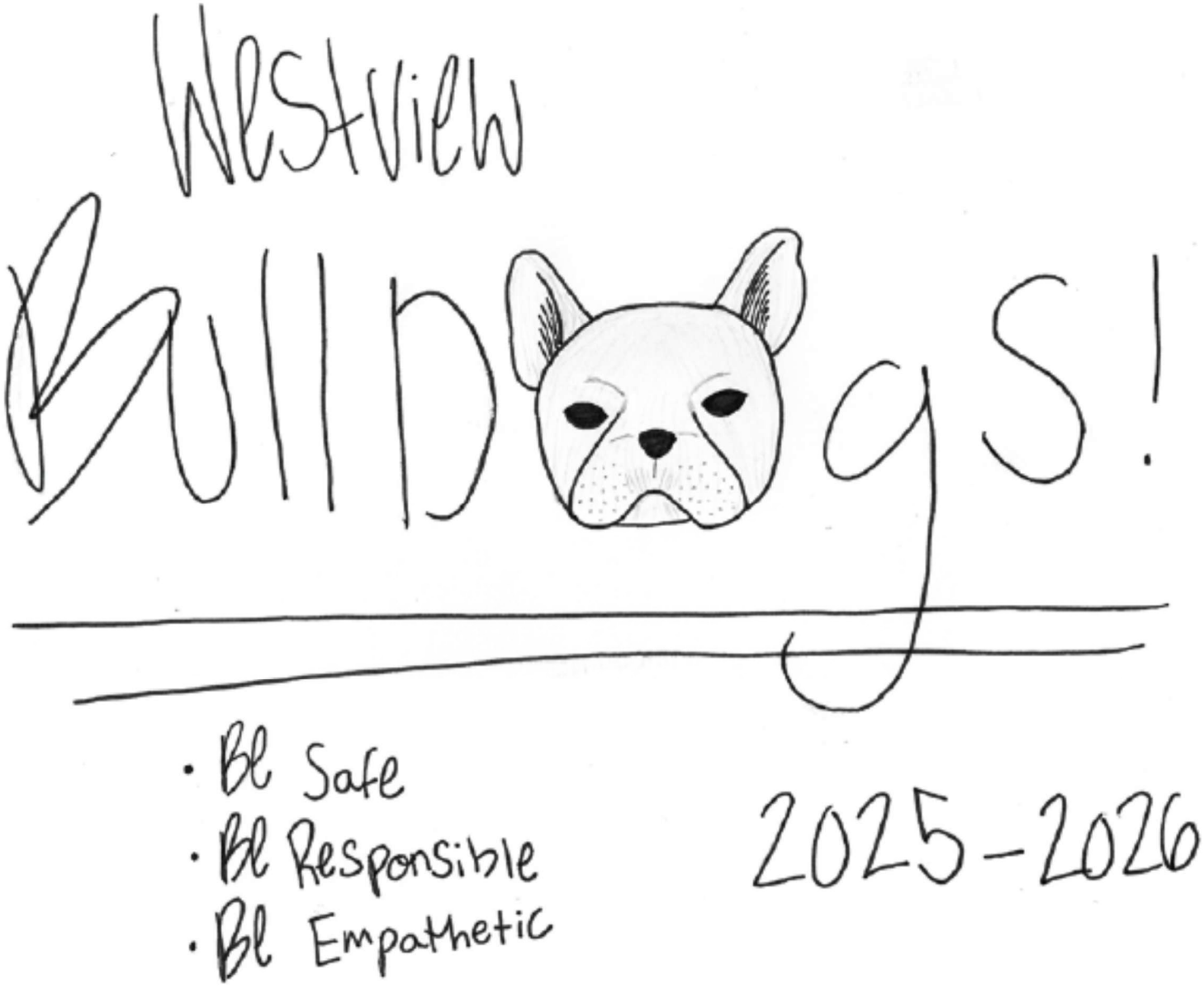

2025-26 WESTVIEW CALENDAR HANDBOOK

Westview Elementary School

225 Garden View Drive Apple Valley, MN 55124
Main Phone: 952-431-8380
Fax: 952-431-8338
Voicemail: 651-683-6969 + extension
Attendance: wv.attendance@district196.org
Website: wv.district196.org

Dear Westview Families,
Welcome to the 2025-2026 school year! I am honored and excited to introduce myself as the new principal of Westview Elementary. It is a true privilege to join a community so clearly dedicated to the success, growth, and well-being of every child.

