

SOUTHVIEW PERSONNEL & ROOM

<u>Principal</u>	<u>Phone/Room</u>	<u>VM ext.</u>	<u>ASSIGNMENTS FOR 2009-2010</u>			<u>DCD Program</u>	<u>Room</u>	<u>VM ext.</u>
Rhonda Smith	66500	18373	<u>Band</u>			Dreas, Amy	66208	93540
			Holt, Marcia	66454	93523	Nelson, Sharyn	66209	93521
<u>Kindergarten</u>			<u>Title I</u>					
Davis, Tracy*	66604	92402	Ries, Mary Beth	66106	93554	<u>Secretaries</u>		
Essen, Jenny	66605	93505				Ford, Lisa	66000	93535
Michaelson, Kris	66603	93558	<u>Librarian</u>			Dols, Roby	66100	93539
Rock, Janet	66404	95059	Matteson, Amy	66201	93504	Feeks, Deb	66101	93526
<u>First Grade</u>			<u>Music</u>			<u>Social Worker</u>		
Sagstetter, MJ*	66108	93608	Barnes, Greg	66511	92533	Stacy Swenson	66302	93928
Anderson, Katie	66103	93522	<u>Physical Education</u>			<u>Instructional Clerks</u>		
Murray, Lori	66110	93841	Fairbanks, Trudy	66451	93544	Anderson, Laurie	66301	93543
Strangis, Phyllis	66109	93503	Schrick, Rich	66451	93551	Isabella, Val	66201-Media	94882
Wilk, Marian	66107	93542	<u>D/APE</u>			Jensen, Susan	66104-Comp/403	93634
<u>Second Grade</u>				66451		Jackson, Shirley	66497	93536
Menas, Cindy*	66308	95189	<u>ESL</u>			Kissell, Lisa	66497	93556
Bottem, Renae-am	66409	93509	Rau, Anna	66408	94601	Ostapowycz, Liz	66497	93530
Meyer, Loralu	66309	93511	Andrade, Azucena	66408	93562	Schildgen, Stephanie	66497	93513
Hoeft, Kerry Jo	66305	92412	<u>Nurse</u>			Wartick, Kari	66497	93537
Olijnek, Carolyn-pm	66409	92338	Wigley, Eileen	66501	18375	<u>PSA's</u>		
Prinske, Kathy	66306	93502				Chlan, Donna	66208	93196
<u>Third Grade</u>			<u>Psychologist</u>			Kootsikas, Marcia		93568
Sorenson, Robin*	66406	93519	Wells, Karla	66498	93565	Maltese, Diane	66209	93501
Lawrey, Debra	66405	93516	<u>Instructional Assistant</u>			Martin, Angie	66209	96760
Opel, Craig	Port B (66411)	95062	Perreault, Diane	66200	93532	McGuiggan, Kathy	66209	94586
Reykdal, Ellen	66407	93518	<u>Gifted/Talented</u>			Scott, Barb	66208	92461
<u>Fourth Grade</u>			Madson, Stephanie	66601	92267	Staat, Sharon	66208	94598
Lynn, Tracy*	66211	93633				Wieloch, Debra		93548
Krueger, Jessica	66210	93564	<u>SLD/MMMI</u>			<u>Kitchen</u>		
Kyro, Denise	66310	93515	Brooks, Heather	66207	93527	Pattie Barahona	65453	18311
Sherman, Nancy	66311	95109	Kopel, Cindy	66212	93528	<u>Custodians</u>		
Wormley, Kelsey	66205	93719				Stone, Brad		18324
<u>Fifth Grade</u>			<u>Speech Clinician</u>			Bull, Dave		18324
Snesrud, Shannon*	66203	95065	Weibel, Kathleen	66312	93529	Holliday, Jerry		18324
Davidson, Becky	66304	95067	Swenson, Cyndie	66307	95427	Perron, Jason		18324
Filipek, Lee	66206	92433	<u>Reading Recovery</u>			<u>School Hours</u>		
Stemper, Dick	66204	95066	Balsam, Margaret	66202	93531	Kindergarten a.m.	8:30 a.m. - 11:00 a.m.	
Swanson, Jeannie	66303	93508	Leshner, Erica	66202	93854	Kindergarten p.m.	12:20 p.m. - 2:50 p.m.	
<u>Art</u>	<u>Room</u>	<u>VM ext.</u>				Grades 1 - 5	8:30 a.m. - 2:50 p.m.	
Eversman, Jenny	66510	93510	<u>Occupational Therapist</u>			<u>Important Phone Numbers</u>		
			Courteau, Charisse	66451	92081	Southview Office	952-431-8370	
						Nurse Voice Mail	952-431-8375	
						(please use the nurse's VM number for student absences)		
						Southview Lunch Program	952-431-8311	
						District Office	651-423-7700	
						Transportation	651-423-7685	

* VM# 651-683-6969 + 9teacher extension

*Denotes Grade Level Chair

Southview PTO

The Parent Teacher Organization (PTO) at Southview is a very active group of parents and teachers dedicated to providing the most effective educational experience possible for our children. Our goals are to:

- Continually increase communications between school and home.
- Provide materials and other classroom enhancements to supplement their learning environment.
- Provide volunteers whenever possible to enrich the existing curriculum and promote adult/student involvement.
- Encourage individuals to present and develop their ideas and concerns within an organization committed to the same mission of providing the best all-around education for our children.

