 3-student occupancy at a time.</p> <p>Teachers will teach handwashing procedures at the beginning of the year and will continue to reinforce rules frequently. Teachers will require handwashing any time a student enters and exits the classroom.</p>
<p>Student Belongings and what can be brought to school</p>	<p>Student belongings will be kept inside his/her desk. Extra materials will be placed into a Ziploc bag and kept in each student's locker, cubby, and other designated areas in classroom.</p>
<p>Student Discipline</p>	<p>It is important to SHES to maintain a school environment that is safe and conducive to learning. Students are expected to comply with rules in accordance to the MCPS student code of conduct and set forth by his/her classroom teacher and SHES administration. SHES administration will intervene in all officed manage discipline issues using guidance outlined in MCPS elementary discipline plan.</p>
<p>Student sent home for illness</p>	<p><i>SHES will follow MCPS rules and guidelines regarding sick students during the COVID-19 pandemic.</i></p> <p>In general, students will be isolated and then sent home for temperatures above 100. Parents are asked to pick sick children up as quickly as possible but within 1 hour. Students are asked to be fever free for 24 hours before returning to school; however, if students diagnosed having symptoms or diagnosed with COVID-19, CDC and health department guidelines should be immediately followed.</p>
<p>Virtual Open Houses – Intro to teachers</p>	<p>All teachers are expected to have a virtual open house prior to the first day of school. Virtual open houses will include an introduction to the classroom teacher, provide visuals of the classroom design, and will outline classroom expectations and guidelines for parent-teacher communication.</p>
<p>Virtual Parent Teacher Conferences</p>	<p>Virtual Teacher Conferences will be held using zoom or other district approved applications. Conferences will be scheduled according to the district calendar or at parent request.</p>
<p>Visitors to building</p>	<p>To maintain safety of SHES faculty and student body, visitors are not allowed in the building. Exceptions will be made only for deliveries and in other rare instances, as approved by Principal Powell. All visitors will be screened per CDC recommendations and are asked to wear a mask upon entry.</p>

SHES Car Rider Procedures

2020-2021



****Enter car rider line****
from Beechcroft Rd. at park

Covid-19 Safety Procedures will take place in the AM.

Per state law, handheld cell phones are prohibited in active school zones.

Senior Citizen's Center
Bridge
Car Rider Entrance
Alternate and merge here

****Please stay in a double line until you get to the BRIDGE. As you cross the BRIDGE, alternate (1 car from the right and 1 car from the left side) into one line.**

***No Left Turn here during these times:
7:30 - 8:15 AM & 2:45-3:45 PM**

Begin forming 2 lines here

****Please DO NOT ENTER the Car Rider line from here. You MUST enter from Beechcroft Rd.**

You will enter the car rider line from Beechcroft Rd. forming two lines at the bridge at the Senior Citizens Center. As you cross the bridge, please alternate (one car from the right side and one car from the left side) into one line. This will help eliminate the back up on Beechcroft Rd. Please stop at the first stopping area (Stop 1) until you are directed to make the left turn up the hill. When you approach the left turn into the car rider line, begin forming a double line (a staff member will direct you) and stop at the second stopping area (Stop 2). A SHES staff member will collect/scan your car rider tags at the bottom of the hill and take it to your child as a ticket to get into car rider line. You will be instructed to drive forward until the next stopping area three (STOP 3). Please come to a complete STOP and put your car in park. Your child will exit the building with their group, walk through the middle of the double car line (unless raining when they will walk under the awning), and find your car with the help of a SHES staff member. Students should wait until the vehicle comes to a complete stop before exiting the building. All cars will be dismissed by a staff member after all children are safely loaded. If your child does not exit the building with their group, you will be asked to park in an open parking space to the left, and a staff member will go get your child. Children are not allowed to cross the traffic line until the teacher instructs them to do so. *During morning drop off (only): Form a single line when approaching colored poles (no double line).* If you arrive after 8:10 AM or after 3:45 PM, please come to the front office to drop off or pick up your child. You will need to walk in the school to sign your student in (you must have a valid id). As a reminder, our building does not open until 7:30 a.m., please do not leave your child unsupervised before the building opens. Any violators of SHES car rider procedure will be addressed by school administration and the school resource officer. If you have any questions or concerns, please call us at 931-486-2291. Thank you for your continuous support in making our school a safe place to be!

