

SOUTHVIEW ELEMENTARY

HANDBOOK

2021-2022



*Your guide to everything you
need to know about Southview!*

Welcome to Southview!

Welcome to the 2021-2022 school year at Southview. Southview Elementary is an amazing school with involved parents, dedicated and talented staff, and hard-working students. As a staff, we are committed to doing whatever it takes to ensure high levels of success for every student, in every classroom, every day! Our students are innovative, independent, responsible, life-long learners. Southview Elementary is a safe and orderly environment with high expectations. By following our school-wide expectations, students make choices that positively impact their behavior and academic successes. As a school community, we work together to meet the needs of ALL of our Southview students. Collaboration with parents serves as an important role in each child's educational experience. We look forward to a successful, fun-filled 2021-2022 school year!

Helpful Phone Numbers

Southview Main Office	952-431-8370
Southview <u>Absence</u> Line	952-431-8375
Southview <u>Absence</u> Email	SV.Attendance@district196.org
Southview Fax Number	952-431-8377
School Nurse	952-431-8974
Transportation	651-423-7685
YMCA After School Care (SACC)	952-898-9622

School Hours: 7:45 a.m. – 2:05 p.m.

Students should **not** arrive at school before 7:30 a.m. If you are dropping your child(ren) off, plan to drop off at approximately 7:30 a.m. so students have time to get settled in their classroom and complete their morning jobs.

What's Happening at Southview?

Stay up-to-date on all of the latest news at Southview by liking us on [Facebook](#) at Southview Elementary School (not Southview Elementary) and/or following us on Twitter@SouthviewElem.

Before School Begins in September

If you have an incoming kindergarten student, kindergarten registration will happen in early February. Registration dates and information will be mailed to your home in January. If you are registering a 1st-5th grader or registering a student after the registration time in February, please visit the District 196 web site www.district196.org and click on About > Enrolling Your Child > 2 – Pre-register online.

K-5th grade students registering over the summer or returning students will receive an email from the school in early to mid-August with your child's classroom placement information, information about the upcoming school year, and assessment dates.

Assessment Days Are Important

Assessment days will be held September 1 and 2 from 8:30 a.m. – 8:00 p.m. In your classroom placement email, you will be asked to sign your child up for an assessment time. The 45 minute assessment allows our teachers to meet your child and assess where they are in their learning. While your child is being assessed, parents will remain outside of the classroom to fill out necessary paper work. Once the sign-up launches, you can sign up for your assessment time by visiting the Southview web site: www.district196.org/sv and clicking on the link: *Southview Assessment Sign Up*.

If you do not have access to a computer to set up your child's assessment time, contact the school office at 952-431-8370 and they will be happy to schedule a time for you. If you are unable to make the assessment days, contact the school as well. .

School Supplies

A copy of our school supply list can be found on our web site before the beginning of the school year. The kindergarten and first grade classrooms order their supplies in bulk and ask that parents pay a fee for the supplies during the Assessment Days. Please refer to the classroom supply list to know what is required for your child's grade.

Absences 101

Who do you contact when your child will be absent for any reason?

Call the absence line at 952-431-8375 or email us at SV.Attendance@district196.org to report an absence. Please include your student's name and spelling of name, your name, your student's grade and teacher, the reason for the absence and your phone number in case there are questions. You may also email your child's teacher to let them know, but the office also needs to be notified so please include the SV.Attendance@district196.org email address with your email.

Excused Absences

Illness
Appointments for doctor, dental, mental health
Official religious holiday
Extreme family emergency
Planned family vacation
Funeral
Extreme cold temperatures
Unique circumstances which are preauthorized by a school administrator

Unexcused Absences

Parents forgot to wake child
Parents did not know school schedule
Child did not feel like going to school
Child was sleepy
Child is having difficulty separating from parents
Child thinks school is boring
Child doesn't meet state immunization law requirements
Child is babysitting a young sibling or relative
Child does not have transportation to school

Excessive absences and/or tardies (even if excused) will result in a letter of concern from the school. *The letters are generated automatically and are sent to everyone for whom they print.* If you have questions or concerns as to why you received a letter, please contact the school social worker at 952-431-8370 and ask for Stacy Swenson. If the absences are unexcused, please contact us to let us know why your child was absent. **At 7 unexcused absences, a report to Dakota County is required.** Please note that tardies are defined as coming to school late or leaving early.