We accomplish these goals through sponsorship and/or support of many activities including Carnival, Fifth Grade Celebration, Fine Arts programs, fund-raising, I Love To Read Month, Popcorn Days, redemption programs, room parties, Safety Patrol celebrations, Scholarship, Italian Dinner, school communications, staff appreciations, track and field events, and the Yearbook.

Every month of the school year, except December, the Southview PTO meets in the Southview Media Center at 7 p.m. The meetings are open to all Southview parents and you are encouraged to attend. A newsletter highlighting PTO events and volunteer opportunities is sent home once a month.

The success of PTO depends on volunteers. We are constantly in need of chairpersons and committee members in order to accomplish our goals. Contact an executive board member for additional information regarding volunteer opportunities.

Southview PTO Executive Committee Members

President:	Lois Williams	952-431-2079	Co-Treasurer:	Andrea Sackett	952-431-0812
Co-President:	Veronica Barnas	952-953-4045	Secretary:	Marylou Hofer	952-953-0451
Co-Treasurer:	Ken Baxter	952-236-7699			

Southview PTO Committee Chairs

Apparel:	Co-Chair- Lisa Owen	952-997-7978	Italian Dinner:	Co-Chair- Tess Donahue	952-997-2174
	Co-chair- Kathy McKeag	952-953-3635		Co-Chair- Stacy Jacobus	952-953-0927
Bingo Night:	Co-Chair- Lois Williams	952-431-2079	Kemps, Kwik Trip/CoChair -	OPEN	
	Co-Chair- Carrie Pederson	952-997-6637	Land O' Lakes, Tyson: Co-	OPEN	
Birthdays Board:	Co-Chair- Lisa Owen	952-997-7978	Library	Chair- Kim Kocken	612-385-6186
	Co-Chair- Kathy McKeag	952-953-3635	Pahl's Market Fund-raiser:	Marylou Hofer	952-953-0451
Book Fair-	Co-Chair- Deb Power	952-891-8206	Popcorn Days:	Co-Chair- Marie Branz	952-898-0704
	Co-Chair- Lara Balding	952-997-7395	Room Parties:	Co-Chair- Kristy Hemphill	952-953-3089
Book Swap:	Co-Chair- Carol Huard	952-432-4164		Co-Chair- Andrea Sackett	952-431-0812
	Co-Chair- Veronica Barnas	952-953-4045	Scholarship:	Co-Chair- Colleen Lichty	952-891-5634
Box Tops:	Co-Chair- Rachel Korba	952-997-7015		Co-Chair- Shannon Hoversten	952-997-7754
	Co-Chair- Melissa Nelson	952-431-4344	School Toolbox:	Co-Chair- Michelle Niska	612-817-2088
Bulletin Board:	Co-Chair- Shelley Lynch	952-236-8012		Co-Chair- Kristy Hemphill	952-953-3089
	Co-Chair- Lara Balding	952-997-7395	Spanish Flyer Translator:Co-	Sandra Moreno	612-743-0095
Campbell's Labels:	Co- Michelle Niska	952-817-2088		Co-Chair- Maria Banks	952-432-6505
	Co- OPEN		Staff Appreciation:	Co-Chair- Sandy Howard	952-891-4971
Carnival:	Co-Chair- OPEN			Co-Chair- Kim Kocken	612-385-6186
	Co-Chair- OPEN			Co-Chair- Ramona DeLay	612-418-2083
Craft Show:	Co-Chair- Leanne French-Amara	651-204-0283	Student Directory:	Co-Chair- Veronica Barnas	952-953-9045
	Co-Chair- Ramona DeLay	612-418-2083		Co-Chair- Kelly Buss	952-431-4250
	Co-Chair- Sandy Howard	952-891-4971		Co-Chair- Ken Baxter	952-236-7699
Culver's Night:	Chair- Serenity Charlebois	651-295-3449	Sunshine:	Chair- Bridget Gram	952-431-6636
	Co-Chair- OPEN		Target:	Chair- Bridget Gram	952-431-6636
Fifth Grade Celebration:	Co- Sarah Duncan	952-236-8125	Track & Field Treats:-	Chair- Kelly Buss	952-431-4250
	Co-Chair- Andrea Sackett	952-431-0812		Co-Chair- OPEN	
Fine Arts Program:	Chair- Margo Trocke	952-431-0591	Website:	Co-Chair- Lisa Reuder	952-953-9785
Friday Folder Coord:	Co- Sarah Duncan	952-236-8125	Wendy's Night:	Chair- OPEN	
	Co- Carrie Pederson	952-997-6637		Co-Chair- OPEN	
Green Team:	Co-Chair- Lisa Owen	952-997-7978	Yearbook:	Co-Chair- Beverly Slater	952-431-9616
	Co-Chair- Carrie Pederson	952-997-6637		Co-Chair- Ken Baxter	952-236-7699
I Love To Read Month:	Co- Andrea Sackett	952-431-0812			
	Co- Veronica Barnas	952-953-4045			
Innisbrook Fund-raiser:	Co- Kristy Hemphill	952-953-3089			
	Co- Lisa Reuder	952-953-9785			

Site Council

The Southview Site Council is made up of parents, staff members and the principal. Representatives are elected to the council in the spring for two-year terms. The Southview Site Council meets the second Tuesday of October, November, January, February, March, April and May from 4:30 to 6 p.m. to make decisions regarding the school budget, curriculum, new programs and other school matters. Information regarding the Site Council's activities are published each month in the *Principal's Newsletter*. Everyone is welcome to attend the meetings.

