

Springfield Platteview Community Schools

Springfield Elementary Operations Guide 2023-2024



***SPRINGFIELD
ELEMENTARY SCHOOL***

**Springfield Elementary School
940 Main Street
Springfield, NE 68059
(402) 253-2245**

Springfield Platteview Community Schools

Board of Education

Mr. Brian Wichman, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mrs. Lisa Roseland
Mr. Lee Smith

Administrative Office

District Administrative Offices
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Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders
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Mrs. Jacci Lucas
Mr. Frank Staskiewicz, Jr.
Mrs. Heidi Zierott

Superintendent
Director of Public Relations
Director of Special Services
Director of Technology
Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Dr. Kaela Heneger, Principal

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career-ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents/Guardians:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this document in addition to the district handbook. The Operations Guide is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, contact the school office, or speak with me.

Sincerely,

Kaela Heneger

Kaela Heneger, Ed.D
Principal Springfield Elementary
Springfield Elementary Office: 402-253-2245

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SCHOOL DAY

Arrival and Dismissal Times

Springfield Elementary

Monday: <ul style="list-style-type: none">• 9:10 Students enter the building• 9:20 Tardy bell rings• 3:20 K-6th Grades dismiss	Breakfast Served: <ul style="list-style-type: none">• Monday 8:45-9:15• Tuesday- Friday 7:45-8:15
Tuesday-Friday: <ul style="list-style-type: none">• 8:10 Students enter the building• 8:20 Tardy bell rings• 3:15 Start to dismiss bus students• 3:20 K-6th Grades dismiss	

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through their designated door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
 - a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
 - b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
 - c. Please do not drop off students in any of our parking areas/lots.

Springfield Elementary (Arrival & Dismissal Procedures)

- Each grade level is assigned a door to enter and exit the building. When students arrive they should line up at their assigned door until 8:10 when the bell rings (if eating breakfast, students may use Door A and go directly to the gym to eat). When leaving, at

the end of the day, students need to check out with school staff assigned to the designated door.

Grade Level Door Assignments:

Grade Level	Door	Grade Level	Door
Preschool	F	3rd Grade	B
Kindergarten	A	4th Grade	H
1st Grade	A	5th Grade	H
2nd Grade	A	6th Grade	B

- Each family will be assigned a family pick-up tag number. The tag needs to be displayed in the car's front or passenger side window or may be held by a parent waiting. As a student's number is displayed (either in a car or by an adult holding the tag), a staff member will notify the classroom(s) that "Example Family's" ride has arrived by putting the tag number into our system. The students will then be dismissed to leave out their assigned door (see above). Students will then check out with the dismissal staff when they leave the building. This allows us to document and track students' whereabouts as they leave the building.
- All traffic will enter the parking lots from the East Entrance on North 10th Ave. Once a vehicle has entered the loop in front of the school the drive becomes one way with two lanes heading west. Students may be dropped off curbside directly in front of the school or by their assigned doors. It is important that you drop students off on the curbside. Students should NOT be allowed to get out of the car between lanes of traffic (non-curb side). There are parking stalls on the lower level (southside) of the loop. Parking is prohibited in the two lanes directly in front of the school. If you would like to park please loop around and park in the angled parking stalls on the south side of the loop. All students dropped off on the lower level or away from the building are required to walk on the sidewalk and be crossed by Safety Patrol or School Personnel.
- Please drive as far forward as possible when picking up or dropping off students. This could be east of the crosswalk. If your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. Please do not stop on Main Street to load or unload children. The safety of the children is our primary concern.
- There is a designated bus lane. Cars should not utilize the bus lane. Please remember to continue to loop around until your student(s) is visible. This also allows bus to get to the bus lane.

Dismissal and Pick Up of Students

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should

not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in the pick-up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

Attendance

It is our goal to have every student in school for as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

Required Attendance

- Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to district policy.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
- Severe weather
- Medical appointments for the student or for a child whom the student is parenting.
- Death or serious illness of the student's family member
- Attending a funeral, wedding or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith

Tardies

Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school; parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work

We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band

Students may participate in the elementary band and begin taking band lessons in 6th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fees policy or other applicable policy.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact Kids Care program director Katrin Bishop at kidscare@spcsne.org or 402-657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards and provide a [list of alternative ways to celebrate children](#) to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats, such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents. unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles.

