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# Parent Handbook 2023-2024

\*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 occur throughout the school year. If concerns or issues arise, please contact Mrs. Renata Powell, Principal.

## **Our Mission**

Spring Hill Elementary School's mission is to develop students who are all 21<sup>st</sup> 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 31, 2023

Greetings Spring Hill Elementary Parent(s),

Welcome to the Home of The Little Raiders! We are excited and looking forward to another great year of learning and building friendships. We 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 a great year. We hope our students are prepared and ready 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. These policies and procedures are specific to SHES and are designed to keep every student safe and our parents connected.

Thank you for allowing 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, 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.*
- 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 student entering the front lobby must be accompanied by an adult. Otherwise, ALL students should enter the building through the car rider/bus rider door or walker entrance.
- Students arriving between 7:30 - 8:00 a.m. will report to the early arrival area where there is a supervising teacher. **No student should be dropped off prior to 7:30.**
- We follow 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.

\*\*\*SHES' SPED-PreK has separate operating procedures that will be discussed with parents in the program during their open house.

## Student Support Services

We serve students from Kindergarten to 4<sup>th</sup> 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, 1 Speech and Language Pathologist and 1 Speech and Language Therapist. 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.

## After School Care

- This year, After School Care is offered at the SHES campus through the Maury County Boys and Girls Club. The BGC operates after school until 6:00 PM. Contact BGC at 931.490.9401 or <http://bgcsctn.org/> for more information about their program.

## 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 online registration. We will also send some 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, you must come to the school's office so that information may be changed in our student information system.
- Every teacher has a phone extension that go directly to voicemail. To preserve the instructional day, teachers will only check messages before school, during their planning, or after school. Teachers will try to get back to you within 24-48 hours. Because our teachers are busy instructing, **if you have an immediate concern, please contact the office.**
- You may also email your child's teacher. Each teacher will inform you of their primary mode of communicating at the beginning of the school year as well as their office/planning hours and availability to speak to you. **Please contact the office in emergencies.**

## How My Child Gets Home

- We find that a consistent mode of transportation helps lessen confusion for young children 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 know how your child gets home every day.

**Changes in a student's transportation method must be documented in a written parent note.** Please write a note in your child's agenda or on a full sheet of paper with your signature that is placed in the agenda. 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. Due to unexpected teacher absences, **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 a 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.
- Students must be fever free without medication and have no stomach trouble for 24 hours before returning to school. Please send in a doctor excuse or parent note when the child is healthy enough to return to school. If a student needs to be absent for more than a day, please contact the school.
- After a student return from an absence, please send in any doctor's excuses and/or parent notes with your child to turn into the office. Please write the student's name and teacher's name on the excuse.

You may also email your notes. Please send/email excuses/notes to:

1. SHES attendance clerk Belinda Delffs [blatimer@mauryk12.org](mailto:blatimer@mauryk12.org) AND 2. Your child's teacher.

*\*Please see Spring Hill Elementary School Clinic Policies and guidelines to student health.*

## Discipline

- It is our intention to create a positive, safe, and orderly learning environment for students and staff. Therefore, **all** teachers/staff 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 6.300](#). 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 SHES' administrative team. After an investigation is completed, the assistant principal, principal, or designee will contact the parent to share the results of the investigation and discuss the discipline measures taken. A copy of the 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's administration follows the Maury County Public Schools Code of Conduct guidelines for handling discipline.

## What is PBIS?

PBIS is our Positive Behavior Intervention and Support system and is a part of our RTI-B procedures. We have a behavior matrix that outlines student expectations in all areas of the school (classroom, cafeteria, bus, recess, assemblies, hallways, field trips, etc.). These behavior expectations are taught to students at the start of the school year and revisited periodically throughout the school year.

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 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.