What is a Tardy?

If your child arrives at school later than 7:45 a.m., the student is considered "Tardy" and will need to check in at the office (main entrance – Door 19). Students who miss less than 2 hours of school for any reason are considered "Tardy". If your child is absent for more than 2 hours of a school day, it is considered a half day absence.

I Need to Pick Up My Child Early. What Do I Do?

If you need to pick up your child early from school, please send a note to school with your child. When you come to pick them up, please call the office at 952-431-8370 and your student will be notified in their classroom. An adult from the office will escort them to your vehicle.

Dismissal – Change in Transportation

If there is a change in how your child is going home from the normal schedule, please notify the office by **12:00 p.m.**

Health Information

General Information:

Good health is basic to sound education and productive living and learning. The purpose of the school health program is to reduce barriers to learning, supporting students, their health, and learning. Please advise your student's Licensed School Nurse of any health conditions that may impact their learning or require restrictions or accommodations. Refer to our district website for policies and forms related to student health and welfare.

Establish healthy habits early to ensure your child's success. Instilling healthy habits and routines including adequate sleep and nutrition and consistent attendance ensures a student's success in school. We know that too many absences or tardies, for whatever reason, can cause children to fall behind both academically and socially.

Guidelines for whether or not to send your child to school:

The following guidelines have been established to help determine when children should remain at home. They should rest at home if they have:

- Fever;
- Vomiting;
- Diarrhea
- **One or more common** COVID symptom or two or more **less common** COVID symptoms, or are
- Not feeling well enough to participate in the school day.

When your child is feeling ill, please keep your student at home. Don't hesitate to call the school nurse (952-431-8794) with questions or concerns. We would prefer the child remain at home for 24 hours after the symptoms have subsided. This helps prevent the spread of communicable diseases and allows the student the opportunity to rest and recover fully from the illness.

Emergency Contact Information Updated:

Please be certain your emergency contact information is up to date and accurate should the school staff need to reach out to you with a concern. Please review your contact information via the Infinite Campus Parent Portal and make any changes to home, work or cell phone numbers.

Health Services – District 196:

The school district will follow the guidelines from the Minnesota Department of Health for recommended exclusion and notification for vaccine-preventable diseases. If you have questions or would like additional information about the district's health services please go to <http://www.district196.org/District/Departments/HealthServices/>

Communication

Friday Folders

The Friday Folder is used for all communication coming to and from school and will be in your child's backpack each Friday. The Friday Folder link will also be available in the Principal's weekly Scoop.

Principal's Southview Scoop

A weekly principal's email will be sent every Friday morning. This email will keep you informed of all calendar changes, building-level activities and events. Please make sure to view it each week for important information.

Grade Level Newsletters

Newsletters and/or emails are sent home with the students to keep you informed of what is happening in your child's classroom.

Parent/Teacher Conferences

Formal conferences are held twice a year during fall and winter trimesters. This year's conferences will be held Wednesday, November 3 from 3:00-7:00 p.m. and Thursday, November 4 from 11:00 a.m. - 7:00 p.m. and Wednesday, February 9 from 3:00-7:00 p.m. and Thursday, February 10 from 11:00 a.m. - 7:00 p.m. Evening and day appointments are available and can be scheduled online by visiting the Southview web site during the conference scheduling window at <https://sv.district196.org>

Southview Web Site – <https://sv.district196.org>

This is where you can access the Southview calendar and all information pertaining to Southview. The Southview calendar will be displayed on the home page and will have the most up-to-date information about all events. A paper calendar/handbook will not be published, but both can be accessed on the Southview web site.

Please Keep Us Informed

A dated, signed note is required for the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus (not an option for the 2021-2022 school year due to COVID).
- 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.

What to Know About Drop-off and Pick-up

THERE IS NO PARKING ON BOTH SIDES OF WHITNEY DRIVE FROM 7:00 A.M. – 3:00 P.M. THE NORTH SIDE OF WHITNEY DRIVE WILL BE USED AS A RIGHT TURN LANE.