As we prepare for the year ahead, I want to emphasize that Westview is more than just a building, it's a place where curiosity is sparked, friendships are formed, and every student is encouraged to shine. Our team of talented educators and support staff are ready to provide a nurturing, safe, and engaging environment where each child can thrive.

Whether you are a returning family or joining us for the first time, we want you to feel connected and informed. Strong partnerships between home and school are essential to student success, and we look forward to working closely with you throughout the year. Please be sure to download and join the ParentSquare app, check our website regularly, and follow us on Facebook for updates, announcements, and celebrations throughout the year.

This year, we are excited to continue building on the strong foundation we've established. We'll be focusing on the second year of our curriculum adoption in literacy, phonics, math, and science. We are also prioritizing social-emotional learning through the Second Step program to help meet the emotional needs of all students. In addition, we are stepping into our second year as a PBIS school (Positive Behavioral Interventions and Supports). PBIS is our school-wide framework for supporting positive behavior by setting expectations, modeling, teaching, reteaching, and celebrating student growth through assemblies, classroom recognitions, and other school-wide events.

We also remain committed to strengthening our community partnerships. Please consider joining our PTO. Your involvement makes a real difference in our school community.

I can't wait to meet you and your children. Thank you for the opportunity to partner with you. Let's make this a joyful, inspiring, and memorable school year together.

Gratefully,

Donzell Dixson, Principal
donzell.dixson@district196.org

Cover designed by Kyla Tichy

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Useful District Apps and Links

https://www.district196.org/community/families

School Board Meetings
2025-2026

The School Board holds regular meetings on Mondays at least once each month according to a schedule approved by the board. Regular School Board meetings are held at Dakota Ridge School, 4629 144th Street W, Apple Valley, Minnesota 55124 and begin at 6:00pm.

Special meetings are scheduled as needed to take action on time-sensitive items and to review information in greater depth.

Agendas for regular meetings typically include: consent items; old and new business; other action; superintendent and school board member updates; reports; staff and student recognition, and special communication requests. The agenda and exhibits for regular meetings are available for public viewing at every meeting and via the district website the Friday prior to each meeting. Regular meetings are videotaped for viewing on the District 196 TV educational access channel and the district's YouTube page.

Minutes are taken for all School Board meetings, regular and special, and are approved by the board and published in the district's official newspaper. All School Board meetings are open to the public, unless closed pursuant to Minn. Stat. 13D.05.

Regular School Board Meetings

- July 14, 2025
- August 11, 2025
- September 15, 2025
- September 29, 2025
- October 13, 2025
- November 10, 2025
- December 8, 2025
- January 12, 2026
- February 9, 2026
- March 9, 2026
- April 13, 2026
- May 11, 2026
- June 8, 2026
- June 23, 2026



Scheduled Special School Board Meetings

- July 14, 2025 (Dakota Ridge @ 5:00pm)
- July 28, 2025 (District Office @ 5:30pm)
- August 11, 2025 (Dakota Ridge @ 5:15pm)
- August 26, 2025 (District Office @ 5:30pm)
- September 15, 2025 (Dakota Ridge @ 5:15pm)
- October 28, 2025 (District Office @ 5:30pm)

*All dates are subject to change

Westview Elementary School
Parent Teacher Organization

PTO Officers

Rebecca Nutter …….. Chair
Maggie Mohning …….. Vice Chair
Jamie Duffey …….. Treasurer
Jen Mills ……..... Secretary

PTO Meetings

Westview Elementary PTO is a non-profit organization committed to providing the best educational and social experience for Westview students and families. We believe we are stronger together and exist to provide volunteer services and funds that help support student educational efforts and activities. As a Westview parent or guardian, you are already part of PTO! Questions? Email us at westviewmnpto@gmail.com.

PTO meetings are held on Monday evenings from 6:00pm-7:15pm in the Westview Media Center (Library).

- Connect with other Westview families and staff
- Learn how the PTO supports Westview staff and students
- Hear from the Principal
- Learn about opportunities to support our Westview Community

September 22, 2025

October 20, 2025

No meeting in November

No meeting in December

January 12, 2026

No meeting in February

March 16, 2026

April 20, 2026

May 18, 2026

www.facebook.com/westviewmnpto

@westviewmnpto

https://sites.google.com/view/westview-elementary-pto/home

School Lunch Program

The school meal program provides nutritious, low-cost meal selections. Students are offered a daily hot entrée with a choice of a cold entrée with fruit, vegetable and whole grain foods. Menus are available on the Westview website under parent resources.

