

July 25, 2011

Dear Pleasant View Elementary Students and Parents:

On behalf of the teachers and staff at Pleasant View it is my pleasure to welcome you to another new school year. The 2011-2012 school year promises to be an exciting year for our elementary school children.

Pleasant View has a history of excellent community support, parental involvement and academic excellence. It is my intent to work with you to preserve and nurture these attributes and to use them as springboards for new school improvements. I encourage you to visit your school, talk with the teachers, review the curriculum and become involved in the programs offered at Pleasant View School. The educational process is a partnership between the home and the school. In order for this to be a strong and healthy partnership we must seek ways to communicate with each other. Volunteer programs, PTA, and Homeroom Parents are just a few of the avenues that facilitate this communication effort. I am looking forward to meeting you and working with you in a partnership that will produce the finest education possible for your children.

2011-2012 REGISTRATION

Registration for students new to Pleasant View Elementary School will be held on Tuesday, August 9th from 9:00 a.m. to 1:00 p.m. Please communicate this information to neighbors and friends new to your neighborhood.

OPENING DAY

School opens for the 2011-2012 school year at **8:00 a.m.** on Thursday, August 25, 2011. School will be in session all day on this day. School dismisses at **2:45 p.m.** During the school year, students may not arrive earlier than 7:30 a.m. and must be picked up by 3:00 p.m.

Our middle school also starts at 8:00 a.m. This means a lot of traffic congestion before and after school. **We encourage you to allow your child to ride the bus (if eligible) to school on the first day of school. By allowing your child to ride the bus to school, they will know which bus to ride home. If your child does not ride the bus to school on the first day, please be sure the student AND teacher knows the bus number he/she is to ride home.** If it is not possible for them to ride the bus, please help us to ensure the safety of all students by not using the bus drive in front of the school.

MEET THE TEACHER

Students in grades 1-5 are invited to come and meet their teacher on **Tuesday, August 23 from 2:00-3:30 p.m.** Students are welcome to bring their supplies with them to put in their desks if they would like to. (See enclosed supply list.)

EARLY DISMISSAL

The following procedure for early dismissal/picking up of students will be **strictly enforced** to ensure the safety and security of your child:

- The parent must first come by the office (any other individual representing the parent must be cleared by the parent through the Pleasant View Office by means of a note. Phone permission is discouraged.)
- The parent or designee must sign the student out in an early dismissal log.
- The parent or designee **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.

VISITORS TO THE SCHOOL

All individuals not employed by the Springfield School District and assigned to Pleasant View or not enrolled as a student are considered visitors. During the school day, **VISITORS TO THE BUILDING ARE TO REPORT TO THE OFFICE.** This regulation is to ensure the safety and security of all students by allowing staff to monitor those visiting at Pleasant View.

PICKING UP STUDENTS AFTER SCHOOL

Please do not go to classrooms until the elementary announcements are over. Parents at the doors of classrooms can be disruptive to the learning process.

BUS TRANSPORTATION

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

DAILY ATTENDANCE

We know it is sometimes necessary for a student to be absent from school. Parents are requested, on these occasions, to inform the office by phone prior to 8:30 a.m. of their child's absence. The phone number is **523-2301**. Students should remember to ask teachers for make-up work when they return to school.

Students who arrive at school after 8:00 a.m. are considered "tardy" and must bring a written note from a parent stating the reason for the tardy. This note should be given to the office secretary who will issue a "tardy" pass to the student. This "tardy" pass will be given to the student's teacher.

TARDY POLICY FOR FOURTH AND FIFTH GRADE STUDENTS

School starts each day at 8:00 a.m. If a student is late to school they will be given a tardy. On the 6th tardy to school a lunch detention will be assigned. On the 7th and 8th tardies two lunch detentions will be assigned. On the 9th tardy ISS will be assigned. Students will start with a clean slate each quarter.

LEAVING MESSAGES FOR STUDENTS

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 2:00 p.m. After that time we cannot guarantee that the message can be delivered.

DRESS CODE

Clothing worn to school should not be a distraction from learning and cannot promote any item or activity that is a violation of R-12 School Board policy. This includes alcohol, drugs, tobacco, weapons, or other prohibited activity.

- Hats, bandannas or other forms of head covers are not to be worn in the school building.
- Shoes must be worn at all times. Slippers are not appropriate footwear.
- Coats or jackets should be left in lockers.
- T-Shirts and/or other apparel should not contain profanity, obscenities, suggestive, derogatory or provocative statements, drug or alcohol symbols or advertisements, or gang dress symbols or graffiti are not to be worn.
- Any item of clothing that has holes and is revealing in a manner that is offensive to the viewer is prohibited.
- Sunglasses are not to be worn in the school building.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Backpacks/Bags: Students are encouraged to use clear or mesh backpacks/bags.
- Strapless tops, backless tops, and tops with revealing necklines are not to be worn in the school building.
- Visibly showing your underwear is not allowed in the building.
- Wearing tops that show the bare midriff are not to be worn in the school building.
- Overly bulky or overly loose clothing including coats that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities are believed to involve intimidation, violence, or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
- Pants should be worn at the waist and not allowed to sag.