## What is RTI?

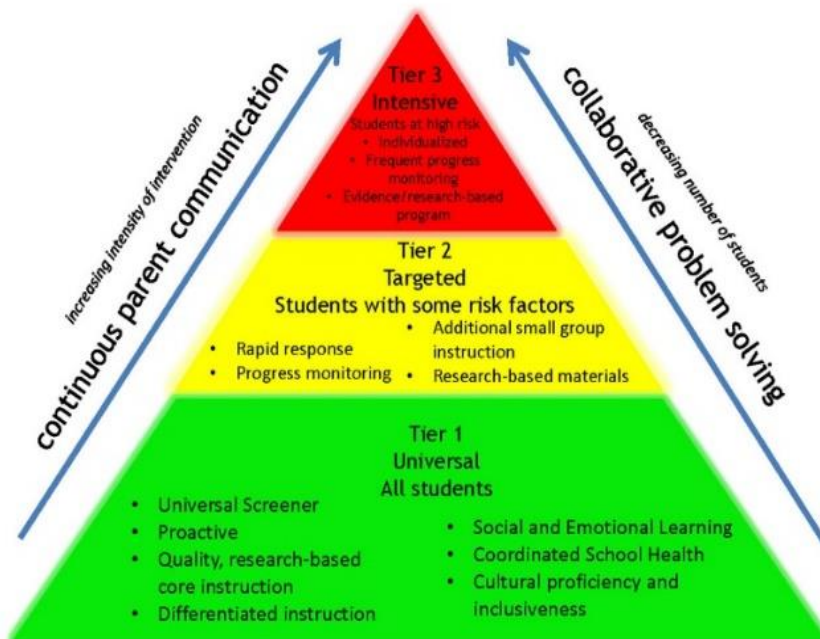
- RTI stands for Response to Intervention, and our academic RTI is a 3-tiered delivery system that uses a data-driven, problem-solving model to identify specific student needs and matches appropriate instructional strategies.

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. They will provide targeted intensive intervention in the area(s) of deficit. Our RTI block is built in our master schedule and is a part of our instructional day. Every student will receive either RTI or Enrichment Reading or Math during this block. We call it our WIN (WHAT I NEED) time!

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 a 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. Items in the lost and found will be donated at the conclusion of each semester (December and May) so please encourage your students to check it.

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

[MCPS Dress Code Policy](#)

## Outside Food

- Per MCPS Nutrition services and SHES cafeteria manager, any substantial food items (*for scheduled 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 with SHES administration.
- A letter will be sent home from our school nurse with every child if there is a severe food allergy in a classroom.
- We do not allow celebrations outside of our scheduled school-wide end of the semester Winter and Spring parties (dates TBA). However, we will acknowledge student milestones such as birthdays and accomplishments during our 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 send 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 them on your child's special day. Private party invitations may not be handed out at school unless every student **or all gender-specific students (all boys or all girls)** in the class receives an invitation. Please communicate that there are invitations to share with your child's teacher.

## Technology Use

- Each student will be assigned a device and is expected to use it for educational purposes only. Computers are considered student "textbooks" and in some cases students may have assignments to complete online during school. Any misuse or abuse of technology will result in appropriate discipline measures.

## Cell Phones and Other Wireless Devices

- MCPS policy allows students to possess a personal communication device as long as the device remains **off and is not visible during the school day**. Students are not permitted to use personal communication devices during the school day. At Spring Hill Elementary, we prefer that children leave cell phones, SMART watches, and other electronic devices at home as we have found them to be a distraction to the learning environment. SHES provides all the technology your child would need during the school day.

## Early Dismissal

We ask that you make every effort to schedule your child's medical appointments after school hours. If a student must leave school before regular dismissal time, the parent/guardian should come to the school office to sign him/her out. **Please be prepared to show a photo ID. Students will ONLY be called to the office for dismissal when the parent arrives at the school.** If someone other than the parent/guardian is to pick up a child early from school, the individual must be listed on the student's sign out card in the office. The office is an extremely busy place during student arrival and dismissal times. For the safety of our students and the efficiency of our dismissal process, **we will not dismiss students from the front office after 2:40 p.m.** If your child needs to leave early, please arrive prior to this time.

## School Security

All visitors **MUST** report to the main office of the school upon arrival by using the front entrance. Any visitor attempting to gain access through other entrances is prohibited and will be denied access. Visitors are directed by signage to press the video call box. Once the call box is pressed a staff member will ask you to state your name and reason for visit. All visitors will need to present a valid government issued photo identification card. This identification will also be scanned into our electronic visitor management program. Once the scan is complete, a badge will be printed for the visitor to wear for the duration of their visit.

