

Spring Hill Elementary

5359 Main Street
Spring Hill, TN 37174

931.486.2291
931.486.2294 fax

Parent Handbook 2021-2022

*This handbook includes procedures specific to Spring Hill Elementary. They are in addition to MCPS policies that can be found online in the [MCPS Policy Manual](#).

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!

July 29, 2021

Greetings Spring Hill Elementary Parent(s),

Welcome to the Home of The Little Raiders! We look forward to partnering with you for the 2021-2022 school year. We are ready for a fun and exciting year of learning and are elated that your child is a part of our learning environment. Our expectations are that each child will make growth in their academics and social-emotional well-being this school year.

Our teachers, staff, and administration have been working hard planning an unforgettable year. We hope our students are as anxious as we are to get back to the books!

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 our parents connected.

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

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.*
- If you are picking up your child early from school, the latest they may be picked up is by 2:40. After this time, you will need to wait until 3:15 to pick them up.
- Students are required to be picked by 3:30 pm. Please contact the office if you have an emergency preventing you from picking your child up on time. We ask that parent(s) have a local emergency person for issues that may arise as such. Late pick-ups are monitored and documented, and an adult must come to the front office to pick up the child.
- 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. **No student should be dropped off prior to 7:30.**
- 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 a Speech and Language Pathologist. We also have full-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://bgcsctn.org/> 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. Teachers will 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). In addition, SHES teachers also use a classroom communication app called ClassTag to communicate with parents. Each teacher will inform you of their primary mode of communicating with you at the beginning of the school year as well as their office

hours and availability to speak to you. **Please Note: We do not use ClassTag to change transportation or to communicate emergencies. Please contact the office in these instances.**

How My Child Gets Home

- We find that a consistent mode of transportation helps lessen 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 the 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! A special \$10 Raider Buck will be given to students at the end of the month if they have been on time to school each day.
- Students use Raider Bucks to shop for prizes at regular intervals throughout the year at our Raider Store. Students may also be allowed to purchase special privileges (such as writing with a pen, sitting in a special chair, or bringing a stuffed animal to school, for example) from classroom teachers when it is convenient for the teacher.

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 the 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, meeting, 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?

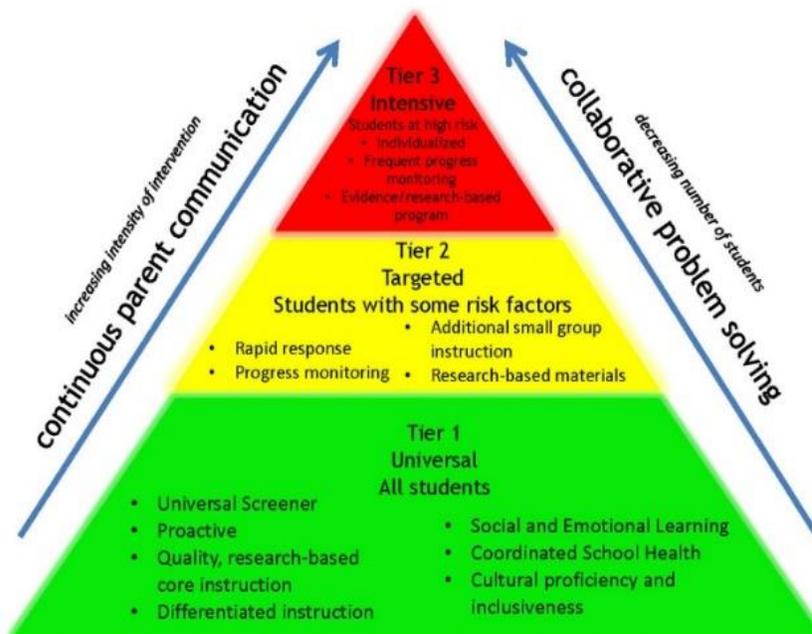
- RTI stands for Response to Intervention and is a 3-tiered delivery system that uses a data-driven, problem-solving model to identify specific student needs and matches appropriate instructional strategies.

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 (*for schedule school-wide party days*), 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 we acknowledge student milestones, such as birthdays and accomplishments via school-wide announcements each week. Student safety is our priority, and due to an influx of severe food allergies, we do not allow outside edible treats, such as cupcakes and cookies to be sent to school. Instead, we encourage you to bring in small non-edible items such as pencils or stickers to celebrate your child's special day. All items must be left at the office and the teacher will distribute it on your child's special day.
- 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. Computers are treated like textbooks. Each student will be assigned a device and is expected to use them for educational purposes only. Any misuse or abuse of technology will result in discipline measures. **SHES is not responsible for any lost or damaged personal devices.**