Southview Site Council 2009-2010

Parents:	Lisa Reuder	952-953-9785
	Carrie Pederson	952-997-6637
	Veronica Barnas	952-953-4045
	Carla Christansen	952-997-3241
Staff	Katie Anderson	952-431-8370
	Three staff members to be elected in the fall.	
Principal	Rhonda Smith	952-431-8370

General Information

Anti-Discrimination

District 196 complies with state and federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and the Minnesota Human Rights Act.

No person protected by these laws shall, on the grounds of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program or activity operated by the district.

The superintendent develops and implements programs and processes to:

- Assure district compliance in educational programs, athletics, counseling, activities and facilities;
- Evaluate district operations in terms of applicable federal and state laws prohibiting discrimination;
- Set up a Title IX grievance process and appoint a district Title IX compliance officer, and
- Set up a Section 504 grievance process and appoint a Section 504 compliance officer.

Students are responsible for reporting to their principal any evidence of discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age in the district.

Title IX Grievance Process -- Any district student who believes himself or herself to be a victim of discrimination on the basis of sex in violation of Title IX may file a grievance in writing with the District 196 compliance officer (the School District Attorney) if not grievable by means of another grievance procedure. The grievance must be filed within seven calendar days of the alleged discriminatory act or conduct, or the grievance will be waived.

The School District Attorney may be reached at 14445 Diamond Path West, Rosemount, Minnesota 55068, or by telephone at 651-423-7883.

Arrival Time

If your child does not ride the bus, please time his or her arrival for **after 8:15 a.m.** Classes begin at 8:30 a.m. and 15 minutes is enough time for hanging up clothes and settling in. Although teachers arrive earlier, they are not supervising the playground or hallways. Their time is spent in team meetings, conferences with parents/guardians and lesson preparations.

Assessments

All District 196 students in Grades 2-5 participate in computer delivered achievement tests called Measures of Academic Progress (MAP). The students are tested in the fall and again in the spring. The tests are designed to show academic progress during the school year in reading and math. The fall testing will take place September 21–October 2 and the spring testing May 2-14.

All district students in Grades 3-5 will take the Otis Lennon School Ability Test, 8th Edition (OLSAT 8) September 29-October 1. This national standardized assessment measures abstract thinking and reasoning skills.

The Minnesota Comprehensive Assessments (MCA-II) were developed by the state of Minnesota to evaluate district, school and individual student progress on the State standards. These tests are administered to all Grade 3, 4 and 5 students in public schools throughout Minnesota. There is no minimum passing score required on the MCAs.

Test dates are as follows:

- The *reading test* for students in Grades 3, 4 and 5 will be given April 19 and 20, 2010. The reading test includes multiple-choice and open-response questions that test skills in comprehension, interpretation and evaluation.
- The *math test* for students in Grades 3, 4 and 5 will be given April 26 and 27, 2010. The math test includes multiple-choice and open-response questions involving shape, space and measurement, number sense, and chance and data handling.
- The *science test* for students in Grade 5 will be given between April 29 and 30, 2010. The science MCA-II will be computer developed, web-based tests with the capacity to deliver innovative science assessment items to students. These assessments will include multiple choice and constructed response items as well as figural response. Figural response is a new item type designed to allow students to respond by selecting one or more points on or moving objects within a graphic.

Attendance And Excused Absences

We encourage student attendance every day that is possible, as good attendance helps to ensure a child's success in school. In the state of Minnesota it is the parent's/guardian's legal responsibility that all elementary age children attend school. Elementary age students who miss **seven unexcused days** of school or more, according to the Minnesota Statutes regarding education, are considered at risk for educational neglect and their parents are in violation of state law on compulsory education (see MN Statutes 260C.007, Subd.19.).

In order to provide for the added safety of the children, a parent/guardian should call the school before 8:30 a.m. to inform us if your child is going to be absent. You may call the **school's attendance line** at **952-431-8375**. Please leave your child's name, grade level, teacher, date of absence, and reason for the absence. If we have not received a call before 8:45 a.m., we will need to call you either at home or at work to verify your child's absence. *Continued on next page.*

Excessive absence and/or tardies may result in a letter of concern from the school. It should also be noted that **three unexcused tardies** may be considered as one unexcused absence.

Excused Absences

- *Illness
- *Doctor's visit, including mental health
- *Funeral
- *Religious holiday
- *Extreme family emergency
- *Planned family vacation

Unexcused Absences

- *Child overslept
- *Parent/guardian forgot to wake child
- *Parent/guardian did not know school schedule
- *Child did not feel like going to school
- *Child was sleepy
- *Child thinks school is boring
- *Child is having difficult time separating from parents
- *Child does not meet state immunization law requirements
- *Child is babysitting a younger sibling
- *Cold weather
- *Missed bus

We want to support families and children so all of our students have the best attendance record possible. If you have any questions regarding Independent School District 196 attendance guidelines, please contact Stacy Swenson, school social worker, at 952-431-8370.

Backpacks

When purchasing a backpack for your child/children, please be sure that it is a regular school backpack. Items such as suitcases/backpacks with wheels are not appropriate because they do not fit in the lockers.

Bicycles, Roller Blades, Skateboards, and Scooters

Children in grades two through five are allowed to ride bicycles to school. Racks are provided for parking them, but the school does **not** accept responsibility for the bicycles. Bicycles are not to be ridden on the school property during school hours, including the noon hour and one-half hour after the dismissal of school. Bicycles **must be walked across** intersections and on school property. Any student who does not follow bicycle safety rules will not be allowed to bring a bicycle to school. **Roller blades, skateboards and scooters** are not allowed at school.

