



## 2024-2025 SCHOOL YEAR

**First Day of School - - August 19, 2024**

Pleasant View Elementary

**9:00 a.m.—4:00 p.m.**

**417-523-2100**

**Elementary Meet the Teacher ..... Friday, August 16**

**Between the hours of 7:30-9:00 a.m.**

**Meet your teacher, visit your classroom and bring your school supplies**

Pleasant View K-8 SPS University & Open House ..... Tuesday, September 10  
School Picture Day ..... Friday, September 27  
Parent-Teacher Conference Dates ..... October 29-31

Elementary Breakfast Price

\$1.80 – full pay  
\$0.30 – reduced meals  
\$0.75 – milk

Elementary Lunch Price

\$3.15 – full pay  
\$0.40 – reduced meals  
\$0.75 – milk

**Please go to [sps.org](http://sps.org) and fill out the meal application for free/reduced meal pricing. Applications must be filled out yearly.**

***On the first day of school, your student will receive a health inventory from the school nurse. Please fill out the form and send it back to school with your student to give to his/her teacher.***

First Day of School ..... Monday, August 19

School Start Time ..... 9:00 a.m.

***During the school year, students may not arrive earlier than 8:35 a.m.***

School Dismissal Time ..... 4:00 p.m.

***Please refrain from lining up for the car line until 3:30 p.m.***

***The expectation is that all students not involved in any activity should be gone from school/picked up by 4:15 p.m.***

***Pick up for elementary students is on the east side of the building by door #29.***

***If you have an elementary and middle school student, pick up is on the east side of the building by door #29.***

Students are encouraged to bring water bottles to school if they would like to carry water with them throughout the day. Beverages other than water (except for lunch) will not be allowed in the building.

### VOLUNTEERS

**All parents/guardians will be required to be district approved volunteers before helping teachers in classrooms, attending field trips, helping with book fairs, attending field day, etc.**

Become an approved volunteer in just a few easy steps. A volunteer application must be filled out yearly, complete a Springfield Public Schools background check every six years and register with the Family Care Safety Registry.

The application process can be found on the Pleasant View website (<http://www.sps.org/pleasantview>). For more information, click [here](#).

The process takes 3-4 weeks so please start the process now so you will be approved to help with beginning of the year activities.

## ATTENDANCE

We know it is sometimes necessary for a student to be absent from school. Parents are requested, on those occasions, to inform the office by phone prior to 10:00 a.m. of their child's absence. You can call the school at **523-2301**, or email [amlitchy@spsmail.org](mailto:amlitchy@spsmail.org). Students should ask their teacher for makeup work when they return to school. If the student is absent for three or more days, you may request homework by calling the school office or emailing the teacher. Students who arrive at school after 9:00 a.m. are considered "tardy" and should report to the office. Note: All absences (except those which are school related) do count against the student's attendance.

## BUS TRANSPORTATION

If you have questions concerning buses or bus routes, please call the Transportation Office at 523-0500.

**At this time, students will not be allowed to ride the bus home with other students.**

For information on bus delays, click [here](#).

## CELL PHONES

Cell phones must be powered off and in the student's backpack from 8:35 a.m. until the end of the school day.

## COMMUNICATIONS

- **Pleasant View Website:** Check out the Pleasant View website at <http://www.sps.org/pleasantview>. This is a great place to get valuable and timely information throughout the school year.
- **Connect 5:** Connect 5 is our automated phone messaging system we use throughout the year to get important information out to all students and parents/guardians. Please make sure to update this information in the Home Access Center so you can receive timely and important messages from the school.
- **Email Blasts:** We would like to send you other important information via an email blast. In order for you to receive these emails, we need your current email address. Please make sure that information is updated in the Home Access Center.
- **Twitter:** @PViewSPS
- **Facebook:** Pleasant View
- **Instagram:** pv\_k8school
- To minimize classroom interruptions and to assure that your child gets your message, we request that you do not call the school office to leave a message for your student after 3:00 p.m. After that time we cannot guarantee that the message can be delivered.

## DELIVERIES

**We will no longer accept student deliveries (flowers, balloons, candy, Grubhub, DoorDash, etc.).**

## EARLY CHECK-OUT/PICK-UP

The following procedure for early check-out/pick-up of students will be **strictly enforced** to ensure the safety and security of your child:

- The parent/guardian must first enter the school through the front doors into our entryway.
- The parent/guardian will communicate with the office staff via the intercom system (Any other individual representing the parent must be cleared by the parent through the Pleasant View Office in writing).
- The parent/guardian or designee must sign the student out in an early dismissal log.
- Any visitor entering the building **must show the office staff a photo I.D.**
- The office will notify the teacher and the student will be released to leave the building.
- Early check-outs do count against a student's attendance.

