

Spring Hill Elementary School
Back to School Procedures for Online Learning
(updated September 1, 2020)



Start Date

All online students, kindergarten through 3rd grade, will begin on Tuesday,
September 8, 2020.



Kindergarten Screening

Kindergarten screenings have all been completed and our kindergarten students should have been contacted by their classroom teacher. She will be setting up virtual “Meet the Teacher” meetings for this week.



Class Lists

Your child’s teacher should have reached out to you through email & with an invite to his/her Google Classroom through your child’s gmail account. You can access your child’s email by going to www.springfieldspartans.org and clicking on the “Students & Parents” icon. You will then select “Email” and use sp_firstname.lastname@shs.springfieldspartans.org as your child’s username. His/her password will be their student ID number PLUS two zeroes. We understand that incoming kindergarten students will not know their ID number. Your teacher can share this with you.



Supply Lists

Supply lists for online students could be a little different from the face to face students. Your child’s online teacher will confirm what will be needed during your virtual meeting.



Virtual “Meet the Teacher” Meetings

The teachers will be meeting with each and every family in an attempt to get to know your child a little bit and to go over a lot of back to school classroom information. Please have any questions you may have ready for the teacher and he/she will do his/her best to answer them.



Start Times/End Times

You will be receiving a daily schedule for each rotation day from your child’s online teacher. The online program will run from 9:00-3:00 each school day. Once your child logs in for the day, he/she should not have to log in and out. Although the day will be 6 hours long, please know that your child will not be sitting in front of his/her teacher for 6 straight hours. The day will be broken up into academic times, specials times, lunch, recess & breaks. There will be times when your child will not need to be in front of the computer and these will be explained in the schedules. We will be doing our best to simulate a typical school day for our online students with live teaching and interaction.



Google Classroom/Zoom

Google Classroom and Zoom will be the main platforms that your child will be using for the online setting. Your teacher will assist your child in navigating through these programs. Your child’s camera will be required to be on during all learning times. You will also have an opportunity to meet with the teacher during your virtual “meet the teacher” time to ensure that all platforms are working correctly for you in order for your child to start strong on the first day of school.



Device Distribution/Supply Pick-up

You should have already received a device if you stated that you needed one. If you did not receive a call to set up the pick-up time, please call the school office.



Attendance

Online students are expected to be logged in, present and engaged each school day. Attendance will be taken daily at 9:00 a.m. and the school office will be notified of any absent students. If your child is ill and cannot attend virtual school that day, please call the school office to report him/her off just as you would if he/she were attending school in the building. Our truancy officer will be informed of any online students who are not attending school. Thank you in advance for ensuring that your child attends school.



Art Class, Music Class, Library & Physical Education Class

The online students will still have access to these “specials” classes. They will be built into their schedules and will take place in the virtual Zoom setting.



The Leader in Me/Leadership Roles

Our leadership culture at Spring Hill Elementary School is one that allows our students to take an invested interest in their own learning. This will not change during these times. We will be focusing on what is in our Circle of Control and will create a different, yet still awesome place for students to learn and lead.



Work Space/Setting

We are asking that you take the time to create an awesome workspace for your child to use for online schooling. We recommend that this be a private space in your home that can stay set up at all times. Your child’s teacher will let you know exactly what needs to be readily available. To help you begin, here are recommendations to begin with your planning: a quiet area with no distractions, desk, comfortable chair that does not spin or rock, outlet for chargers, desk lamp, school supplies, stacking files to organize subjects, dry erase board and dry erase markers, water bottle, and solid scrap paper.



Counseling Services

We have a full time counselor at Spring Hill School. Mrs. Maas will be visiting your child's online class and will also be available, if needs arise. Your child's social-emotional well-being are of utmost importance to us.



Behavioral Expectations/Discipline

Teachers will set online behavioral expectations at the beginning of the school year and we know the students will do their best to follow them. Any continuous disruptions that are impacting the learning environment for your child or other children will be reported to the principal to be addressed.



Dress Code

Students are expected to dress in school appropriate clothing in order to maintain a positive online learning environment.



Related Services

Online students who have an IEP, are on a 504 or who receive Title I services will be receiving all of their services in the online setting. The intervention specialists, speech therapists and reading specialists will be reaching out to you to schedule those sessions/accommodations.



Parent/Teacher Communication

We ask that you respect the time during the school day that is designated for student learning. There will be times that you may have questions/concerns to discuss with your child's teacher. This can be done through email or phone calls. The teachers will have time built into their day to field and respond to parents. The designated learning times are for students only.