

417-523-2100



#### 2024-2025 SCHOOL YEAR

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

9:00 a.m.—4:00 p.m.

# 6<sup>th</sup> Grade Orientation

Tuesday, August 13

# Beginning at 5:30 p.m.

(Introductions, information stations, schedule distribution and visit classrooms)

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

Middle School Breakfast Price \$1.80 - full pay \$0.30 - reduced meals \$0.75 - milk

Middle School Lunch Price \$3.40 - full pay \$0.40 - reduced meals \$0.75 - milk

Please go to sps.org and fill out the meal application for free/reduced meal pricing. Applications must be filled out yearly.

## 7th & 8th Grade Schedules

There are two opportunities to view your schedule:

>Wednesday, August 14 - Available to view in the Home Access Center >Friday, August 16 - If you prefer to pick up a paper copy, you may do so from

7:30 a.m. - 1:00 p.m.

Students will be able to view their schedules in the Home Access Center beginning August 14. If you prefer to pick up a paper copy, you may do so August 16 from 7:30 a.m.-1:00 p.m.

> In the Home Access Center (HAC): Update your contact information

\*\*All 8th-grade students must have documentation of having had a current Tdap and meningococcal vaccine before starting school. Students cannot attend school in Missouri without having addressed this legal requirement. If you have not already provided the school nurse with this vaccine information, you may email it to baturner@spsmail.org or fax it to 417-523-2395. If you have any questions, please contact the school nurse at 523-2330.

#### On the first day of school, your student will receive a health inventory from the school nurse. Please fill it out and send it back to school with your student to give to their first period teacher.

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

First Day of School	day, August 19
School Start Time	9:00 a.m.
School Dismissal Time. The expectation is that all students not involved in an activity should be gone from school/picked up Pick up for middle school students is in the back (north) parking lot. If you have an elementary and middle school student, pick up is on the east side of the building by	o by <u>4:15 p.m.</u>
<b>First Day of Practice</b>	

#### Volunteers

# All parents/guardians will be required to be district approved volunteers before helping teachers in classrooms, going on 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 (<u>http://www.sps.org/pleasantview</u>). For more information, click <u>here</u>.

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.

#### **Daily 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** <u>amlitchy@spsmail.org</u>. Students should ask teachers 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 teachers. 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.

For information on bus delays, click here.

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

#### 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.

#### **Pleasant View Communications**

- **Pleasant View Website**: Check out the Pleasant View website at <u>sps.org/pleasantview</u>. 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 student 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 of Students

The following procedure for early check-out/pick-up of students will be <u>strictly enforced</u> 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**

Schedules will become available to students beginning August 14, in the Home Access Center (HAC).

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 14.** 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.

Quarterly progress reports and grade cards will not be printed and sent home with students. Instead, parents/guardians can access those reports in the Home Access Center.

To access the Home Access Center web page, go to the district's website: <u>sps.org</u> 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 <u>will not</u> 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 <u>here</u>.

#### Get Started Today:

- 1. Go to 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 \$3.40 for middle school 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 Meal 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 <u>sps.org</u>. Meal applications must be filled out <u>yearly</u>.

#### **Picking Up Students After School**

- **Parents are asked to wait outside in their car, in the car line**, for students to be dismissed. The middle school car line is located in the back (north) parking lot.
- Students are not allowed to cross the road to be picked up.
- Middle school students with elementary siblings should be picked up on the east side of the building by door #29.

#### SPARC

Parents 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 <u>sps.org</u>.

#### **Sports Passes**

Athletic Fee: Participation fee is \$25.00-\$50.00 (free if the student qualifies for free or reduced price meals). There is a reduced fee for multiple children participating from the same household. \$50 first child, \$35 for second child, and \$25 each for three or more children participating during the school year.

This pass is for students who are participating in athletics and entitles the owner admission to all R12 sponsored athletic events during the year held at SPS buildings. (This excludes events sponsored by MSHSSA.) Activity Passes: Activity passes admit students and patrons into sporting events.

- For students (grades K-8) wishing to purchase an activity pass as a spectator, the cost is \$5.00 (this pass is only good at events that Pleasant View is participating in that are held at SPS buildings and also at Hillcrest home sporting events).
- Patrons wishing to purchase an activity pass to watch Pleasant View events, the cost is \$15.00 (this pass is
  only good at events that Pleasant View is participating in that are held at SPS buildings). Anyone 65 or over
  will be admitted free of charge with proof of birth date and will not need an actual pass.

Passes may be purchased in the Pleasant View office or online at MySchoolBucks.com.

#### **Tardy Policy**

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 or attend a field trip, help with the book fairs, attend field day, 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 (<u>http://www.sps.org/pleasantview</u>). For more information click <u>here</u>.

#### Instructions on accessing the student's schedule:

- Home Access Center (HAC) website: <u>sps.org</u> and click on "Home Access Center" under the Quick Links.
- 2. Login: Enter your User Name and Password



Visit the Springfield Public School website to view the 2024-2025 School Calendar.