## HOME ACCESS CENTER

Through this portal, you can check your student's grades, discipline, attendance and demographic information. **Please update your student's demographic information prior to August 16.** Please keep in mind if you are changing an address, you will need to provide the school with proof of residency. If any of this information should change throughout the year, please make all updates using the Home Access Center (HAC) and notify the school office.

The username and password assigned to you will carry over from year to year until your student graduates from high school.

To access the Home Access Center web page, go to the district's website: [sps.org](http://sps.org) and click on "[Home Access Center](#)" in the list of Quick Links.

\*If you have forgotten your user name and/or password, on the login screen, you can select the "Forgot My User Name or Password." An email will then be sent to you (the parent/guardian), from an account named "DoNotReply." That email will contain a link which will allow you to assign/reset your password. You will then enter either a User Name or Email Address. NOTE: If email address is selected, you will need to match the email address currently on file with the school.

\*\*If you need to create a new Home Access Center account, on the login screen you can select the "Click Here to Register for HAC." Enter your name, city, zip and click the "Register" button. The system updates hourly. You will receive an email at the email address the school has on file for you with the instructions to complete your HAC account registration.

For more information click [here](#).

## MEDICATION

Prescription and non-prescription medication to be taken at school shall be **delivered and picked up by a parent/guardian**. Medication must be in the current prescription bottle or original container. A medication permit and administration form must be completed and signed by a parent/guardian. The first dose of any medicine will not be given at school. Three (3) doses of over-the-counter medications may be given at school with a permission form signed by a parent/guardian and must be in the original container. Administration for more than (3) three doses requires a written standing order from a doctor or authorized prescriber for the individual student, which can be faxed to the school. Over the counter medication such as Tylenol cannot be carried by students and should follow the same policy as stated above. Any remaining medication must be picked up by a parent or designated adult within one week after the final date on the medication form or by the end of the last day of school. Medication will not be sent home with students. Please call the week before school starts to set up an appointment to drop off medication for the school year. The first day of school is not the best time to do this and would be more beneficial for the nurse and student to have this done the week prior.

## MySchoolBucks

Create your free MySchoolBucks account to conveniently and securely pay for your student's school fees online or with the mobile app.

With MySchoolBucks you will be able to quickly browse school items in our School Store, be notified when fees are due, and make payments from anywhere!

For more information, click [here](#).

## **Get Started Today:**

1. Go to [myschoolbucks.com](http://myschoolbucks.com) or download the mobile app.
2. Create your free account and add your student(s) using their school name and their student ID.
3. Add school items or invoices to your cart.
4. Check out using your credit / debit card or electronic check (a program fee may apply).

## NUTRITION SERVICES INFORMATION

This year, lunches will be \$3.15 for elementary students. Students who bring their lunch may purchase milk in the cafeteria for .75 cents. Breakfast will be \$1.80 this year and is served from 8:35-9:00 a.m.

The Free and Reduced Lunch Application will be mailed to your home before the start of school. All family members may be listed on one application. Please fill out the form and mail it back in the envelope provided or you may fill out the application online at [sps.org](http://sps.org). Meal applications must be filled out **yearly**.

## PICKING UP STUDENTS AFTER SCHOOL

- **Parents are asked to wait outside in their car, in the car line**, for students to be dismissed.
- Teachers will bring students out to meet parents in the car line.
- Please do not exit your vehicle if there are students on the playground.

## SPARC

Parents/guardians may now register their students for the before- and after-school program. To provide this service, SPS is partnering with SPARC. Any SPS student can attend and those who qualify for free or reduced price meals may be eligible for scholarships. For more information or to register, visit [sps.org](http://sps.org).

## TARDY POLICY - Grades 4 and 5

1st -5th Tardy - Warning

6th Tardy - Parent Notified

7th Tardy - Parent Notified/Lunch Detention

8th Tardy - Parent Notified/Lunch Detention

9th Tardy - Parent Notified/After School Detention or ISS

10th Tardy - Parent Notified/After School Detention or ISS

11th Tardy - Progressive Discipline

Please be aware that minutes from tardies accumulate each day to equal absences.

Tardy accrual starts over at the beginning of each new quarter.