Dropping Off in the Morning

A student's day officially begins promptly at **7:45 a.m.** This is when students are expected to be in their seats and ready to begin the day. If your child does **not** ride the bus, please time his/her arrival at 7:30 a.m. so there is sufficient time to unpack their belongings and complete their morning jobs.

If you are dropping your child off, use the parking lot along Whitney Drive past the bus exit on the west side of the building. The far right lane is the line to enter the parking lot. **DO NOT** drop children off until you are in the drop off zone in the parking lot and make sure your student is prepared to exit. Do not get out of your vehicle. If your child needs support, a staff member will be available to help.

Pick-up at the End of the Day – In the Parking Lot off of Whitney Drive:

Grades K-2 walkers and car riders are excused at 1:50 p.m. Grades 3-5 students are excused at 1:55 p.m. If you are picking your student up with a car, please do not block the bus exit driveway or anyone's driveway. To ensure the safety of students and to keep traffic moving, please...

- Make sure your student's name sign is visible. Signs will be created during Assessment Days. Please visit the Car Rider station in the cafeteria for your sign.
- Continue to move forward with the line of traffic until your child arrives at your vehicle.
- Have your child enter/exit your vehicle **next to the yellow curb**. Do not get out of your car.
- Do not cut into an open spot; wait your turn in line.
- Remain in line until it is your turn to exit the parking lot.
- Drive slowly and have patience! Respect others who are entering or exiting because you are a role model for our future drivers.
- If special circumstances require you to park, your student must wait to be crossed by an adult. We will not allow any children to walk through the parking lot without an adult.
- All students not picked up by 2:05 p.m. will be waiting in the office. If it becomes an ongoing issue, after school childcare will be recommended.

Breakfast – Morning Arrival

All students will receive breakfast and lunch at no charge. At arrival time, your student may pick up a breakfast box on their way to the classroom and all students will eat breakfast in the classroom. Lunch will be served in the cafeteria.

Infinite Campus

District 196 will continue to utilize Infinite Campus as their student information system. This system manages all student data such as class registration, attendance, parent/family contact information and much more. Report cards will not be sent home via paper and can only be accessed through Infinite Campus.

Infinite Campus is a parent portal application that provides near real-time access to student information. Via Infinite Campus, parents can access information on report cards, attendance, behavior, transcripts, health, emergency contact information and more.

Once an Infinite Campus account has been set up, it will follow your student(s) through graduation if they remain in District 196. This household account will contain all information about each of your students. The Infinite Campus account must be accessed at least once a year to update student health history and emergency contact information. This needs to be done at the beginning of each school year and it's extremely important to make sure all phone numbers are up-to-date.

You can access your Infinite Campus by clicking on the following link:

<https://district196mn.infinitecampus.org/campus/portal/district196.jsp>.

You will need your Username and Password to access your information. If you don't remember either part of the login information, please follow the prompts to reset your information. Each household MUST REVIEW their student(s) information each school year. Please update any changes to your information to receive important district and/or school messages regarding school closings, etc.

Infinite Campus, PayPams (lunch account) and MyPaymentsPlus (fees for extracurricular activities) are separate applications. If you have any questions about these applications, please visit the district website <https://www.district196.org/community/families>

Lunch and Recess

What's For Lunch?

To access lunch and breakfast calendars please click here: [Lunch and Breakfast menu](#)

Nutrislice creates the district lunch and breakfast calendars and there is an app that you can download to your smart phone to view the school lunch and breakfast calendars from your phone.

Educational Benefits Program (formerly known as Free/Reduced Lunch)

A New Application is needed each year!

ALL families with children enrolled in District 196 should complete an Educational Benefits Application each year. The Educational Benefits Program is more than just an application for free and/or reduced price meals. Just one form ensures student funding continues for all students in District 196.

Applications for the Educational Benefits Program are available ***online*** for school year 2021-2022. Go to www.district196.org, click on “Services”. Under Departments, click on “Food and Nutrition Services”. The application can be found by clicking on the red button at the bottom in the middle column, “Educational Benefits Program Application”. Complete your application and submit (only one application is needed per household). This application needs to be completed yearly.