ISD 196 uses a computerized system for the payment of school meals. Every student is assigned a three-to-five-digit personal identification number (lunch pin) This number is assigned as a student enrolls in District 196 and they will use the same number K-12. Students must use their own Universal PIN. Students may deposit pre-payments into their lunch account or pay cash in the meal lines daily. Parents can also make payments, view account balances, and purchase history using the PayPAMS system.

There is no charge for free and reduced-price breakfast and lunch. Applications for free and reduced-price meals are available on the district website through the Educational Benefits program. Students are responsible for any balances accrued until the application is officially processed and approved by the Nutrition Services Office. However, for the 2025-26 school year, both breakfast and lunch are free for all students. A la carte items, second breakfast or lunch, and adult meals will still have fees associated with them.

2025-26 School Lunch Pricing:

- Elementary student lunch and breakfast are free of charge this year.
- Adult breakfast is $3.50 and adult lunch is $5.50 (weekly, monthly and yearly pricing is not available for adults).
- A second full breakfast or lunch for a student is the same price as an adult breakfast and lunch.
- Milk is included with all meals. An additional carton of milk or milk purchased separately is considered an a la carte item, priced at $0.40 for all eligibility levels.

District Provided Transportation

- Bus stops are assigned within each school's attendance boundary for students who live a distance of one mile or more from their school.
- Elementary school students (K-5) will be picked up and dropped off at their designated school bus stop, which will be located within one mile of their home.
- Students may only be picked up or dropped off at a location other than their normal but stop when requested in writing (Form 707.5.2P) by the student's parent or guardian and approved by the school principal.
    - A written request must be submitted each time a change in drop-off or pick-up point is desired.
- The district will only provide transportation to and/or from a student's childcare provider if the street address meets transportation distance guidelines as noted above *and* if service is established on a regular basis.

On occasion, parents may allow their student to choose between riding the bus or walking home. For safety reasons, a 'blanket permission' to do so is <u>not</u> acceptable. Parents must submit a written notice to the school each time they would like to give their student this option. That information should be communicated with the transportation department and the school by a parent.

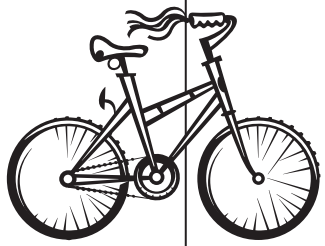
In District 196, we no longer issue bus passes to students. This means that students will not be allowed to ride a bus, other than the one they are assigned to, home or to/from another student's home. We can, however, make exceptions in the case of an emergency.

Bus Rules of Conduct

- Be at your bus stop 5 minutes before your scheduled pickup time
- Follow the instructions of the driver and chaperone promptly and respectfully
- Quickly find your seat and remain seated until you reach your drop off destination
- Keep hands, feet and objects to yourself and out of the aisles
- Objects longer than 39" need to be contained in their own bag
- Do not eat or drink on the bus
- Do not use laser pens on the bus
- Do not tamper with any of the safety equipment on the bus
- Do not bring weapons, flammable materials, animals, or any other dangerous objects on the bus
- No smoking or using matches/lighters on the bus
- No yelling, abusive or profane speech, fighting, scuffling or horseplay on the bus
- No harassment of any kind will be tolerated
- Report any negative behavior issues directly to the bus driver
    - If that is not possible, students/parents should report it to the school office

Riding the bus is a privilege that can be refused at any time if the rules are not observed. We want all students to have a safe journey both to and from school. Parents will be notified if their student is not following the bus rules. A bus suspension or expulsion may occur if bus rules are broken on an ongoing basis. Students will be charged for any damage/vandalism caused to the school bus.

AUGUST 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27 • Student Connection Day (Grades K-5)	28 • Student Connection Day (Grades K-5)	29	30

Westview Elementary School

225 Garden View Drive Apple Valley, MN 55124

Elementary School Hours

Grades K-5	9:30am-3:50pm
Office Hours	7:30am-4:30pm

The morning arrival doors (main entrance and bus drop-off) remain locked until 9:15am on school days. If you drop your student off in the morning or they are a walker, please make sure they don't arrive much earlier than that, as they will have to endure the elements while waiting outside the building until that time.