Each child must have a permission slip signed by the parent or guardian in order to ride a bicycle to school.

Birthday Treats

Children may not bring food or small gifts such as pencils or stickers to share with other students. The primary reason for this change from the past practice is to comply with our district's wellness policy on making healthy choices as required by Section 204 of the Child, Nutrition and WIC Reauthorization Act of 2004. The change also addresses increasing concerns about students affected by food allergies, childhood obesity and economic disparities. Classroom teachers will recognize students in special ways on their birthday.

Bus Information

The Transportation Department will notify the parent/guardian concerning pick-up and drop-off times for students who are bussed to Southview Elementary School. Bus Safety Patrols are placed on every bus to assist the driver with loading and unloading students safely.

Children must ride the bus assigned to them. They may change only by written permission from the parent/guardian and approval by the principal. Non-bus students desiring to ride a bus to a friend's house must present a permission slip from a parent/guardian and be approved by the principal. All bus riding exceptions must be signed by the office and will be honored only if there are seats available on the bus.

The following are some rules of conduct that should be commonly observed by the students riding buses:

- a. Loud talking is distracting to the driver and is not permitted.
- b. All children must remain seated while the bus is in motion.
- c. Feet and other objects must be kept out of the aisles.
- d. Board bus only at designated stops.
- e. Ride only the bus assigned.
- f. Obey bus drivers promptly. They are in full charge of buses and pupils while in transit.
- g. Be on time at the designated bus stops. Buses cannot wait.
- h. Be in line approximately 10 feet back from the roadway. Maintain this 10 feet until the bus has stopped. Load in an orderly manner, with no pushing and crowding.
- i. While at bus stops, show proper respect for school patrols. Stay off private property; property owners are extending to you the use of their corner or driveway.
- j. No materials including guns, look-alike weapons, gasoline cans, animals or any other dangerous objects can be brought on the school bus.
- k. The driver will not pick up or discharge riders at places other than the regular bus stop without parent notes signed by the principal.

See *Students Rights and Responsibilities Handbook* for more information regarding serious violations and resulting consequences.

Please review these rules with your child. Riding the bus is a privilege that can be revoked if students do not cooperate and follow safety guidelines. Normally, a parent/guardian will be notified of any serious violations and the resulting consequences.

Communication

All of us at Southview Elementary School are very interested in promoting communication between the staff, students and families. We encourage you to call or contact any staff member when you have concerns or need questions answered. District 196 believes in a multi-dimensional, comprehensive communication system which includes but is not limited to:

A. The SPOTLIGHT is published quarterly at the District Office. The SPOTLIGHT communicates information to all citizens in the district. Items such as a district calendar, upcoming events, summaries of Board of Education meeting, etc. are printed for your information. If you do not receive the SPOTLIGHT, call (651) 423-7700.

B. PRINCIPAL'S NEWSLETTER: A monthly principal's newsletter will be sent home with your child the **first Friday** of each month. This newsletter will keep you informed of building-level activities and events.

C. GRADE LEVEL NEWSLETTERS: Newsletters are sent home with the students in each grade level to keep you informed of what is happening in your child's classroom.

D. SOUTHVIEW WEB SITE – www.district196.org/sv - At this web site, we will attempt to keep you up-to-date with information such as lunch menus, calendars, newsletters.

E. FRIDAY FOLDERS: All home/school communication will be sent home each Friday in a *Friday Folder*. If school is not in session on Friday, the folders will be sent home on the last day of that school week. A parent/guardian is asked to review the information and sign the folder indicating they have seen it. Folders should be returned to school on the following school day.

F. PLEASE KEEP US INFORMED: A dated, signed note sent to your child's teacher is required in the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- You want your child to stay in during recess, or to miss physical education class. If the condition persists longer than three days we will need a note from your doctor.
- Your child will leave school early, or will leave and return during the day.
- Your child will be picked up by someone other than you as a parent/guardian.

G. PARENT/TEACHER CONFERENCES: Formal conferences are held twice during the fall and winter report. Evening and day appointments are available. As always, if concerns come up throughout the year, a parent/guardian may wish to call the teacher to schedule an additional time to meet. You will be asked to sign up for your fall conference time at the August Open House. You will be meeting with your child's homeroom teacher. Special teachers such as art, music and physical education are also available to meet with parents/guardians. These teachers are available throughout the conference period and no appointments are needed. You will sign up for your winter conference time and date at your fall conference. Please try to arrange your schedule so that you may attend at the appointed time. Also, please call the school if you need to cancel your scheduled conference.

H. MIDTERM REPORTS: The purpose of the midterm checkpoint is to informally communicate with families between formal reports. It is not intended to show actual grades, but to give you a sense of how your child is doing at this time. Midterm reports will be sent home with students at the mid-point of the third trimester.

I. REPORT CARDS: District 196 elementary schools operate on a trimester system. Report Cards are sent home with the students at the end of each trimester (December, March and June). The purpose of the report card is to communicate a student's achievement, behavior and

effort based on our district grade level expectations and standards. A grading scale of 1-4 is used, based on rubrics with easy-to-understand descriptors of what the student is able to do in each of the four achievement level; 1) Limited, 2) Developing, 3) Proficient and 4) Exemplary.

Beginning in the 2009-2010 school year, the third trimester updates will not be required as part of the elementary reporting system. It is expected that if there is a concern or significant change from the March 19 report card that teachers will contact parents.