Requests to be dropped off at a point, **not** on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Transportation Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have the discretion to impose any listed punishment they deem appropriate in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule and will wait for riders for only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Bus Company Contact Information and Route Service Request:

Student Transportation of America

10201 Sapp Brothers Dr.

Omaha, NE 68138

402-884-4025

Assistant Manager: Chris Iske

[Route Service Request Form](#) (Link)

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Lost and Found

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Cafeteria & Meal Procedures

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
 - a. bring cash or check (\$3.35 per meal)
 - b. purchase an extra milk (\$.70) cash.
2. Parents may apply for free or reduced-cost lunch for their child. [Free or Reduced Lunch Applications](http://springfieldplatteview.org) are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult meals cost **\$ (TBA)**.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions, you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging

students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- After students have eaten, they must return their trays to the kitchen. All straws, papers, and milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.
- Students who bring their lunch from home are not allowed to at the peanut-free table unless they are a student with a nut allergy.

School Breakfast Program

Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is \$1.95. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or for free.

Students wishing to eat breakfast will enter Door A and walk into the cafeteria. Students will go through the serving line and put in their numbers. Students need to sit on the designated breakfast tables on the east side of the cafeteria. Students in Kids Care and students eating breakfast each have designated spaces.

Houses

One of the ongoing goals of the staff (and community) of Springfield Elementary is that each student knows they are safe and have caring adults that will support them. We work to develop positive relationships and help students develop positive social skills through multiple efforts. One way is our House System. **House System Goal is to implement a system that facilitates the development of positive relationships so students have adult advocates (House Leaders) throughout (and beyond) their time at Springfield Elementary.**

Students will be assigned to a House when they enroll at Springfield Elementary. The Sorting Ceremony is held in September. Students will stay with the same house throughout their time at Springfield Elementary. Students be given a House shirt that they are encouraged to wear for House Meeting days and events. Houses will meet once a month on the 1st Wednesday of the month. During this time, Houses work on leadership skills, community service, conflict resolution, and much more.

Media Center

Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School

Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms but are encouraged to wear tennis shoes for P.E. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. **Picture Days for the 2023-2024 School Year: September 6th, 2023, with retakes on October 19, 2023.** Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer. All students will have their pictures taken for our Yearbook and/or class composites, even if parents choose not to purchase additional pictures. Be looking for an email from Interstate Photography.

Student Appearance

It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified, and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distractive or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.

- Headwear, including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no “sagging” pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the administration for approval.

Textbook, Material, and Technology Fines/Fees

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

A fee must be paid in order for students to use an iPad from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. ***The current fee is \$10/student or a max \$30/family annually. This fee is applicable for one academic school year.***

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee		Additional Items	Replacement Cost
Lost or Stolen iPad	\$300	\$350 (full replacement cost)		Sync Cable Only	\$10
Non-Repairable or Destroyed iPads	\$50	\$350 (full replacement cost)		Puck (Plug-In)	\$10
Cracked iPad Screen (Remains Usable)	\$30	\$350 (full replacement cost)		Puck and Sync Cable	\$20
iPads Repairs	covered	50% of total repair bill		School Issued Case (K-3)	\$20
				School Issued Case (4-12)	\$30

SAFETY

Springfield Platteview Elementary Expectations **• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND**

Be Safe

Keep their bodies and objects to themselves. Always walk in the building.

Be Responsible

Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.

Be Respectful

Use appropriate language and tone of voice. Treat everyone as you would like to be treated.

No bullying.

Be Kind

Help others, include others, work to cheer others up.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms.

Parents are urged to practice these skills with their children at home as well.