HOT LUNCH/BREAKFAST

Hot lunch will be \$2.25 for elementary students. Students who bring their lunch may purchase milk in the cafeteria for .40 cents. Please look over the free/reduced lunch application form that will be mailed to your home. If you qualify for this service please fill out the form and return it. Even if you do not plan to use the service, our school receives funding based on eligibility numbers. Breakfast will be \$1.10 a day.

BRINGING OUTSIDE FOOD TO THE CAFETERIA

Parents may bring a lunch from an outside vendor (McDonald's, Subway, etc.) for **THEIR CHILD ONLY**. If a parent wishes to provide snacks for a birthday celebration, it must be done in the classroom and the snacks must provide nutritional alternatives.

LOST AND FOUND ITEMS

We will save lost and found articles for two weeks. These items will then be sent to the Clothing Bank. Please have your child check the lost and found rack when your child reports to you that something has been lost.

MEDICATION

Prescription and Non-Prescription medication to be taken at school shall be delivered and picked up by 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 parent/guardian. The first dose of any medicine will not be given at school. Over-the-counter medications may be given at school for a period of (3) three days with permission form signed by parent/guardian and must be in original container. Administration for more than (3) three days requires a written standing order from a doctor or authorized prescriber for the individual student, which can be faxed to the school. Any remaining medication must be picked up by a parent or designated adult within one week after the final date on the medication form. Medication will not be sent home with students.

PRIME TIME

Prime Time activities for elementary students will be available again this year through the Springfield Family Y. Please contact the Y at 862-7456, for further information on enrollment.

TEACHER/PARENT CONFERENCES

Parents are encouraged to become familiar with the curriculum and teachers. Teacher/Parent conferences are encouraged. Each teacher will have time before and after school available for conferences. We ask that you schedule conferences during these times reserving instruction time for student/teacher activities. If at all possible, please schedule a conference with your child’s teacher during the week of November 7-10 in order to discuss his/her progress. Evening times are available. Sign-up sheets will be available in classrooms during Open House.

PTA MEMBERSHIP

The Elementary PTA (addressing the needs of students, kindergarten through fifth grade) will have memberships available. We encourage you to support this group as it supports your school and students.

BIRTHDAY INVITATIONS

Please do not send birthday invitations to school with your child for distribution. This sometimes presents an awkward situation for classmates and teachers when only some students receive an invitation and others are left out.

HOMEWORK WHEN ABSENT

Time will be allowed for students to make up missed work when they return to school after an illness. The teachers request that you confer with them about homework that may be missed due to an absence. The office will be happy to give the classroom teacher a message if you would like to request assignments.

HEALTH FAIR

The Health Fair will be held October 20th from 8:00 a.m. – 11:00 a.m. Volunteers are needed. If you are interested in helping please contact April Brown at 523-2330.

If you have any questions or need assistance with a school matter, please feel free to come by the school or telephone me at 523-2100. I encourage you to become involved in the activities at Pleasant View and share some of your energy and enthusiasm with others in order that all may have a happy and successful school year.

Sincerely,

Julie Steiger, Ed. D.
Principal

PLEASANT VIEW ELEMENTARY SUPPLY LISTS 2011-2012

KINDERGARTEN (Mrs. Johnson; Mrs. Thomas)

school box - no larger than a cigar box (plastic preferred)
crayons - no more than 24 colors (Crayola brand preferred)
glue – Elmers (4 oz.)
back pack - large enough for child's papers
*Please bring only the items listed. No extras.

tissues - 1 box
sharpened pencils (limit 4)
scissors - Fiskar brand

FIRST GRADE (Mrs. Morris; Mrs. Russell)

Due to the style of teaching and the room arrangements, Mrs. Morris and Mrs. Russell find it most helpful to purchase school supplies for the class. During the first week of school, teachers will ask for \$15.00 from each child to help cover expenses. We hope you will find this helpful also.

SECOND GRADE (Mrs. Carnes; Mrs. Parham)

Due to the style of teaching and the room arrangements, Mrs. Carnes and Mrs. Parham find it most helpful to purchase school supplies for the class. During the first week of school, teachers will ask for \$15.00 from each child to help cover expenses. We hope you will find this helpful also.

THIRD GRADE (Mrs. Hagler; Mrs. Schaffitzel)

Due to the style of teaching and the room arrangements, Mrs. Hagler and Mrs. Schaffitzel find it most helpful to purchase school supplies for the class. During the first week of school, teachers will ask for \$15.00 from each child to help cover expenses. We hope you will find this helpful also.