## VOLUNTEERS

**Any parent/guardian wishing to volunteer in a classroom, attend a field trip, help with field day or the book fair, etc., must fill out a volunteer application yearly, register with the Family Care Safety Registry and have had a Springfield Public Schools background check within the last six years. The application process can be found on the Pleasant View website (<http://www.sps.org/pleasantview>). For more information, click [here](#).**

## PLEASANT VIEW ELEMENTARY SUPPLY LISTS 2024-2025

### Kindergarten - 2nd Grade

4 boxes of 24-count <b>Crayola</b> crayons	2 pink erasers
24 Ticonderoga pencils ( <b>SHARPENED</b> )	1 <b>plastic</b> school supply box
2 packages of Crayola washable markers	1 bottle of GermX
1 box of <b>Crayola</b> brand colored pencils	1 pair of headphones ( <b>NO BLUETOOTH/EARBUDS</b> )
1 4-8 pack of thick black Expo markers	1 3-pack of Playdoh
6 small glue sticks	backpack (large enough to hold a plastic folder)
1 pair of scissors	2 boxes of kleenex
3 <b>plastic</b> pocket folders with brads ( <b>blue, yellow, red</b> )	Girls- 2 rolls of paper towels
3 composition notebooks- wide-ruled ( <b>black and white</b> )	Boys- 2 containers of Clorox wipes

\*Please **do NOT** label supplies with individual names.

\*Optional Class Donations: sidewalk chalk, stickers, small trinket toys for treasure box, kid colored bandaids, plastic ziploc bags (gallon/quart/sandwich)

### 3rd-5th Grade

backpack	1 box of 10-count broad point markers
2 boxes of tissues***	highlighters - 4 multipack (4 colors) ***
4 large glue sticks***	1 pack <b>small</b> sticky notes (with 4 pads)
1 pair of scissors (adult)	3 solid colored <b>plastic</b> pocket folders with brads
48 Ticonderoga pencils - plain - sharpened***	1 container of Clorox wipes***
1 box of Crayola crayons (24 count)	2 packages of 4 Expo markers***
3 composition notebooks - <b>wide ruled (black and white on cover)</b> - no decorative notebooks	1 box of <b>Crayola</b> colored pencils
3-ring zipper pencil pouch	1 small enclosed pencil sharpener
2 packages of loose leaf, wide ruled notebook paper	2 pink erasers
1 package of 5 binder dividers	½ in. white binder (one)

Optional but could always use: Hand Sanitizer, paper towels, gallon or sandwich baggies

\*Please do NOT label supplies with individual names.

\*Any extra supplies on the list are always welcome, but please do not send in supplies that are not listed, as they will be sent home.

\*\*\* These are always in demand and extra are always welcome.



## Cell Phone Violation Policy

Cell phones are **NOT** to be in use or cause a disruption during the school day. A school day is considered from 8:35 am until 4:00 pm. **All cell phones should be powered off and put away in a student's bag or backpack (not on their person).** If the teacher chooses to allow cell phone use it must be related to the lesson being taught. Cell phone use is not allowed for free time or outside play time.

All cell phone violations will be logged in the office. This will be done by bringing the device to the office for Mrs. Gott to store until the end of the day.

**1st Violation:** Students can pick up their device at the end of day from the office. Violation will be logged in the system and will conference with an administrator.

**2nd Violation:** Student picks up device at the end of the day from the office & parent contacted. Will serve 2 days of lunch detention.

**3rd Violation:** Students will be required to check in the device in the office every morning before 8:55 a.m. (after a conference with the parent). Will serve after school detention.

**4th Violation:** Students will be required to check in the device in the office every morning before 8:55 a.m. Will serve after school detention.

**5th Violations:** Students will be required to check in the device in the office every morning before 8:55 a.m. Will serve 1 day of ISS.

Any further violations will result in ISS or possible OSS. This resets at the semester.

# Welcome Bluejay Family!



My name is Brooke Turner and I am the School Nurse here at Pleasant View. If your child needs to take medication at school or has any special health concerns, please do not hesitate to contact me or stop by the Health Office. My goal is to keep students at school, as safe as possible, so they can be healthy and effective learners, while promoting independence with self-care and healthy habits.

If you are unsure if you should send your child to school or not, call me and I can help you decide.

## Health Care Policy Reminders:

**Fever:** 100.4 degrees and greater. The student may return to school when they have had **NO FEVER FOR 24 HOURS** without using Tylenol or Motrin to lower their temperature.

**Vomiting/Diarrhea:** Students may return to school when they have not vomited or had loose stools for 24 hours.

**Strep throat:** Students may return to school after 24 hours from the first antibiotic dose; and when they have been fever free for 24 hours.

**Pinkeye:** Students may return when there is no longer crusting or drainage from the eye when they wake up, AND it has been 24 hours after the first dose of antibiotic OR if they have a note from a doctor.