- 1) How to greet someone.
- 2) How to follow instructions.
- 3) How to accept criticism.
- 4) How to accept no for an answer.
- 5) How to get the teacher's attention. (Asking permission)
- 6) How to make a request.
- 7) How to disagree appropriately.
- 8) How to give negative feedback.
- 9) How to resist peer pressure (or say no).
- 10) How to apologize.
- 11) How to engage in a conversation.
- 12) How to give a compliment.
- 13) How to accept a compliment.
- 14) How to volunteer.
- 15) How to report peer behavior.
- 16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, Scooters, Really Anything With Wheels

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike Racks

Bikes and scooters need to be stored on the bike racks. There are two sets of bike racks; (1) located on the West end of the building by Door B. (2) located by the outdoor classroom on the south east corner of the building.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors through our counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students’)

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by supervising adult.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell (Springfield 8:20) until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher’s classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle’s driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Any unauthorized or inappropriate use of a cellular device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. For the second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. For the third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol Drills (Fire, Intruder, and Tornado)

All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- Hold (In your room or area)
- Secure (Get inside, lock outside doors. Secure the perimeter. No guest will be allowed to enter the building or take students from the building authorities or administration give permission)
- Lockdown (locks, lights, out of sight. No guest will be allowed to enter the building or take students from the building authorities or administration give permission)
- Evacuate (to the announced location, reunification protocol will be put into place)
- Shelter (using announced type and method).



Hold is followed by the Directive: **“In Your Room or Area”** and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: **“Get Inside. Lock Outside Doors”** and is the protocol used to safeguard people within the building.



Lockdown is followed by **“Locks, Lights, Out of Sight”** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. These forms are filled out during enrollment and are kept on file for the entire school year. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from parent participation. The need for chaperones will be determined on an individual basis. At times chaperones will be asked to meet the students at the field trip location. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct as a basis for participation on field trips.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside

When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked

to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment and surrounding areas.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

Recess Boundaries/Procedures

Equipment such as balls, jump ropes, yard games, etc. are provided by the school. Students may utilize equipment that is in the red bin in the entry way at Door C. Students are expected to put the equipment back when they are finished playing or called in.

Students are to stay on the main playground. Playground boundaries: North is the trail sidewalk, East is Door D, West is the sidewalk outside of Door C (ballfield is the exception). Ballfield stay inside the fence. If in doubt ask the adults on duty.

Safety Patrol

We have amazing students. One way many students give back is by helping others stay safe, by taking part in Safety Patrol. Students 5th and 6th grades can volunteer to be trained as Safety Patrol Teammembers. Our Safety Patrol Team helps students cross the street safely as they walk to and from school. Safety patrol staff and students are on duty starting at

8:00-8:20 a.m. in the morning and from 3:15-3:35 p.m. in the afternoon. We currently have four crosswalk locations. It is important that students and visitors cross at the designated crossings. Safety Patrol Team members wear brightly vests or ponchos. Wait for the Safety Patrol Team member to be in position and signal before crossing the street.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S.® program is a nationally recognized school-based, family, and community engagement organizations and is designed and developed by educators, experts and parent & guardian volunteers over more than two decades. The program helps provide positive male role models for the students, demonstrating by their presence that education is important. It also provides extra sets of eyes and ears to enhance school security, reduce bullying and provide a greater sense of campus safety allowing students and teachers to focus on learning and instruction.

Dads and male role models are encouraged to volunteer on our WATCH DOGS Wednesdays. It could be one day per week, month, or school year. You are welcome to sign up for a half day or a whole day at a time. If you would like more information about volunteering or have questions, please contact the school office. Ready to volunteer, find the time that works best for you and sign up on our [WATCH DOGS Sign Up!](#)

A WATCH DOGS information and organizational meeting will be scheduled each fall so you can learn more about being part of our WATCH DOGS team!

Weapons or Perceived Weapons

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services

SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Health, Accidents, Illnesses, and Medications

The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness or fever over 100 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from a medical professional or it is part of an individual health plan.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of an emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. This person is, however, on-call to any building at any time during school hours.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication

(1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the

prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription Medication

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Health Screenings

During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at <https://www.springfieldplatteview.org/Health-Services>.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through [School Messenger](#)

Communicating Student Progress with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers..

At the beginning of the year, classroom teachers will send home homework expectations appropriate to the age of the students.