We make every effort to keep our school safe, and therefore have VERY strict policies for visitors in our buildings (see below). All visitors will be given clear and concise directions and are expected to only access the area identified on their badge. If visitor policies are violated, you will be asked to depart from our building.

## **SHES Visitor Policies for Lunch & School Related Events**

We welcome and encourage interest in our educational program and school-related activities. To ensure order and to ensure the safety of students and staff, we have strict visitor protocols in place.

The following protocols are expectations for ALL visitors at SHES:

- All visitors MUST check in at the office with a valid government issued photo identification card and wear the visitor's badge that is provided. Badges should be worn throughout the duration of your visit. The office staff is happy to discard your badge at the end of your visit.
- It is required that the attire and grooming of the visitor be consistent with the dress code for the students and employees within the building.
- Visitors are only allowed to have lunch with the student they have signed in to visit. The Parent/Visitor name must be on the child's check in/out card (*These cards were completed when you registered your child at the beginning of the year*).
- Visitors MUST sit in the designated section in the cafeteria assigned for visitors. Any overflow will be directed by SHES staff members.
- Visitors should only interact with the child they are authorized to visit.
- Visitors are only allowed in the area identified on his/her badge (i.e., cafeteria). Please DO NOT enter any other areas of the building that you have not cleared by the office to visit.
- All students must leave the cafeteria with their teacher at the conclusion of their lunch. Please say "goodbyes" in the cafeteria and allow your child to get in line to be dismissed with the rest of the class. Students are not allowed to go to lunch early or stay later. Be sure to arrive a few minutes before your child's lunch begins.
- For the safety of our young students, DO NOT take pictures and/or videos of our students or inside our building.
- If you have any questions or concerns, please address them with the supervising adult or with someone in the office. We are happy to address them with you.
- Any visitor not observing our visitor protocols will be asked to leave our building immediately.

## 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. Our PTA sponsors many events and are always looking for volunteers to help support SHES students and teachers.  
<https://www.facebook.com/springhillelementaryPTA/> or you can email them at: [LittleRaidersPTA@gmail.com](mailto:LittleRaidersPTA@gmail.com)
- Join your child for lunch. Check with your child's teacher to find out their lunch time.
- Ask your child's teacher. There are occasions when teachers need help sorting and organizing materials for special projects. Reach out to her/him or help to see where you can help.
- For the safety of our students, if you would like to observe your child in the classroom setting, please contact our principal, Mrs. Powell (at least 24 hours in advance) to arrange a visit. Time will be limited to protect the instructional day and other children.

**\*\*\*\*\*All visitors at SHES must check in at the office to obtain a badge. \*\*\*\*\***

Visitors are only allowed 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. **Visitor badges must be worn at ALL times.**

## Stay Connected

Visit our website

<https://www.mauryk12.org/shes>

Follow us on Twitter

<https://twitter.com/SHESliraider>

Friend us on Facebook

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

## **SHES Parent Commitment**

Parents/Guardians have an integral role in ensuring their child(ren) are successful at school. We ask that SHES' parents make the following commitment to help reinforce the learning at school.

As a parent/guardian of a student at **Spring Hill Elementary School**, I recognize that I have a responsibility to actively work to strengthen the communication and commitment between the home and the school. **I agree that I will:**

- Make sure my child is on time and at school regularly.
- Send my child to school appropriately dressed and prepared to learn each day.
- Make every effort to read to or with my child at least 20 minutes a day.
- Make every effort to attend at least one parent-teacher conference a year to discuss my child's academic progress.
- Assist my child with their homework assignments on a regular basis to ensure completeness and accuracy.
- Become more knowledgeable about the standards and/or curriculum my child is expected to learn.
- Become knowledgeable about the assessments that will measure our children's achievement.
- Ask my child's teacher and school personnel questions about my child's progress toward grade level goals.
- Listen to my child's teacher about their progress, assignments, and other educational needs.
- Hold my child accountable for his/her effort with schoolwork and homework.
- Celebrate big and small successes with my child regarding the effort he/she has made at school.

Thank you for helping us to keep our Little Raiders safe and ready to learn each day!

**WE ARE SPRING HILL!**