Recess

Students at Southview enjoy a 25 minute recess outside each day. Students are expected to go outside each day unless it’s raining or the temperature or wind chill is below zero. During the winter months, students should be dressed appropriately with winter coats, snow pants, boots, hats and mittens.

Behavior Expectations

Students learn best when they feel safe and secure among their classmates and throughout the school environment. Therefore, behavioral expectations and logical consequences need to be clearly communicated to students, parents, and staff. 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. The student may also be removed from the situation or lose privileges. Instances of severe, prolonged, or frequent misbehavior will be referred to the principal or assistant administrator. Consequences for serious behavior violations are dictated by ISD 196 policy and can be found in the [The Student Rights and Responsibilities Handbook](#). Please review these expectations with your child(ren).

Expectations in:	Classroom Voice Level 0, 1, or 2	Hallway & Lockers Voice Level 1	Bathroom Voice Level 1	Playground Voice level 3-4 as appropriate	Bus Voice Level 2	Cafeteria Voice Level 2 or 3
Be Respectful	Use kind words, appropriate language and inside voices Be on time	Hands and feet to yourself Respect others' belongings Stay out of other's lockers	Quietly wait your turn Respect others' privacy	Listen to adults Use kind words and actions Be welcoming to others Be a good sport	Take your seat right away Keep feet out of aisle Listen to the driver Use kind words	Use kind words and inside voices Stay in line Listen to adults Wait your turn
Be Responsible	Raise hand if you need help Have supplies you need for school	Eyes on displays only Stay in two lines Go directly to your destination Zip your backpack Keep locker neat and close door Boots placed underneath locker	Keep area clean and dry Use toilet items and sink correctly Flush Return to class quickly Keep the bathroom clean	Dress appropriately for the weather Take care of equipment Line up quickly when whistle blows Respect nature	Remember all of your belongings Move in if needed Watch for your bus stop	Raise hand if you need help Stay at table Clean up your table spot and floor Use good table manners
Be Safe	Keep object, hands and feet to yourself Stay in supervised areas	Stay to the right Face forward Low speed of walking	Wash and dry hands, 2 pumps of soap and 3 towel pushes Keep feet on floor	Gentle touches during games Use playground equipment appropriately Be a peaceful problem solver and tell an adult if you need help	Face forward Stay in your seat Keep hands and feet to yourself	Walk at all times Stay seated until dismissed
Be a Leader	Be a positive role model Encourage and support others Listen and follow adult direction Be a positive member of our school family					

Curriculum & Specialist Classes

Curriculum

District 196 offers a comprehensive core district-wide curriculum. The core curriculum is complemented with a variety of electives and co-curricular opportunities to ensure the students' academic and social-emotional learning needs are met at each school. If you would like detailed information about the curriculum, please go to the district web site:

<https://www.district196.org/academics/elementary>

Specialist Classes

Southview follows a rotation of specialist classes including Art, Physical Education, Music and Library. Our specialist classes are designed to integrate and support classroom curriculum and offer enrichment learning experiences. Specialist classes follow a scheduled rotation so each class sees the specialists once a week. As part of Music, each grade except kindergarten participates in a music concert. We highly encourage you to attend as they are the demonstration of months of hard work by your student and are always a favorite event for parents.

Technology

All students at Southview will receive an iPad to use during the school year. Southview also has one computer lab and six carts of Chromebooks which are used throughout the year. Students learn internet safety, computer basics such as keyboarding skills and how to research topics and create presentations.

Band

Band starts in 5th grade at Southview. Students register for band in the spring of 4th grade and the option to take summer lessons is available, but not required. Small group instrument lessons take place weekly during school. Instrumental rental is available.

Gifted & Talented

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 the building GT specialist. Additional activities may also be offered after school in the form of Destination Imagination, Lego League and other competitions and classes. 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.

School Events to Look Forward To

There is always something fun happening at Southview! We have numerous student and community building events throughout the school year. These events make for some of the biggest highlights of our students' school year and parent volunteer help is always appreciated.

Southview Fun Run – September

The Southview Fun Run is a fundraising effort led by the Southview PTO. Students collect pledges for a two-week period and then are challenged to complete as many laps as they can during their scheduled run. This event is enjoyed by students of all ages and is successful because of our Southview volunteers.