LABS

L.A.B.S. stands for Learning and Building Skills. LABS is a program to help students get additional help or get caught up on classroom work. L.A.B.S. was created to give students the opportunity to get help with organization, prioritization, make-up work and homework. We also reteach concepts that have been challenging for students. We meet from 3:25-4:00 p.m. Tuesday, Wednesday, and Thursday.

If a student meets the criteria of having three missing or late assignments in the last week or is earning an “F” or “Beginning” in a subject, the student will be assigned to L.A.B.S. for the next week. This opportunity is ongoing. Students who are currently earning a “D” or “Progressing” may choose to join LABS for extra help.

All of your child’s assignments are tracked in Schoology. If you need to verify your student’s assignments for the day, you can check Schoology.

Parent Concern Procedure

If parents have a concern regarding a situation in their child’s school, as outlined by the Board of Education policy, they should first contact the student’s teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:55 a.m. - 8:05 a.m. and 3:20 p.m. - 3:35 p.m. for teachers at Springfield Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child’s teacher(s) in the event of questions or concerns about their child’s progress.

Conferences are scheduled through PCT Fast.com and an email will be sent a couple of weeks prior to the scheduled conference for you to select your conference time(s).

**Conference Dates for the 2023-2024 School Year: October 18th-19th, 2023 (1:50-7:50)
February 14th-15th, 2024 (1:50-7:50)**

Parent-Teacher Organizations

The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school’s PTO scheduled activities is published throughout the year in our school’s newsletters.

School News

Announcements are published in the school Newsletter and Website. To access the website enter <https://www.springfieldplatteview.org/School-Info> click on Schools, then Springfield

Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official Twitter accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement

All teachers work as a professional learning community at SPCS. As a team, we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing addressing your child's learning style and the type, not the name, of the teacher that would benefit your child.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to call and leave their messages with the office staff. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

[Visiting Springfield Elementary Video](#)

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office. Visitors need to visibly wear a visitor's badge for the duration of the visit.

- Children not enrolled at Springfield may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the

school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check in at the office, they will be asked to provide identification.

- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive [School Messenger Alerts](#). Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students will be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Late Start Schedule Springfield Elementary

Monday-Friday: <ul style="list-style-type: none">• 10:10 Students enter the building• 10:20 Tardy bell rings• 3:20 K-6th Grade dismisses	Breakfast Served: <ul style="list-style-type: none">• Monday 9:45-10:15• Tuesday-Friday 9:45-10:15
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Supervision will be on duty at 9:45 on when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2023-2024 SPCS School Calendar

Springfield Platteview Community Schools 2023-2024

9	New Teacher Workshop	AUGUST 2023	JANUARY 2024	1-2	Winter Break No School
10	All Certified Staff Report	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13	3	Teacher Work Day No School
15	All Classified Staff Report	13 14 15 16 17 18 19 20 21 22 23 24 25 26	14 15 16 17 18 19 20 21 22 23 24 25 26 27	4	1st Day of 2nd Semester
16	First Day of Classes	27 28 29 30 31	28 29 30 31	15	Martin Luther King Day No School
		SEPTEMBER 2023	FEBRUARY 2024	14-15	Early Dismissal 1:25 PT Conferences
4	Labor Day - No School	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10	16	Comp Day - No School
29	Teacher In-Service No School	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	19	President's Day No School
		OCTOBER 2023	MARCH 2024		
13	End of 1st Quarter	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8	End of 3rd Quarter
18-19	Early Dismissal 1:25 PT Conferences			11-15	Spring Break-No School
20	Comp Day - No School			29	No School
		NOVEMBER 2023	APRIL 2024		
		Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1	No School
22-24	Thanksgiving Break No School			26	Teacher In-Service No School
		DECEMBER 2023	MAY 2024		
18	NO LATE START <i>Non-Monday Start time</i>	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	15	Last Day for Seniors
18-19	Early Dismissal 1:25			19	Commencement
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester			20	NO LATE START <i>Non-Monday start time</i>
21-29	Winter Break No School			20-21	Early Dismissal 1:25
				22	Early Dismissal 11:25 Last Day for Students
				23	Teacher Work Day
	Color Code			1st Qtr	41 Student Days 46 Teacher Days
	New Teacher Workshop			2nd Qtr	44 Student Days 45 Teacher Days
	No School			3rd Qtr	44 Student Days 46 Teacher Days
	Early Dismissal			4th Qtr	45 Student Days 47 Teacher Days
	1 Hour Late Start			TOTAL	174 Student Days 184 Teacher Days
	Teacher InService				
	Teacher Work Day				
	Regular School Day				