**** Car rider line does not officially begin until 7:45 AM. In the afternoon, parents need to be in car rider line no later than 3:30 to pick up.**

General Building Information

- SHES Office hours are: 7:30 AM until 3:30 PM.
- Instructional time is from 8:15 AM until 3:15 PM.
- Students may be dropped off at the car rider entrance beginning at 7:30 AM. There will be an adult at the door to welcome students. Parents are not allowed to drop students off prior to this time and students may not be left on campus unsupervised.
- Morning car rider line begins at 7:45 and closes promptly at 8:10. *See our car rider safety flyer for procedures and expectations of our car rider line.*
- All visitors to our school must present a valid driver's license prior to entering the building. Visitors must be signed in at the main office using the Raptor system and secure a visitor's or substitute badge.
- Any students entering the front lobby must be accompanied by an adult. Otherwise, students should enter the building through the car rider door or walker entrance.
- Students arriving between 7:30 - 8:00 a.m. should report to their respective early care/bus room where there is a supervising teacher.
- We follow to a "bell to bell" schedule. Students should be in their seats and ready to learn at 8:15. Students are considered tardy **after the 8:15 bell**. Parents must escort their children to the office after 8:15 and sign them in for the day.
- Breakfast is served in the cafeteria from 7:30 to 8:00. We offer a "grab & go" option for any student that arrives after 8:00 but before 8:10. Students with "grab & go" breakfast may eat in the classroom.

Student Support Services

We serve students Kindergarten to 4th grade. In addition to our school-age elementary program, we have a Special Needs Pre-K program for students who qualify.

- SHES has 2 SPED Resource Teachers, a full-time School Counselor and Speech and Language Pathologist. We also have part-time School Nurse. We provide services for our English Language Learners through our ELL program and Gifted Services are offered for students that qualify.
- SHES offers the following related arts programs: music, technology, art, library, and physical education. Related arts classes are provided daily.

Before and After School Care

- Before and After School Care is offered at the SHES campus through the Maury County Boys and Girls Club. The BGC operates from 6:00 AM until 6:00 PM. Contact BGC at 931.490.9401 or <http://www.bgcmaury.com> for more information.

Communication

- Any pertinent information regarding upcoming school events, changes in the school day, or school-wide emergencies will be communicated by the school principal, Mrs. Powell, via an automated message/all-call, to the number you provided on your child's enrollment data form. We will also send communication via our school social media sites. Please make sure your information is accurate to ensure that you are receiving all our messages. If your number changes, please contact the office so that information may be changed in our student data information system.
- Every teacher has a phone extension that go directly to voicemail. We ask teachers to only check messages before school, during planning, or after school to protect the instructional day. Teachers should get back to you within 24-48 hours. If you have an immediate concern, please contact the office.
- You may also email your child's teacher (email addresses are on our school website). Some teachers may also use a classroom communication app to communicate with parents. Each teacher will inform you of their mode of communicating with you at the beginning of the school year.

How My Child Gets Home

- We find that a consistent mode of transportation helps alleviate confusion and will help ensure that your child gets home accurately each day. However, we understand that plans may change for families throughout the school year. It is important that your child and your child's teacher knows how your child gets home every day.

Changes in a student's transportation method must be documented in a written parent note. You may write a note in your child's agenda or on separate piece of paper with your signature. We will make a copy to keep on file.

Students may not ride a MCPS school bus without the appropriate bus form on file. Any changes in buses require written permission from the school principal.

If there are concerns or questions as to how your child goes home, we will contact you or your emergency contact. Since teachers are busy instructing students, **we cannot accept transportation changes over the phone or through any communication apps the teachers may use.**

In the event of unexpected emergencies, please contact the office.

When Your Child Is Sick

- When a student becomes ill at school, SHES staff is available to assist them by checking temperatures and administering basic first aid. You will be contacted if your child has an injury or a fever at school.
- If your child has a fever of 100 degrees or over, we require you to pick him/her up **1 hour after we contact you.** We will contact the emergency contact if we are unable to reach the parent. If we feel that your child needs emergency care, we will call 911. We ask each family to have a local emergency contact person.
- For students to return to school, he/she must be fever free without medication and has had no stomach trouble for 24 hours before returning to school. Please send in a doctor or parent excuse note when the child is healthy enough to return to school. If a student is absent for more than a day, please contact the school.
- After a student returns from an absence, please send in any doctor excuses and/or parent notes with your child to turn into the office. Please write the student name and teacher name on the excuse.