Preschool Hours

Morning Class	9:30am-12:00pm
Afternoon Class	1:20pm-3:50pm

Preschool staff will be outside with students at arrival and dismissal times, as they escort students on and off their buses or hand-off with parents/guardians.

Parent/Guardian Drop-off and Pick-up

The designated drop-off/pick-up area is located in Westview's main parking lot, along the curb. The parking lot has a one-way entrance and exit to facilitate the flow of traffic. Students should only exit/enter vehicles from the curb-side and should never cross the parking lot without an adult escort. Please do not pull up to or park on Garden View Drive along the school grounds or into the back parking lot, as those areas are reserved for school buses and daycare vans/buses. Parent drop-off/pick-up runs very smoothly and efficiently if we all work together. Please remain patient and drive with care.

Morning Arrival

Students are expected to be in their seats and ready to learn at 9:30am. If your child eats breakfast at school, they should arrive at 9:15am. If your child does not eat breakfast at school, please time their arrival for 9:20am so there is sufficient time to unpack their belongings and complete their morning jobs prior to the start of the school day. When you pull up along the curb for drop-off, there is no need to wait until your vehicle is directly in front of the entrance to release your child. Drivers should not park or idle elsewhere in the lot (blocking traffic/parked vehicles/open parking spots) or allow students to cross the parking lot without an adult escort.

Afternoon Dismissal

Families that plan to pick students up in the afternoons will be issued a household pick-up sheet with an alphanumeric code. This sheet should be placed on the vehicle's dashboard or held up so it's visible to the designated school staff member walking down the line of vehicles, entering codes to check-in rides for students. "Parent pick-up" students will remain in their classrooms until their rides check in and will be dismissed as early as 3:40pm. Walkers are also dismissed at 3:40pm and bussers are dismissed at 3:45pm. Just as with morning drop-off, drivers should pull up along the curb in the main parking lot, where students can safely enter vehicles. Please continue to move forward through the loop as other vehicles begin to exit so Westview staff can continue to check rides in and clear traffic. Do not jump the line if you see an opening. Again, it is important in the afternoon, as well, that you do not park in the lot and wave for your students to cross the lot toward your vehicle for safety reasons. Any students that have not been picked up by 4:00pm will be waiting in the office and parents will be contacted.

Note: Students should not be left to play on-site after school dismissal for their own safety and so Westview staff can ensure that all students have connected with their designated transportation home. Just as Westview's playground area is reserved for student use during the day for recess, the playground is reserved for use by the Westview's YMCA SAC program after school, from 4:00pm-6:00pm. Students and families are absolutely welcome to use the playground after 6:00pm on school days and on non-school days.

Safety Patrol Program

The members of Westview's Safety Patrol are highly esteemed as role models entrusted with great responsibility - the safety of our students. Our school's Safety Patrol team consists of 5th graders and an adult staff member for supervision. Patrol members are equipped with stop signs and flags as well as reflective vests and are stationed at road intersections in the mornings, prior to the start of the school day, and at dismissal time in the afternoons. Their main objective is to safely assist other children in crossing the high-density traffic streets near the school. Please advise your child to obey the Safety Patrol, stay on the sidewalk, respect the personal property of others, and remain vigilant. To assist in their safe passage, students who walk to and from school should cross streets at intersections only. See below for the patrol duty times and monitored intersections.

Intersection	Duty Times
Garden View Drive & Walnut Lane	9:05am-9:25am
Garden View Drive & Walnut Lane	3:40pm-3:55pm

School patrol duty does not extend beyond the intersections and time-frames listed above.

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 • Labor Day	**2** • First Day of School - Grades K-5	**3**	**4**	**5**	**6**
7	**8**	**9**	**10**	**11**	**12**	**13**
14	**15**	**16**	**17**	**18** • Student Council 8:30-9:15am	**19** • Maud Hart Lovelace Book Club 8:30-9:15am	**20**
21	**22** • PTO Meeting 6:00-7:15pm	**23** • Music Club 8:15-9:15am	**24**	**25** • Guys Read 8:30-9:15am • WV Spirit Day: Bulldog Blue/White	**26** • No School - Staff Data Day	**27**
28	**29**	**30** • Music Club 8:15-9:15am	Reminder Picture Day is October 1st!			