2023-2024 Preschool Calendar
Will be added once finalized

Supply List: 2023-2024 Springfield Elementary

Springfield Elementary: Recommended and Optional Supply Lists 2023-2024 School Year

Kindergarten

*Recommended Supplies

4pkg.-Crayola Crayons (24)
Large Erasers (2)
Blunt Scissors (Fiskar)
Sharpened No. 2 Pencils (4)
12 Elmers glue sticks
2 Sets Crayola Washable Thick Markers (Classic Colors)
Headphones
Travel-size hand sanitizer
Plastic pencil box (8.5 x 5 at the most)

**Optional Supplies

Box of Kleenex (each semester)
Large Backpack
Vinyl Rest Mat (49x21 Quad Fold)
Clorox Wipes (Lg.)

First Grade

*Recommended Supplies

Crayons (24)-2
Scissors Fiskar 5"
Sharpened No. 2 Pencils (12)
3 large Elmers glue sticks
Pink Bevel Eraser
Markers 8 count
School Box
Spiral Notebooks(1)

** Optional Supplies

Schoolbag or Backpack
Corded Headphones
Box of Kleenex (each semester)
1 pack of black EXPO markers
Hand Sanitizer

Second Grade

*Recommended Supplies

2 pkgs. Crayons (24)
2 pkgs. Markers
Sharp Scissors
48 - #2 pencils sharpened
4 Elmers Glue Sticks
2 School Supply Boxes
1 Composition Notebook
1 Red Pocket folder

**Optional Supplies

2 Canisters Disinfectant Wipes
2 Boxes of Kleenex
1 Box of Magic Erasers
Headphones/Earbuds
Colored pencils

Third Grade

*Recommended Supplies

Crayons (24 ct.) or Colored Pencils
1 Scissors (7.5")
24 No. 2 Pencils (Sharpened)
3 Erasers
Washable Markers (8 or 10 ct.)
4 Elmers Glue Sticks
1 Pkg. Wide Rule Loose-leaf Paper
1 Plastic Pencil Box
3 Pocket Folders
2 Spiral Notebooks
2 Composition Notebooks

**Optional Supplies

2 Boxes of Kleenex, Clorox Wipes, Hand Sanitizer

Fourth Grade

*Recommended Supplies

Scissors (Fiskar 7.25")
Crayola Crayons only (24)
#2 sharpened pencils (20+)
Pocket folders (4) (no prongs or plastic folders)
Red correcting pen (1)
Colored Pencils
Spiral Notebooks (4)
Pencil top erasers
Yellow Highlighters (1)
Pencil box (no bag)
Earbuds or headphones
Black dry erase markers (2)

**Optional Supplies

Box of Kleenex (each semester)
Clorox Wipes
One box of 5 oz. Dixie Cups
Stylus

Fifth Grade

*Recommended Supplies

Colored Pencils (12ct)
Scissors (Fiskar 7")
Sharpened, #2 pencils (12)
Elmers Glue sticks (2- 32oz.)
Large Eraser
Colored markers (1 set of 8)
Spiral Notebooks (2)
Composition Notebook(1)
2 highlighters
5 folders, blue, red, green, yellow,
orange, **Solid** colors
School Supply Pouch/Box

**Optional Supplies

Box of Kleenex (1 each semester)
Lysol/Clorox Wipes
Hand Sanitizer

Sixth Grade

*Recommended Supplies

Colored pencils (12 count)
Durable pencil box or bag
Scissors (high quality like Fiskars 7.25)
Sharpened pencils (24)
Elmer's glue sticks (5)
Colored markers (8)
1" 3-ring binder
Regular black Sharpie
Pencil top erasers
2 differently colored highlighters
Reusable water bottle

*Optional supplies

Headphones/ear buds
Kleenex (1 box per semester)
Expo markers
Crayons
Clorox wipes
Hand sanitizer

Please do not bring trappers keepers

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