Turkey Bingo – Day Before Thanksgiving Break

Turkey Bingo has become an exciting tradition here at Southview and one of our student's favorite events. At 1:00 p.m., students take part in a school-wide turkey themed Bingo game broadcast over the school intercom. Bingo winners are awarded prizes and there a plenty of turkey jokes to keep the fun going.

Bingo Night Family Event

This is an opportunity for Southview families and friends to mingle and play some bingo. This FREE community event is sponsored by the Southview PTO and is another wonderful opportunity for families to volunteer. (Note: this is not a Southview fundraiser).

Track and Field Days – May

In May, 1st – 5th grades participate in their annual track and field events. The 5th grade track and field day takes place at Apple Valley High School where students participate in both individual and team events against other District 196 elementary schools. Students in 1st-4th grade will hold their track and field day at Southview. Dates will be communicated later in the year.

Southview Carnival

This is a favorite event of our students! Our annual school carnival is held in the spring and features games, food and activities. It takes many volunteers to make this a successful event.

Before and After School Activities

Lego League

Tomorrow's innovators practice imaginative thinking and teamwork. Guided by two or more adult Coaches, *FIRST* LEGO League* teams (up to 10 members, grades 4-5) research a real-world problem such as food safety, recycling, energy, etc., and are challenged to develop a solution. They also must design, build, program a robot using LEGO MINDSTORMS®, then compete on a table-top playing field.

It all adds up to tons of fun while they learn to apply science, technology, engineering, and math concepts (STEM), plus a big dose of imagination, to solve a problem. Along their journey, they develop critical thinking and team-building skills, basic STEM applications, and even presentation skills, as they must present their solutions with a dash of creativity to judges. They also practice the Program's Core Values, which emphasize discovery, teamwork and good sportsmanship.

Student Council

The Student Council is a group of students from grades two through five that meet regularly during the school year and represent each of the classrooms. Student representatives may be chosen by the classroom teacher or elected by classmates. This activity is lead by a teacher advisor.

All About PTO

What is the PTO?

Southview nurtures a lifelong learning atmosphere for students and their families. The Parent Teacher Organization (PTO) at Southview is a strong, active force that supports students, classrooms, teachers and families through fundraising activities, fine arts enrichment, and volunteering. Meetings will be held on September 14, October 12, November 9 and January 11 via ZOOM at 6:30 p.m. The meetings held on February 15, March 8, April 12 and May 10 at 6:30 p.m. will be held in person or via ZOOM. The meetings are open to all Southview parents and all are encouraged to attend.

PTO Fundraisers

Our PTO coordinates fundraisers and supports many activities including the Southview Fun Run, Carnival, Culver's Night, Fifth Grade Celebration, Fine Arts program, fund-raising, I Love To Read Month, Safety Patrol celebrations, Scholarship, Book Fair, school communications, staff appreciation, track and field events, Bingo and Yearbook.

Volunteering at Southview

Whether you work in or outside of the home, there are so many opportunities to be involved with at Southview and the success of our PTO depends on volunteers. The PTO is constantly in need of chairpersons and committee members in order to support the students, classrooms and teachers. Contact an executive board member for additional information regarding volunteer opportunities or email them at southviewpto@gmail.com

Southview PTO Executive Committee Member 2021-2022		
President	Danielle Smedstad	Danielle.smedstad1@gmail.com
Vice President	Laura Becker	becker.lauranne@gmail.com
Co-Treasurer (budget)	Bree Schunk	janssebm@gmail.com
Co-Treasurer (checkbook)	Kristin Rutherford	kristinfrank@hotmail.com
Secretary	Emily Hindal	Ehindal15@gmail.com

Southview Recognition

Golden Tickets:

Is your student doing their “job”? Golden tickets are awarded to students for helping in the classroom, walking in the halls, doing unexpected tasks without being asked, helping another student, etc. Each week, on Friday, the golden ticket winners are announced by Principal Evans during her morning announcement.

Let the Principal Call:

This is a phone call from the principal that every parent would like to receive! A teacher can nominate a student for demonstrating strong leadership skills. The student and Mrs. Evans will call the parent/guardian to deliver the good news and the student’s photo is displayed on our “Let the Principal Call” board.