Cycle Days

Rotating physical education, music, media, and art classes on a five-day schedule means that no child misses these special activities because of holidays or emergency school closings. You will find the cycle days marked on each day of the school calendar.

Delayed Starts and School Closings

In the event of a late start or school being closed due to inclement weather, turn your radio on to listen for the announcement on WCCO-AM (830) or television to KSTP (Channel 5), WCCO (Channel 4), KMSP (Channel 9) and KARE (Channel 11) for school closing information. The District Information Line (651-423-7777) will have a recorded message or you can subscribe to Backpack Online via Southview's web page, www.district196.org/sv.

Students may be kept in school after regular dismissal time if severe weather poses a danger for them. It is important to make prior arrangements with friends, neighbors or relatives to care for your child in the event that school must be dismissed early. Make sure your child knows where to go if you are not home. **Do not call the school** unless it is an extreme emergency. Incoming calls tie up the lines at a time when school personnel must use the telephone to ensure the safety of all students.

Discipline

We're proud of Southview's safe and orderly climate. Creating a positive school environment is the purpose of Southview's discipline policy. Clear expectations and consistent procedures help students know appropriate behaviors for school and give them a base for their decision making.

The emphasis of the Southview discipline policy is on clear expectations, teaching children the behaviors that are expected and focusing on positive behavior. Our discipline policy is based on the following rules which are enforced throughout the building by all staff:

- Always walk.
- Respect other people.
- Respect property.
- Use appropriate tone of voice

Time will be spent throughout the year teaching students what behaviors are expected. Positive behavior is encouraged with rewards and recognition. When problems do occur, the classroom teacher will work with the student to resolve the problem. If inappropriate behavior continues, the teacher will notify the parent/guardian. The student may also be removed from the situation or lose privileges. Instances of severe, prolonged, or frequent misbehavior will be referred to the office. Consequences for serious inappropriate behavior are dictated by Independent 196 School District policy which is outlined in *Students Rights and Responsibilities Handbook*.

Dress

In general, students should wear clothing that is comfortable, in good taste and appropriate for the weather. Students are expected to go outside each day unless we have inclement weather. During the winter months, students should be dressed appropriately and boots are required if there is snow on the ground. The wind chill factor and temperature are checked before students go outside for recess.

In accordance with state law, to promote safety, each child must wear tennis shoes during physical education periods in the gym. If a separate pair of tennis shoes is kept at school for gym wear, the child's name should be printed inside his/her shoes.

Dropping Off and Picking Up Students

The Whitney Drive entrance to Southview is **reserved** for bus pick up and drop off **only** during the beginning and end of the school day. If you are picking up your child from Southview in your car, please have them meet you at the Gardenview parking lot.

Emailing Teachers

If you would like to contact your child's teacher by email, the district address is `firstname.lastname@district196.org`. You will need to know the teacher's complete first and last name.

Health Information

General Information

The school has a full-time nurse in the building from 8:15 a.m. – 3:15 p.m. She will notify the parent/guardian when a child is injured or is too ill to remain in school. It is the responsibility of the parent/guardian to make arrangements for proper care of their child. **Be sure the emergency card is completely filled out and kept up-to-date.** This enables the school to reach the parent/guardian or someone they have designated to be responsible for their child in their absence. A note or phone call about a change in home, work or cell phone numbers is important. Please notify the school nurse if your child has a contagious illness such as strep throat, chicken pox, etc. The following are guidelines in determining when to keep your child home:

- A. Vomited in last 24 hours.
- B. Fever in last 24 hours.
- C. Signs of contagious diseases such as pink eye or impetigo.
- D. Strep Throat – until cultures have been read and if positive, until the child has been on medication for 24 hours.
- E. Lice – It is safe to assume that one or more students may have head lice at any given time during the year. We are asking parents to take a proactive approach to prevention and treatment of head lice so our focus at school can remain on teaching and learning. Head lice are not an infectious disease but are a tremendous nuisance. The district [Nursing Department website](#) (<http://www.district196.org/headlice>) contains updated information about preventing, detecting and treating [head lice](#). We encourage all parents to read and familiarize themselves with this information so they know how to detect and treat head lice on their own children. *Continued next page*

It is a parent's responsibility to check their children regularly for head lice whether or not symptoms are present. It is very time-consuming for our school nurse to check students for head lice and excludes students from valuable classroom time. If a teacher believes a student is showing symptoms of having head lice, the teacher will send the student to the school nurse to be checked. If the student has lice, a parent will be contacted to pick up their child and the child will remain at home until treatment is complete.

There are many places children can be exposed to head lice. School is one of the least likely places for that to happen. Play dates, sleepovers, and the sharing of brushes, combs, helmets and hats are all common ways head lice are spread. Direct head-to-head contact is almost always necessary for the spread of lice to happen.

If you have questions, please first review information on the Nursing Department website. Thank you for your understanding and cooperation.

- F. Chicken Pox – seven to 10 days until all scab areas are dry.
- G. Any time a child shows signs of illness which may be transmitted to other children. The requirements for the administration of medication are as follows:
 - A. The school nurse will administer medication when necessary to children if:
 - 1. Parents have provided properly written permission.
 - 2. Parents bring a pharmacy labeled bottle containing the medication.
 - B. If a student requires medication for more than two weeks, a doctor's order must accompany the medication.
 - C. Non-prescription medications must be in the labeled bottle with a note from the parent/guardian.

