

**Spring Hill Elementary School**  
**Back to School Procedures for In-Person Learning**  
(updated on September 1, 2020)



**Start Date**

All students, kindergarten through 3rd grade, will begin on Tuesday, September 8, 2020. We are so excited to see them!



**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](http://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.



**Bussing/Transportation**

The transportation department has posted routes on the front windows of the school. They will be following recommended procedures from the health departments. Students will be expected to wear masks at the bus stops, unless social distancing can be ensured, and the entire time they are on the bus. There will be no more than two students per seat and students will have assigned seats filling the bus from the rear to the front of the bus.



### **Supply Lists**

Supply lists are currently posted on the district website. They have also been shared on the district Facebook page. We understand that some materials may be difficult to find (ex: clorox wipes) and fully understand if you are unable to purchase all the supplies. One important item that we would also like you to purchase for your student is a lanyard that his/her mask can hook to to prevent masks from falling on the floors or in bathrooms. We realize that your child may not be able to carry all of his/her supplies to school on the first day. Feel free to send them little by little.



### **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.



### **Calamity Days**

We recognize that our building has no air-conditioning and tends to get extremely hot when the outside temperatures are high. We also recognize that a mask will make the students/staff even hotter than normal. The superintendent is prepared to adjust the learning to a remote style if the outside temperatures make it unbearable to learn.



### **Start Times/End Times**

We are happy to announce that we do not need to make any alterations in our starting and ending times. Classes begin promptly at 8:50 a.m. Students who will be eating breakfast at school should plan to arrive no earlier than 8:20 a.m. in order to be in class when the bell rings.



### **Temperatures/Symptoms**

We are expecting all families to assess their children each morning before determining whether or not to send them to school. Any child with a temperature at or above 100 or who are exhibiting any other COVID symptoms should stay home for the day. More information will be coming home to help you assess whether or not your child should come to school each day. We thank you in advance for helping us to keep our environment as safe as possible.



### **Arrival Procedures**

The busses will begin unloading at 8:20 a.m. We ask that you please drop your student off at door J in the a.m. Our students will be exiting the busses in a single file line, while wearing masks, and will go to their classrooms or to breakfast. All students will need to enter the building without parents.



### **Traffic Patterns inside the Building**

We will make every effort to ensure that students do not cross paths without social distancing with the use of visual cueing and direct lessons/modeling of the specific traffic patterns.



### **Masks**

Masks are required of all individuals in the building. There may be times when your child will be able to remove masks for certain activities, such as when he/she is seated and eating lunch & during physical education class. The teachers will also do their best to plan safe mask breaks during the day, but only when social distancing can be guaranteed. The Ohio Department of Health currently has an order that requires all students to wear masks, even while outdoors unless 6' social distancing can be guaranteed. This includes recess & bus stops.



### **Lockers**

We recognize that the sharing of lockers should not occur, with the exception of siblings. We will provide a way for your child to store his/her belongings in safe, private locations.



### **Classroom Environment**

The teachers have created child-friendly, inviting environments in their classrooms. Rugs have been removed from the rooms and larger items have been moved to the outskirts of the rooms in order to open up a large space for individual student desks. Books will be available to students with procedures in place to ensure safety measures and allotted “hold times” before the book transfers from one child to another.



### **Lunch**

Our current enrollment numbers will allow us to utilize the cafeteria for lunch. We will have one grade level in the cafeteria at a time and we will be able to ensure social distancing. The staff in the cafeteria will be utilizing touchless bar codes to ring in a student’s lunch, as opposed to students putting their student ID into a shared keypad. The students will spend one half hour in the cafeteria allowing them ample time to finish their lunches. We will have assigned seats, but will do our best to sit them within talking distance of friends in order to make this time more enjoyable for them. By having these assigned seats, it limits their exposure to only the 3 other students who sit in those same seats during other lunch periods. Proper disinfection will be done between lunch periods.



### **Restrooms**

Restrooms procedures will be taught, modeled and reinforced at the beginning of the year in an effort to maintain social distancing. A maximum of three students will be permitted in the restroom at one time. Restrooms will be cleaned and sanitized at various times throughout the day.



### **Drinking Fountains**

Drinking fountains have been converted to bottle fillers. Staff members will teach, model and reinforce how to properly use the bottle fillers at the beginning of the school year.

We ask that every student bring a filled water bottle to school each day for their consumption. Water bottles should be labeled with the child's name and room number and washed each night. We recommend a water bottle that does not easily tip over.



### **Recess**

The students will participate in recess each day with his/her classmates. Each class has an assigned time to use the playground and will sanitize their hands before and after they go outside. Masks will be required while playing outdoors, per the Ohio Department of Health requirements.



### **Art Class, Music Class, Library & Physical Education Class**

The students will still participate in these special classes. Art class will be held in the art classroom , PE will be held in the gym and Music in the music room as we are able to maintain social distancing in that large space.



### **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.



### **Clinic**

With the assistance of PSI, we will have an isolation clinic for students who present symptoms related to COVID-19. Parents will be notified immediately and will be asked to pick-up their child from school as quickly as possible. There will be a separate location for students who need miscellaneous medical care, such as bloody nose, medications, etc. **If a student is sent home due to suspected COVID-19, there is a protocol in place that will be discussed with you by the medical assistant.**



### **Visitors/Volunteers**

At this time, we will be discontinuing the use of volunteers and visitors into the building. Although this deeply saddens us, keeping our students and staff safe and healthy must be our number one priority. When picking your child up from school, for any reason, we ask that you call the building when you arrive and staff will bring your child to you.



### **Snacks/Birthdays**

Your child's teacher will give you more information regarding snacks in the classrooms. They may allow individual snacks that you send from home. At this time, whole classroom snacks will be discontinued, including birthday snacks. Teachers will find other ways to make your child feel special on that day.



### **Switch to Remote Setting**

Please know that, at any time, the district could decide to switch the learning to a remote setting to ensure the health and safety of our students and our staff. If that occurs, your child will keep his/her current teacher and will log in daily for each school day. The online procedures document will give you some insight as to what that remote environment will look like.



### **Dismissal Procedures**

Our end of the day procedures will begin at 2:35 p.m. for the first week. It is important for us to know how your child will be getting home and that it stays consistent each day. Switching from a bus rider to a parent pick-up and vice versa will not be as easy as it has been in the past. There will be special protocols in place and changes will delay our end of the day procedures immensely. Your child's teacher will be confirming your child's end of the day plan during your family meeting. If they are a bus rider, they will enter the bus in the order that they are seated by loading from the back of the bus to the front. We will be loading one bus at a time. If you plan to pick your child up each day, we ask that you put your assigned number on the passenger seat visor. We need you to arrive at the building NO LATER than 2:45 p.m. and circle to the outside lane of the side parking lot. At 2:35, a staff member will come out and motion the cars to pull up, remaining in a straight line, to door J. The name on your visor will tell us which children to prepare inside and in what order. When your child is brought out he/she will enter through the passenger side of your car. We ask that you stay in your car at all times. If your child needs help with a seatbelt/carseat, we ask that you pull into a parking space somewhere in the lot and help him/her after you park. It is important that we keep the flow of traffic moving so that we can have parent pick-ups completed in order to bring the busses in at 3:10 p.m. If you are running late and you see busses when you arrive, you will need to stay in the outside lane of the parking lot and proceed to door J. We will bring out your child when we see your child's number. Please see Mrs. Hohlbaugh the school secretary, to be assigned a number for your car.