**Head Lice:** Students must be free of head lice and nits.

**Medication:** If possible, medications should be given at home. If medicine (prescription or over the counter) is needed to be given during the school day, an adult is required to bring the medicine to the health room, complete the form(s), and visit with the nurse. *Over the Counter Medication* (Tylenol/Ibuprofen/ etc.) a physician's note is REQUIRED after the 3<sup>rd</sup> dose. Please contact your doctor and have the orders ready.

**Brooke Turner, MSN, RN, NCSN**

**baturner@spsmail.org**

**Phone: 417-523-2330**

**Fax: 417-523-2395**

**2210 E. States Hwy AA**

**Springfield, Mo 65803**

I look forward to being a part of your child's education and health needs. If there is ever anything you may need please reach out and I will attempt to help you and your child as much as I can.

Thank you, Nurse Brooke

**Springfield Public Schools**

**Student Health Inventory**

**School Year** \_\_\_\_\_

**Student #** \_\_\_\_\_

Student	School	Grade/Teacher
Address	Birth Date	Gender
Parent/Guardian/Emergency Contact	Relationship	Phones
		Cell: Work:
		Cell: Work:
		Cell: Work:

**\*\*INDICATE IF STUDENT HAS BEEN DIAGNOSED BY A LICENSED HEALTHCARE PROVIDER WITH ANY OF THE FOLLOWING:**

Health Condition	Yes	No	Explanation if "Yes"
Allergy to Insect Stings	<input type="checkbox"/>	<input type="checkbox"/>	Rate the reaction: <input type="checkbox"/> mild <input type="checkbox"/> moderate <input type="checkbox"/> life-threatening Does your child require an EpiPen? <input type="checkbox"/> yes <input type="checkbox"/> no
Allergies (other)	<input type="checkbox"/>	<input type="checkbox"/>	List: Does your child require an EpiPen? <input type="checkbox"/> yes <input type="checkbox"/> no
Food Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Food(s): <input type="checkbox"/> peanut <input type="checkbox"/> dairy <input type="checkbox"/> eggs <input type="checkbox"/> other (list) Does your child require an EpiPen? <input type="checkbox"/> yes <input type="checkbox"/> no
Medication Allergies	<input type="checkbox"/>	<input type="checkbox"/>	List:
Asthma (guardian to provide Asthma Action Plan)	<input type="checkbox"/>	<input type="checkbox"/>	Rate the severity: <input type="checkbox"/> mild <input type="checkbox"/> moderate <input type="checkbox"/> life-threatening Asthma medication taken at home: Asthma medication required at school:
ADD/ADHD	<input type="checkbox"/>	<input type="checkbox"/>	Medication for ADD/ADHD: Date of Diagnosis By Whom:
Autoimmune Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Specify:
Blood Disorder (sickle cell, Hemophilia)	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Treatment:
Bone/Muscle Problems	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Activity Restrictions:
Bowel/Bladder Issues	<input type="checkbox"/>	<input type="checkbox"/>	Specify:
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Treatment:
Cystic Fibrosis	<input type="checkbox"/>	<input type="checkbox"/>	Treatment:
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Type 1 Insulin Dependent Dr. Name: <input type="checkbox"/> Type 2 Diabetes
Genetic Disorder/Developmental/Autism	<input type="checkbox"/>	<input type="checkbox"/>	Specify:
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Restrictions:
Migraine Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Triggers: Treatment:
Neurological Disorder (CP,MD)	<input type="checkbox"/>	<input type="checkbox"/>	Specify:
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Type of Seizure: Medications:
Mental Health Behavioral Issues	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Date of Diagnosis: Treatment/Medication: By Whom:
Visually Impaired/Blind	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Treatment:
Hearing Loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hearing Loss Right Ear <input type="checkbox"/> Hearing Loss Left Ear <input type="checkbox"/> Hearing Aid(s)
Surgeries	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Date(s):
Other Serious Illness/Injury	<input type="checkbox"/>	<input type="checkbox"/>	Specify: Date of Onset/Accident:

**\*\*I understand if my child is injured or becomes seriously ill and the school nurse, Principal or designee cannot notify me by phone, they will secure medical attention for my child and use ambulance services if necessary. I also understand that I will be responsible for the costs of such medical services and care.**

Parent/Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



## 2024 - 2025 SPS Student Nutrition Information Sheet

### Meal Prices for Elementary Students

Reduced Price Breakfast	.30¢
Reduced Price Lunch	.40¢
Full Price Breakfast	\$1.80
Full Price Lunch	\$3.15

### Meal Prices for Secondary Students

Reduced Price Breakfast	.30¢
Reduced Price Lunch	.40¢
Full Price Breakfast	\$1.80
Full Price Lunch	\$3.40

### Adult Meals

Breakfast	\$2.60
Lunch	\$4.60

Ala Carte 8 oz. Milk .75



## ← The 5 Components for school lunch

**Offer vs. Serve Breakfast** - We must offer 4 food items from above, student must take at least 3 items: one item must be a fruit or vegetable plus 2 other items to make it a meal.