A parent/guardian may make an appointment with the school nurse to discuss any special arrangements for a child. It is necessary for the nurse to be aware of **any** special needs of a student.

Homework

Purpose

The purpose of homework is to develop a partnership between home and school that supports the student's academic and personal growth in the following ways:

- Fosters students' responsibility, accountability, initiative, and independence.
- Provides opportunities for review, drill and practice of previously taught concepts.
- Encourages extension of topics beyond initial classroom assignments.
- Allows students to explore their own interests and work at their own ability levels.
- Informs parent/guardian about curriculum.
- Teaches children that learning takes place outside of school. *Continued next page*

Definition

Homework is an extension of classroom learning which enhances and improves the skills or ideas introduced by the teacher. It should be appropriate to the age, ability, and independent level of students. Listed below are some types of homework teachers may choose to assign:

- Practice: Drill and practice of spelling words, math facts, letter names and sounds, vocabulary words, geography facts, reading fiction and nonfiction books, etc.
- Extension: Projects for reading, social studies and science, reports, surveys, reading fiction and nonfiction books, interviews, word a day, etc.
- Unfinished Work: Students may need to complete unfinished work at home due to absence, vacation, or not completing it within class time period.

Amount

The amount of homework should be flexible for teachers and students and based on the age and ability of the student. The following are recommended time guidelines for the amount of homework:

Kindergarten	a maximum of 15 minutes, four to five times a week
Grades 1-2	15-30 minutes four to five times a week
Grades 3-5	30-45 minutes four to five times a week

The parent/guardian of a child who routinely spend significantly more or less than the recommended times should communicate this to the teacher. Homework for students that are absent for more than a day can be arranged by calling the school office. The office will notify the classroom teachers and they will have it ready to be picked up at the end of the school day.

Lost And Found

The lost-and-found bins for clothing is located in the hallway leading to the cafeteria. Jewelry, money, wallets and purses can be claimed in the office. You can help your child retrieve lost clothing more easily by labeling things with his or her name. Unclaimed items are donated to charity. If your child leaves something on the bus, please contact transportation at 651-423-7685.

Lunch Program

Hot lunch and milk credits may be purchased each day, but it is recommended that students purchase at least a week or month's worth of credits at a time. A parents/guardian may check their child's account on-line by going to Southview's web site www.district196.org/sv/ and clicking on *Check Lunch Balance*. Students will not be allowed to charge lunches.

Breakfast	\$1.40
Hot lunch credits	\$2.05
Milk credits	\$.40
Adult Lunches	\$3.05
Reduced breakfast	FREE
Reduced lunch	\$.40

All checks should be made payable to Independent School District 196 for the amount of the purchase only. Please put lunch money in an envelope with your child's name, their ID number, and their teacher's name on the outside of the envelope and on the check.

Full-year payment for lunches is \$356.70. Applications for free and reduced priced meals are available in the Southview office. School lunch menus are sent home monthly in the Friday Folders.

Moving

If you are planning to move out of the Southview attendance area, please call the school office and give your new address and the date of the last day your child will attend Southview. On the last day of attendance, a white transfer card will be sent home with your child. Records for children moving to another school in Independent School District 196 will be sent to the new school. Records for students enrolling in a school outside of this district will be sent when we receive the request in writing by the new school.

Parties

There are three class parties each school year. Class parties are scheduled for October 22, December 23, and at the end of the school year. Students are asked to contribute \$5 to help defray the cost of the parties for the year.

Parent Teacher Organization

Every month during the school year, except December, the Southview PTO meets in the Southview library at 7 p.m. This group of parents/guardians provide the leadership and work necessary to support the various activities for the year. The meetings are open to all families of Southview and you are encouraged to attend. For more information, see pages 4 & 5.

Release of Students From School

On occasion you may have to take your child out of classes for a short period of time or before the end of the school day. Please come to the office and tell the secretary of your need. She will call your child to the office and you will be asked to sign him or her out. No child will be allowed to leave the classroom until the teacher has been notified that they have been signed out in the office. For your child's protection, it is our policy not to release a student to anyone other than parents unless we have received a signed, dated note stating the name of the person who has permission to pick up the child.

School Hours

School hours are 8:30 a.m. to 2:50 p.m. for grades one through five. Morning kindergarten times are 8:30 to 11 a.m. Afternoon kindergarten hours are 12:20 to 2:50 p.m. Students should not arrive at school before 8:15 a.m.

School Patrols

School patrols are assigned to corners near the school in order to protect the safety of students who walk to school. Please send your child to school only when patrols are on duty and remind your child it is very important to listen to and obey the rules of the patrols.

Patrols are on duty at the following times:

8:05 - 8:20 a.m.	12:05 - 12:15 p.m.
10:55 - 11:10 a.m.	2:45 - 3:00 p.m.

Patrols are on duty at the stop listed below:

Stop # 2 - The intersection of Gardenview Drive and Whitney Drive

Site Council

The Southview Site Council meets the second Tuesday of October, November, January, February, March, April and May from 4:30 to 6 p.m. This group of elected parent/guardian and staff representatives meets to advise and make decisions on various school matters. Meetings are open to all parents. See page 6 for more information.

Telephone

Students are allowed limited use of the telephone at school. Please refrain from calling your child at school **unless for emergency reasons**.

Tobacco-Free Environment

District 196 supports the movement toward a tobacco-free environment. Use of tobacco in district buildings or on district grounds is prohibited. Thank you for your cooperation.