#### PLEASANT VIEW MIDDLE SCHOOL

#### SIXTH GRADE SUPPLY LIST 2024-2025

#### **General Supplies:**

#2 Pencils 4 three-prong 2-pocket folders 2 Spiral notebooks (English, science) <sup>1</sup>/<sub>2</sub> inch 3-ring binder with pockets, with 5 dividers (science)

Art: 4 #2 pencils Pink pearl eraser Plastic bag "like Walmart" General Music: Folder with pockets

#2 pencils

Band: 1.5 or 2 inch black or white binder with clear view cover 1 pkg 5 tab dividers Package of 12 or more pencils 1 box of kleenex

Choir: <sup>1</sup>/<sub>2</sub> inch black 3-ring binder #2 pencils Highlighters Kleenex

Orchestra: Black 3-ring binder

#### SEVENTH GRADE SUPPLY LIST 2024-2025

#### **General Supplies:**

#2 Pencils 5 dividers 4 two-pocket, 3-prong folders Composition notebook

#### <u>Art</u>:

4 #2 pencils Pink pearl eraser Plastic bag "like Walmart"

General Music: Folder with pockets #2 pencils

Choir: <sup>1</sup>/<sub>2</sub> inch black 3-ring binder #2 pencils Highlighters Kleenex

Orchestra: Black 3-ring binder

### Band:

1.5 or 2 inch black or white binder with clear view cover 1 pkg 5 tab dividers Package of 12 or more pencils 1 box of kleenex

#### **EIGHTH GRADE SUPPLY LIST 2024-2025**

#### **General Supplies:**

#2 Pencils 1 two-inch 3-ring binder 1 one-inch binder (science)

#### Art:

4 #2 pencils Pink pearl eraser Plastic bag "like Walmart"

#### **Band**:

1.5 or 2 inch black or white binder with clear view cover 1 pkg 5 tab dividers Package of 12 or more pencils 1 box of kleenex

4 two-pocket folders (different colors) 2 Spiral notebooks (math, English)

**General Music:** Folder with pockets #2 pencils

Choir: <sup>1</sup>/<sub>2</sub> inch black 3-ring binder #2 pencils Highlighters Kleenex

Orchestra: Black 3-ring binder



# **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. <u>My goal is to</u> <u>keep students at school, as safe as possible, so they can be healthy and effective learners, while</u> 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 **<u>NO FEVER</u> <u>FOR 24 HOURS</u>** 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

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#### Springfield Public Schools

Student Health Inventory School			Student #		
Student		School		Grade/Teacher	
Address		Birth Date		Gender	
Parent/Guardian/Emergency Contact Rela		tionship	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			
Allergy to Insect Stings			Rate the reaction: mild moderate life-threatening		
			Does your child require an EpiPen? ges on		
Allergies (other)			List:		
<b>U U U U</b>	_	_	Does your child require an EpiPen? Uyes Ono		
Food Allergies					
1 ood Alloigios			Food(s):  peanut  dairy  eggs  other (list)		
			Does your child require an EpiPen? Uyes Ono		
Medication Allergies			List:		
Asthma (guardian to provide			Rate the severity: mild moderate life-threatening		
Asthma Action Plan)			Asthma medication taken at home:		
			Asthma medication required at school:		
ADD/ADHD			Medication for ADD/ADHD: Date of Diagnosis		
			By Whom:		
Autoimmune Disorder			Specify:		
Blood Disorder			Specify: Treatment:		
(sickle cell, Hemophilia)					
Bone/Muscle Problems			Specify: Activity Restrictions:		
Bowel/Bladder Issues			Specify:		
Cancer			Specify: Treatment:		
Cystic Fibrosis			Treatment:		
Diabetes			Type 1 Insulin Dependent		
			Dr. Name:		
0	_	_	Type 2 Diabetes		
Genetic			Specify:		
Disorder/Developmental/Autism					
Heart Condition			Specify: Restrictions:		
Migraine Headaches			Triggers: Treatment:		
Neurological Disorder (CP,MD)			Specify:		
Seizure Disorder			Type of Seizure: Medications:		
Mental Health			Specify: Date of Diagnosis:		
Behavioral Issues			Treatment/Medication: By Whom:		
Visually Impaired/Blind			Specify: Treatment:		
Hearing Loss			Hearing Loss Right Ear Hearing Loss Left Ear Hearing Aid(s)		
Surgeries			Specify:		
			Date(s):		
Other Serious Illness/Injury			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 Paducad Price Preakfast 204

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 M	eals
Breakfast	\$2.60
Lunch	\$4.60



# ← 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 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 ancaster@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

Director of Student Nutrition	kkeller@spsmail.org	523-1110
Unit Controller	jlancaster@spsmail.org	523-1101
Operations Manager	gbyrd@spsmail.org	523-1116
Operations Manager	roxannesharp@spsmail.org	523-1112
Operations Manager	ccfields@spsmail.org	523-1114
Operations Manager	twilliams@spsmail.org	523-1103
Registered Dietitian	<u>cmackey@spsmail.org</u>	523-1113
Meal Benefit's Specialist		523-1130
	Unit Controller Operations Manager Operations Manager Operations Manager Registered Dietitian	Unit Controller     ilancaster@spsmail.org       Operations Manager     gbyrd@spsmail.org       Operations Manager     roxannesharp@spsmail.org       Operations Manager     ccfields@spsmail.org       Operations Manager     twilliams@spsmail.org       Operations Manager     twilliams@spsmail.org       Registered Dietitian     cmackey@spsmail.org

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 retailation 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, audiotape, 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 n

to the appoint distinguished on the comparison of the alloged 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 (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 (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: Progra This institution is an equal opportunity provider. m Intake@usda

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# SPRINGFIELD PUBLIC SCHOOLS 2024-2025

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