**Please see Spring Hill Elementary School Clinic Policies and guideline to student health*

What is PBIS?

PBIS is our Positive Behavior Intervention and Support system. We have a behavior matrix that outlines student expectations in all areas of the school (classroom, cafeteria, bus, recess, assemblies, hallways, field trips, etc.)

At Spring Hill Elementary, we issue Raider Bucks to students as an incentive when they display positive behavior and follow school expectations.



- Students earn Raider Bucks for being good citizens and for following the 4 Rules at SHES:
 - **Safety First**
 - **Have Respect**
 - **Effort Counts**
 - **Show Responsibility**

- Students can also earn Raider Bucks for being at school every day! Attendance is important!

- Students use Raider Bucks to shop for prizes once a month at our Raider Store.

Discipline

- It is our intention to create a positive, safe, and orderly learning environment for students and staff. Therefore, all teachers at SHES consider every student as their student. If a student misbehaves, it will be addressed immediately by the supervising staff.
- Students are expected to follow MCPS student code of conduct. Appropriate consequences will be given, and parents will be notified.
- If a behavior is progressive or deemed serious, a student may receive an Office Discipline Referral, which is sent to the administrative team. After an investigation is completed, the principal/assistant principal/or principal designee will contact the parent to share the results of the investigation and discuss the discipline measures taken. Discipline Referral will be sent home with the child outlining the measures taken. These forms are kept on file and recurring behavior is monitored.
- We take bullying (the repeated harassment of another student who has physical or social power over another) seriously and all reports will be investigated.

Spring Hill Elementary follows the Maury County Public Schools Code of Conduct for Students and the guidelines for handling discipline.

How Can I Be Involved?

There are many ways to be involved at Spring Hill Elementary. Here are just a few ways you can stay connected:

- Join the Spring Hill Elementary PTA. PTA sponsors many events and are always looking for volunteers to help support SHES students.
<https://www.facebook.com/springhillelementaryPTA/> or you can email them at: shesptacommunication@gmail.com
- Join your child for lunch. Check with your child's teacher to find out their lunch time.
- Volunteer in the classroom! Connect with your child's teacher to see the many ways you may help.
- Help in our Raider Bucks store. Once a month we celebrate our terrific students by giving them an opportunity to spend their hard earned "Raider Bucks". Donate time or your gently used toys to our store.
- For the safety of our students, if you would like to observe your child's teacher, please contact our principal, Mrs. Powell (at least 24 hours in advance) to arrange a visit.

*******All visitors at SHES must check in at the office to obtain a badge.** Visitors must remain in the area of the building that their badge permits them to (i.e. cafeteria, classroom, gym, etc.) For the safety of all students, no one will be permitted to roam freely about our building. **Badges must be worn at ALL times.**

Stay Connected

Visit our website

<http://springhillelementarymauryk12.ss9.sharpschool.com/>

Follow us Twitter

<https://twitter.com/SHESliraider>

Friend us on Facebook

<https://www.facebook.com/springhillelementarytennessee?fref=ts>

What is RTI?

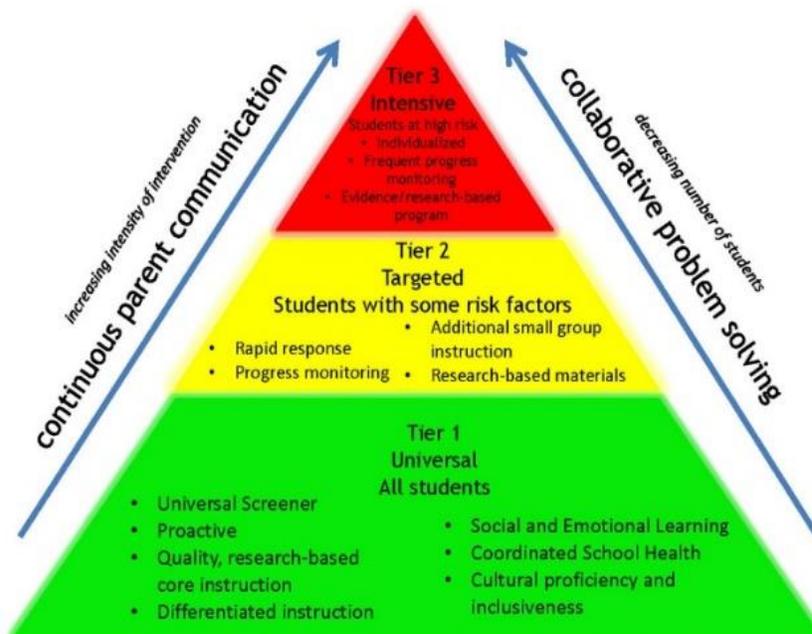
- RTI stands for Response to Intervention and is a 3-tiered delivery system that uses a data-driven, problem-solving model to identify specific student needs and matches appropriate instructional strategies.