Visiting School

Families are always welcome at Southview. If you wish to visit your child's classroom, please send a note or call your child's teacher regarding when you would like to visit. Such notice will help you avoid coming to visit at a time when testing or other activities such as field trips are in progress. Visiting by children from other schools is not permitted. Parents/guardians are also invited to join their child for lunch at anytime. No prior reservations are needed.

If you are visiting our school for any reason (parent volunteering, dropping off items for your child, eating lunch, visiting the classroom, etc.), you will need to report to the school office. You will be asked to fill out a VISITOR nametag and wear it while you are in the building. This is required to ensure the safety of all children.

Volunteers

Each fall, parent/guardian volunteers are recruited to help at Southview. Volunteers assist in the classroom, library, compile Friday Folders, and help with special projects during the year. Many volunteers donate time on a weekly basis, but we welcome volunteers with a varying schedule or those who can work only at home. You will receive a volunteer sign-up sheet in the fall listing some of the volunteer opportunities available for the year.

Curriculum

Art

Explorations In Art is the curriculum used for kindergarten through Grade 5. This art program focuses on student creativity, the elements of art, and reflections of art in various cultures.

Elementary Mathematics

The elementary school math curriculum build students' mathematical understanding, skills and proficiency at each grade level through important mathematical concepts such as number and operations, algebra, geometry, measurement, problem solving, data analysis and probability.

Math materials used in Grades K-5 are *Scott Foresman/Addison Wesley Mathematics* and *Investigations in Number, Data and Space*.

Health and Drug Education

Our district offers a number of programs for elementary students in the areas of health education and drug prevention. These programs are an important part of our total curriculum. A brief description of each program is listed below:

Human Growth and Development and HIV/AIDS

District 196 teaches a human growth and development curriculum to fourth and fifth grade students, and an HIV/AIDS prevention curriculum to fifth grade students. If you would like more specific information about what is taught in this area, please attend the meeting on these topics at your school or contact your principal. Parents/guardians who are uncomfortable with the curriculum after attending the meeting or talking with the principal may withhold their children from specific class sessions in which the curriculum is taught.

The Human Growth and Development curriculum covers basic information about reproductive anatomy, physical and emotional changes during puberty, and proper hygiene. Parents/guardians are invited to attend one of several evening sessions to experience the program with their child. Parent/guardian notification with specific dates and times of these evening sessions will be sent out during the school year.

The section of the grade five communicable disease unit deals with HIV/AIDS. The content of the HIV/AIDS lessons includes such topics as the transmission, prevention and myths associated with the disease. Students will learn that HIV/AIDS is transmitted through bodily fluids and the ways bodily fluids can be transmitted. It is the intention of the district to provide the students with factual information at an age-appropriate level.

Drug Abuse Resistance Education (D.A.R.E.)

We also have the D.A.R.E. program in our fifth grade classes. D.A.R.E. is unique in that it brings a uniformed police officer into the classroom. These officers have taken a special intensive training course and work with fifth grade students once a week for 17 weeks. The officer helps the students understand laws and issues surrounding drugs, develop skills to say no to drugs and alcohol, and discusses the consequences and alternatives to these chemicals. *Continued on next page*

Chemical abuse prevention programs that help students, in partnership with parents/guardians and the community, develop the capacity to make informed decisions about important factors in their lives, including the use of chemicals. Elementary students participate in the D.A.R.E. (Drug Abuse Resistance Education) program. Other knowledge and skills related to drug prevention are taught through our elementary curriculum in health (drug information and decision-making) and guidance (personal and social development). Students also have the opportunity to take part in parent/guardian and family prevention classes, peer programs and early intervention programs. Our district supports local healthy communities initiatives aimed at enhancing developmental assets for our youth.

Language Arts

Independent School District 196 has adopted a balanced approach to teaching language arts. Reading, writing, listening, speaking, spelling and handwriting are all important components of this area of learning. Skills and strategies in each area are modeled, taught, and practiced, taking into account the unique needs of each learner. Knowledge and skills are acquired through connected experiences between home, school and community. Students read from a variety of texts, including fiction (short stories and whole books), poetry, and nonfiction (textbooks, newspapers and magazines).

Language Arts Resources:

- Houghton Mifflin's *Invitations to Literacy*
- Rigby's *Literacy 2000*
- Zaner-Bloser's *Handwriting – K-5*

Science

Students use science materials developed by the FOSS publisher in a hands-on discovery process approach. Classroom kits require the students' active participation while introducing them to the skills needed to interact with their physical world. During each academic year all students have experiences with earth science, physical science and biology.

Social Studies

The Social Studies program will provide the opportunity for each student to acquire the knowledge of content and concepts, develop the critical thinking skills and processing skills, and adopt values necessary for responsible social, political and economic participation in a diverse, interdependent and changing world. The materials to support the social studies curriculum are titled *Social Studies Alive!* and are published by Teachers' Curriculum Institute (TCI).

Kindergarten – Students explore their relationships with their families, friends, teachers, and neighbors. The materials used are *Social Studies Alive! Me and My World*. *Continued on next page*

Grade 1 – Students are introduced to the structures of schools and families. The materials used are *Social Studies Alive! My School and Family*.

Grade 2 – Students learn the basics of geography, economics and citizenship in the context of learning about their local community. The materials used are *Social Studies Alive! My Community*.

Grade 3 – Student awareness is broadened while studying the local and global communities in which they live. The materials used are *Social Studies Alive! Our Community and Beyond*.