**Offer vs. Serve Lunch** - Student must choose at least 3 components: one MUST be a fruit and/or a vegetable and 2 other components at a minimum. Student can choose up to 5 components for best nutrition. Meal can be as minimal as a chicken sandwich and an apple (meat/meat alternative, grain & fruit = 3 components), or as much as a deli sub, an apple, a portion of green beans, a portion of salad and milk. (1-Meat/meat alternative, 1-grain, 1 fruit, 2 vegetable and 1-milk = 5 components/6 items max). More than 6 components will result in an additional charge to meal account.

**Ala Carte Items** - In addition to our meal options above, students may have the opportunity to purchase ala carte items, prices for all items are posted. All ala carte choices meet the Smart Snack Nutritional Guidelines. If you do not wish for your child to have the option to purchase ala carte items you must call the Student Nutrition office to have your child's account placed on a "Meals Only" option. Student will not be able to purchase ala carte or extra items including single milk. **Any student with a negative meal account will not be able to purchase ala carte snacks until the balance is paid in full.**

Monthly Menus and nutritional information for breakfast and lunch are located at [www.sps.org/food](http://www.sps.org/food) or at <https://sps.nutrislice.com>

**All students eligible for free or reduced lunch are also eligible for free or reduced breakfast. Ensure your child starts their day off right with a healthy breakfast!**

### Payment Options

**Cash or Check** - If paying by check please ensure the check has your phone number along with your students name and ID number in the memo section.

**Meal Pay Plus** - An on-line pre-payment option that accepts MasterCard and VISA credit/debit cards; or you may pay by electronic debit from your Checking or Savings account. Please follow the step by step instructions at this link <https://www.mypaymentsplus.com> to set up an account. You must have your student's ID number to complete account setup.

**You can check your student's balance by setting up an account with myPayments plus. This is a free service to view your student's account or place low balance alerts on your account to notify you when your balance is low.** To place money on your student's account there is a program fee per on-line payment transaction. Money applied to a student's account is usually available within 24 hours, please plan accordingly. If you need further assistance please contact Joyce Lancaster at [jlancaster@spsmail.org](mailto:jlancaster@spsmail.org) or 523-1101.

**Free & Reduced Meal Information** - Direct Certification Notification letters AND/OR Free/Reduced meal applications will be mailed to every household at the beginning of the school year. Notification letters will be mailed to all households that apply for the free/reduced meal program. You may also fill out an application on line at <https://www.sps.org/Page/2400> available approximately two weeks prior to the start of school. This is a much faster option for enrolled students. **A new application must be filled out EVERY school year. If you have not received a direct certification letter** Students will be considered full price until meal benefit applications have been processed and approved for benefits. If you need further assistance with the application process please contact our Meal Benefits Specialist at 417-523-1130.

### Student Nutrition Department Contacts \* Main Office - 523-1100

Kim Keller	Director of Student Nutrition	<a href="mailto:kkeller@spsmail.org">kkeller@spsmail.org</a>	523-1110
Joyce Lancaster	Unit Controller	<a href="mailto:jlancaster@spsmail.org">jlancaster@spsmail.org</a>	523-1101
Gayle Byrd	Operations Manager	<a href="mailto:gbyrd@spsmail.org">gbyrd@spsmail.org</a>	523-1116
Roxanne Sharp	Operations Manager	<a href="mailto:roxannesharp@spsmail.org">roxannesharp@spsmail.org</a>	523-1112
Caira Fields	Operations Manager	<a href="mailto:cfields@spsmail.org">cfields@spsmail.org</a>	523-1114
Tim Williams	Operations Manager	<a href="mailto:twilliams@spsmail.org">twilliams@spsmail.org</a>	523-1103
Christi Mackey	Registered Dietitian	<a href="mailto:cmackey@spsmail.org">cmackey@spsmail.org</a>	523-1113
TBD	Meal Benefit's Specialist		523-1130

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

6/25/24 KK



Visit the Springfield Public School website to view the [2024-2025 School Calendar](#).