Every student at SHES is given a universal math and reading assessment 3 times a year (fall, winter, and spring). The data is analyzed to see if there is a need for more support.

If data indicates that a student is struggling in a specific area in reading or math, they will have a designated time during the day to work on strengthening these skills. Students may see a different teacher or trained educational assistant during RTI who will provide intense intervention in the area(s) of deficit. Our RTI block is built in our master schedule, so no regular instruction time will be missed. Every student will receive either RTI or Enrichment during this block.

Intense instruction using research-based programs and strategies will be given for 30 or 45 min. (Tier II/Tier III, respectively) in reading and/or math to help the student gain the skills necessary to close the gap in achievement. We progress monitor students weekly or bi-weekly to determine whether the intervention is effective. If significant progress is not made, several adjustments in intervention may occur, including changing the intervention program and/or the intervention group.

Parents will be notified, in writing, if their child shows a need for more support throughout the year. Parents will receive regular updates on their child's growth, if they are receiving intervention.



Dress Code

- School Spirit Shirts are allowed any day of the week. To purchase, please contact SHES PTA.
- Pants, shorts, capri pants, skirts, skorts, jeans, or jumpers can be in any colors. No shorter than 3 inches above the knee.
- Shirts with short or long sleeves can be in any colors or pattern. No “spaghetti-type” or “tank” tops, please.
- No clothing shall be modified nor promote substances. Offensive, lewd, indecent, profane, or clothes that have words constituting racial or ethnic slurs may not be worn.
- Sweaters will be allowed in any pattern or color worn over an approved school shirt.
- Sweatshirts will be allowed in any pattern or color.
- All clothing must fit appropriately (not more than one size bigger or smaller).
- Clothing must cover the student from the shoulders to 3 inches above the knee.
- Leggings, tights, and yoga pants in any color or pattern may be worn if they are covered by a shirt that covers to at least 3 inches above the knee.
- No hats or sunglasses without medical note.

The temperature of the school fluctuates throughout the seasons; therefore, students may want to bring a sweater or light jacket to take on and off throughout the school day. Please label any personal items in case something gets lost or misplaced. SHES is not responsible for lost items, but we do have a “lost and found” that students can check periodically.

Visit the Maury County Public Schools Website for more detailed information about this policy at

<http://www.mauryk12.org/>

Outside Food

- Per MCPS Nutrition services and SHES cafeteria manager, any substantial food items, such as pizza, can only be served after 12:45 and cannot interfere with the Maury County lunch program times. This type of food delivery must be communicated with your child's teacher and SHES administration.
- We do not allow celebrations outside of the scheduled school-wide end of the semester Winter and Spring parties (dates TBA); but will allow special recognition of student milestones. However, student safety is our priority, and due to an influx of severe food allergies, we have made changes to our cupcake policy. Beginning this school year, we will not outside edible treats, such as cupcakes and cookies. Instead, we encourage you to bring in small goodies such as pencils or stickers to celebrate your child's special day. Treats must be left in the front office and teachers may give them to students during their snack time or at recess.
- A letter will be sent home from our school nurse with every child if there is a severe food allergy in a classroom.

Technology Use

- SHES provides all the technology your child would need during the school day. This includes borrowing SHES devices to access the WiFi when the teacher sees the need to use them, as well as access to the Microsoft Office suite of tools.
- If you want to provide a personal device (cell phone, tablet, etc.) for your child, you must fill out the Student BYOD Acceptable Use Policy for your child to access our WiFi on their personal device. Students are only permitted to use these devices at the teacher's discretion. Students may not use the devices for any purposes other than educational. Any misuse or abuse of technology will result in discipline measures. SHES is not responsible for any lost or damaged personal devices.
- If you do not want to provide a personal device for your child, not to worry! We have 2 computer labs on our campus and each classroom has computers for your child to use. For your child to access this technology, they will need to have an Acceptable Use Policy form filled out.
- Please visit the Parents and Students tab on our Spring Hill Elementary website to print the Acceptable Use Policy forms for both. We will keep this on file for your child.