Grade 4 – Students study five regions of the United States through the lens of four social sciences – economics, geography, political science, and history. The materials used are *Social Studies Alive! Regions of Our Country*.

Grade 5 – Students study the ancient world by exploring the great early civilizations of Egypt, India, China, Greece and Rome. The materials used are *History Alive! The Ancient World*.

Word Study

The Word Study Curriculum in kindergarten through third grade includes studying phonetic principles, generalizing spelling patterns, and memorizing high frequency words (Must Know Words) used in reading, writing and vocabulary development. In fourth and fifth grade the Word Study Curriculum includes spelling lessons, language and vocabulary lessons and dictionary and thesaurus lessons. Use of the Word Study Curriculum enables children to transfer what they learn about words into daily reading and writing.

Program Information

Band Program

The instrumental music program at Southview Elementary provides instruction for band instruments in small and large groups. Instruction begins during the summer prior to the child's fifth grade year.

Gifted and Talented (GT)

District 196 provides a continuum of services directed to meet the needs of gifted and talented students. Services include curriculum differentiation provided by classroom teachers as well as academic opportunities offered by building GT specialists. Additional activities may also be offered after or before school in the form of competitions, classes, and fairs. Students may self-select some opportunities, while others are offered based on standardized test scores and/or recommendations by classroom teachers. Students selected for more specialized programming meet criteria that are consistent throughout all District 196 schools. Each building's GT specialist can provide information specific to their school.

Homebound Instruction

A child is eligible for homebound instruction if he/she has been ill or hospitalized and will miss 15 consecutive days of school. Please contact the nurse if your child will need this service.

English Language Learners (ELL)

This program is designed to help students with limited English proficiency. An English Language Learner (ELL) teacher works with students on an individual or small group basis to provide assistance with their school work and to improve their English skills.

Reading Recovery

This program is designed to give individual attention to first grade students who need additional support learning to read. It intervenes early in a child's education to prevent future reading failure. Its goal is to accelerate students in 12-20 weeks to reach the average reading level of their classes without further help. Children in the program will receive daily individual tutoring by specially trained Reading Recovery teachers. Parents/guardians will be invited to observe their child's lesson and to give additional support at home.

Special Education Programs

Special programs are available to students who qualify for service in the areas of learning disabilities, speech, adaptive physical education, occupational therapy, physical therapy and emotional/behavioral disorders.

Children may be referred for an evaluation to our special education team known as the Child Study Team by the classroom teacher or parent/guardian. After testing the student, a meeting will be arranged with the appropriate staff members and parent/guardian to analyze the results of the testing and to determine if placement in a special education program is needed. Parents/guardians are an essential part of the Child Study Team and will be directly involved in all decisions regarding their child.

Title I

This program provides additional assistance to students with needs in the areas of math, reading or written language. Criteria for entrance into the program is determined by classroom performance, teacher recommendation and testing.

Young Scholars Program (YS)

The Young Scholars program is a rigorous and fun academic program designed for students with high potential who are not likely to be identified for gifted programs using traditional methods of identification. These students are innovative, creative, and critical thinkers who, with support, will more likely pursue advanced coursework in middle and high school. The students in the Young Scholars program will work collaboratively in small groups on challenging real-world projects and extensions of classroom learning.

Southview Elementary School

Dear Families,

Partnership between home and school is a key ingredient to your child's success at school. Together, children, staff and families make Southview a school where good things happen every day of the school year. We value your contribution of ideas, time and effort. With your support, we can reach our goal of helping each child realize his or her potential.

Open communication between home and school is also important to your child's success. If you have a question, comment or concern about school, please call your child's teacher or me without delay. We are always happy to hear from you.

This handbook has been prepared to help acquaint you with Southview Elementary School. Please keep it in a handy location for reference.

Thank you for entrusting your child to the staff at Southview.

Sincerely,

Rhonda Smith, Principal

Table of Contents

School Calendar Events.....	2
Southview Personnel and Room Assignments for 2009-10.....	3
Southview Parent Teacher Organization.....	4,5
Site Council.....	6

General Information

Anti-Discrimination	8	School Hours	26
Arrival Time	8	School Patrols	26
Assessments	10	Site Council	28
Attendance and Excused Absences	10,12	Telephone	28
Backpacks	12	Tobacco-Free Environment	28
Bicycles, Rollerblades, Scooters, & Skateboards	12	Visiting School	28
Birthday Treats	12	Volunteers	28
Bus Information	14	<u>Curriculum</u>	
Communication	14,16	Art	28
Conferences and Report Cards	16,18	Elementary Mathematics	30
Cycle Days	18	Health and Drug Education	30,32
Delayed Starts and School Closings	18	Language Arts	32
Discipline	18	Science	32
Dress	20	Social Studies	32,33
Dropping Off and Picking Up Students	20	Word Study	33
Emailing Teachers/Health Information	20,22	<u>Program Information</u>	
Homework	22,24	Band Program	33
Lost and Found	24	Gifted and Talented (GT)	33
Lunch Program	24	Homebound Instruction	34
Moving	26	English Language Learner (ELL)	34
Parties	26	Reading Recovery	34
Parent Teacher Organization	26	Special Education Programs	34
Release of Students From School	26	Title I	34
		Young Scholars Program (YS)	34

“Educating our students to reach their full potential”

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District 196 does not engage in unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age. The School District Attorney, 3455-153rd St. W., Rosemount, MN 55068, (651) 423-7883, has been designated to respond to inquiries regarding the non-discrimination policies, including inquiries under Title IX.