

Spruce Mountain School District

Spruce Mountain Elementary School

12 Tiger Drive
Jay, Maine 04239

Pat St. Clair
Principal



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August 31, 2020

Dear Phoenix Families:

As summer draws to an end, the staff at Spruce Mountain Elementary School would like to welcome you to the 2020-2021 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. In order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

Example of Hybrid A Model

Typical Week At SMES

	Monday	Tuesday	Wednesday	Thursday	Friday
In Person Learning at School	Cohort A At School In Person	Cohort A At School In Person	Cohort B At School In Person	Cohort B At School In Person	All students will have the opportunity to contact teachers for support during office hours.
Remote At Home Learning	Cohort B At Home Learning	Cohort B At Home Learning	Cohort A At Home Learning	Cohort A At Home Learning	
Remote Learning ONLY	Cohort C Remote Only	Cohort C Remote Only	Cohort C Remote Only	Cohort C Remote Only	

Remote learning:

- Google Suite will be the instructional platform used for SMES. Assignments and video instruction will be posted in Google Classroom for learning that takes place remotely. Google Meet will be the videoconferencing tool teachers will use to hold online "office hours" on Fridays, to touch base with and offer support to students.
- Gmail will be used for students and staff to email each other.
- Live streaming will be a staff option. If a teacher chooses not stream their classroom live, they will provide lessons and a time for live interaction with remote learners who need help.
- Graded and collected work will be documented in Powerschool.

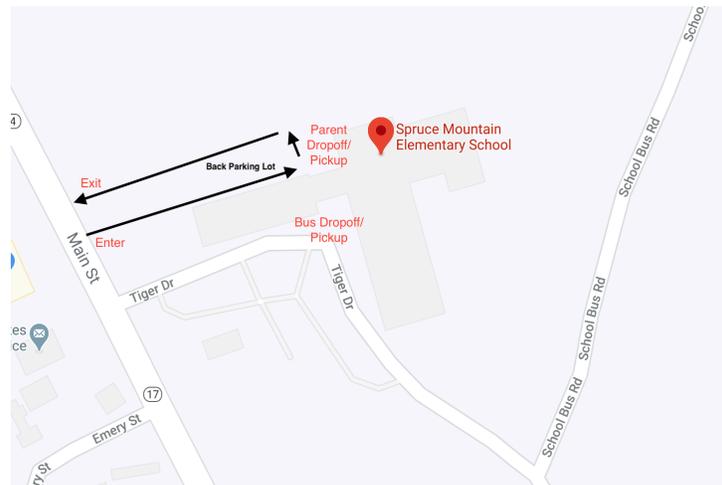
- Grading will resume as it was, prior to the school closure in March.
- If and when internet issues get in the way of a student’s ability to complete work in a timely manner or at all, it will not be counted against them for attendance or grades.
- Students attending school in-person two days/week, will bring their devices home each night, to ensure they have access to them during the three remote days/week. They will bring them to school, charged, each day they are in-person.
- Each student will be provided with a district laptop.

Visitors

Visits and meetings MUST be scheduled with the classroom teacher or secretary prior to the visit. To help ensure the safety of our students, all visitors must report to the main office. Visitors MUST wear a mask to enter the building along with sanitizing their hands. Visitors will be asked to state their business and issued a visitor’s pass PRIOR to going to any part of the building.

Parent Dropoff/Pickup

Parents transporting their children should drop them off and pick them up in the back-parking lot behind the school at the double doors by the library. Dropoff will occur between 8:40 and 8:55. After 8:55, students need to be dropped off at the front door of the school. In the afternoon, students will be picked up by parents starting at 3:20.



Arrival

- 8:40 Doors Open
- 8:40 Breakfast
- 9:00 Class Begins

Dismissal

- 3:15 Bus #9
- 3:20 Parent Pickup
- 3:25 Livermore Buses
- 3:35 Jay Buses

Transportation

Students will have one bus stop. Same stop for morning and afternoon runs.

- Buses: 1 Child per seat, siblings will sit together.
- Students will sanitize boarding the bus and exiting the bus.
- Students will wear a mask at all times while riding the bus.

Students who refuse to wear a mask will not be permitted to ride.

Students who refuse to keep their mask on during the bus trip will lose their right to ride the bus while the COVID-19 outbreak rules are in place.

Drivers will have spare masks for students that approach the bus without one. **(These are LIMITED)** so please make sure your student is prepared with a mask.

There will be no bus passes allowing students to ride a different bus.

Food Services

Please complete the Free & Reduced Application found at <https://www.nlappscloud.com>.

We are encouraging families to use the online payment system; myschoolbucks.com or download the mobile app.

If meals are required for your student on their remote learning days, please call Laura Lorette, RSU 73 Food Service Director, at (207) 897-3978 to arrange for meal pick up.

Breakfast and lunch will be eaten in the classroom. Students will be socially distanced at 6 feet, so they may remove their masks to eat.

Water Fountains

Water fountains have been turned off, so water bottles will be necessary for drinking water. Thanks to a generous donation made by Androscoggin Bank, each student will receive a water bottle on the first day of school. The student's name should be written on the bottle. We have two water bottle filling stations available for use throughout the building.

The SMES staff and I thank you in advance for your flexibility during this time. I would encourage you to call the main office if you have questions or concerns. Please know that we have your child's best interest at heart, and we are all excited to welcome them "back to the nest" on September 8th.

Please feel free to contact me at any time if you have any questions or concerns.

Sincerely,

Pat St. Clair | Principal
Spruce Mountain Elementary School
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