FOURTH GRADE (Mrs. Epperly; Mrs. White)

Due to the style of teaching and the room arrangements, Mrs. Epperly and Mrs. White find it most helpful to purchase school supplies for the class. During the first week of school, teachers will ask for \$15.00 from each child to help cover expenses. We hope you will find this helpful also.

Yamaha 20 Series ,3-piece, C Soprano recorder AND cleaning rod. Available at Hoover Music, Palen Music, or Springfield Music. Colors available: Blue, Brown, Green, Ivory, or Pink. Also available at <http://www.westmusic.com>. **Recorders won't be needed until 2nd semester for their music class.**

**** NO TRAPPER KEEPERS DUE TO LACK OF ROOM IN DESK**

FIFTH GRADE (Mrs. Allen; Mrs. Harris)

Due to the style of teaching and the room arrangements, the 5th grade teachers find it most helpful to purchase school supplies for the class. During the first week of school, teachers will ask for \$15.00 from each child to help cover expenses. We hope you will find this helpful also.

***PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME**

2011-2012 Nutrition Services Information

Mission Statement: To provide nutritious meals which meet the needs of the student's academic and physical well-being.

Meal Prices for ELEMENTARY Students

Breakfast Reduced Price \$.30 Breakfast Full Price \$1.10 Lunch Reduced Price \$.40 Lunch Full Price \$2.25

Payment Options

***CHECKS** – Please make checks payable to Springfield Public Schools. Please ensure that your check has your phone number on it and include your students name and ID # in the memo section. You may use the **Meal Pay Plus** website to monitor your child's balance and activity **without a fee** if you send money to school. You will just need to set up an account with your child's ID number. See Information below.

***MEAL PAY PLUS** – This is an on-line pre-payment option which accepts MasterCard and Visa credit cards or you may pay by electronic debit from your checking or savings account. Money applied to your account is usually available within 24 hours. You can set up your account at springfieldpublicschoolsno.org, then go to ***Nutrition Services**, ***Payment Options**, ***Step by Step Account Set-up** OR ***Meal Pay Plus** Website. You will need your Student/Staff ID to complete account set-up. There is a FAQ section that explains adding additional students, low balance notification, the difference between meal/general/bonus accounts and purchase history. **Meal Pay Plus** charges a 4.75 % fee per on-line payment transaction for this convenience. You may add money to multiple students accounts during one transaction.

***FREE & REDUCED MEAL INFORMATION** – Applications for free/reduced meals will be mailed to every household. In addition **you will have the option of filling out and submitting an application on-line after Aug.15th**. This is a much faster option for enrolled students with an average response time of 48 hours. Just go to springfieldpublicschoolsno.org, ***Nutrition Services** (in the left column), and then click the link for the ***Free/Reduced Applications**. If you need further assistance please contact either Jeff Barnes at 523-1104 / jbarnes@spsmail.org or Joyce Lancaster at 523-1101 jlancaster@spsmail.org .

What is a Meal?

Springfield Public Schools follow the guidelines established by the USDA for school lunches using the offer vs. serve system. This allows children more food choices.

Elementary Breakfast – Must include a minimum of 3 of the 4 following Choices:

- *1-Breakfast entrée
- *1-Toast / Potato
- *1-Fruit / Juice
- *1-Milk

Elementary School Lunch - Must include: ***1 Entrée Choice** and a minimum of 2 of the following:

- *1-Vegetable Choice
- *1-Fruit Choice
- *1-Salad / Bonus
- *1-Milk

***Student may also choose 1 of each item for a total of 5 Items**

*** Did you know...If your child is eligible for Free/Reduced Lunch they are ALSO eligible for Free/Reduced Breakfast! Make sure your child starts their day off right with a good breakfast.**

Ala Carte Items

In addition to our meal options above we do offer our Elementary Students ala carte items that range in price from \$.25 to \$.75. We do post pricing for all items. Monthly menus are located at springfieldpublicschoolsno.org. Please let us know if we can assist you in anyway.

Contacts:	Wanita Watts	523-1108	<u>wwatts@spsmail.org</u>	Director of Nutrition Service
	Gayle Byrd	523-1116	<u>gbyrd@spsmail.org</u>	Asst. Director of Nutrition Services
	Phil Broyles	523-1103	<u>pbroyles@spsmail.org</u>	Asst. Director of Nutrition Services
	Kim Goddard	523-1110	<u>kgoddard@spsmail.org</u>	Asst. Director of Nutrition Services
6/28/11	Dana Nippes RD,LD	523-1113	<u>dsnippes@spsmail.org</u>	Registered Dietitian