Attendance

Students are expected to attend class every day, with the exception of school-authorized and verified absences. Excessive absences may have adverse consequences. Report absences, late arrival or early pick-up via your Infinite Campus Parent Portal (aka Campus Parent) or by email to wv.attendance@district196.org. Please do not email individual teachers or office staff directly in case they have a substitute or are out of the office that day.

Office staff/teachers may not see or respond in a timely manner to any early pickup entries submitted via email or Campus Parent, if sent after 2:30pm. If you need to change afternoon transportation plans for your student, please do as early in the day as possible or by calling the main office at 952-431-8380. The best time to call the office with this information is between 7:45am-9:15am. If you leave a voicemail outside of normal business hours, please make sure to include the student's full name, classroom teacher and the reason for the absence.

Students who walk to school should not arrive before 9:15am. Walkers should remain on sidewalks and should not take shortcuts across private property or parking lots. Parents are asked to assist in enforcing this safety measure.

If you must excuse your child early from school, please come to the office to sign them out. The secretary will contact their teacher to dismiss them at that time. It may take a few minutes for your student to pack up and make their way to the office depending on the activity their class was involved in. For the safety and security of our students, parents and other visitors are not permitted to enter the instructional area without a visitor pass issued by the office.

Child Safeguard Program

All students are expected to be in school regularly and on time unless prevented by illness. If your child is not present and we have not received any type of notification from you regarding their absence, you will receive a call from the attendance secretary. In order for us to make these calls, we need ***complete*** telephone information. This information must include home, cell or work numbers, daycare numbers, neighbor/relative numbers or any other telephone number that will help the school locate an absent child. If school personnel are unable to reach you, the absence will be recorded as unexcused.

It is very important that you fill out the emergency card in your Infinite Campus Parent Portal in its entirety.
If you need assistance setting up your Parent Portal, please contact the school office.



Establish the habit of good attendance!

Consistent attendance ensures a child's success in school. In the State of Minnesota, it is the parent/guardian's legal responsibility to have their elementary age children attend school. State guidelines require schools to record absences and tardies. Tardy is defined as being late for school *or* leaving before the school day is over. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted and students benefit from participation and interaction with others in class. State law requires every child between seven and 17 years of age to receive instruction. Students with excessive unexcused absences will be considered truant.

Parents/guardians will receive a letter of concern from the school if their student has accumulated excessive absences and/or tardies. Please note that three unexcused tardies may be counted as one excused absence. In some cases, the school may require a doctor's note or a visit to the school nurse for the absence to be considered excused. Please refer to the list below to determine if your child's absence will be considered excused or unexcused by the school.

Excused Absences

- Illness (may require a doctor's note for verification)
- Appointments for doctor, dentist, or mental health
- Official religious holiday observation
- Extreme family emergency
- Planned family vacation
- Funerals
- Other unique circumstances which are preauthorized by a school administrator

Unexcused Absences

- Child/parent overslept
- Child missed the bus
- Parents forgot to wake child
- Parents did not know school schedule
- Child did not feel like going to school or thinks school is boring
- Child is having difficulty separating from parents
- Cold weather
- Child does not meet state immunization law requirements
- Child is babysitting a younger sibling
- Child does not have transportation to school

If you have any questions regarding District 196's attendance guidelines, please contact your child's principal or school social worker. Our goal is to work with together with families to ensure that all of our students benefit from being present at school.

OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 • Lifetouch Picture Day	2	3	4
5	6 SOCKTOBER	7 • Music Club 8:15-9:15am	8	9 • Curriculum Night 5:00-7:00pm	10	11
12	13	14 • Music Club 8:15-9:15am	15 • Big Band 8:00-9:15am	16 • No School – MEA Break	17 • No School – MEA Break	18
19	20 • Student Council 8:30-9:15am • PTO Meeting 6:00-7:15pm	21 • Music Club 8:15-9:15am	22 • Big Band 8:00-9:15am	23 • Guys Read 8:30-9:15am • Author's Night 6:30-7:30pm	24 • Maud Hart Lovelace Book Club 8:30-9:15am • WV Spirit Day	25
26	27	28 • Music Club 8:15-9:15am	29 • Big Band 8:00-9:15am • Conferences – Evening	30 • No School – Conferences	31 • No School	

STUDENT EXPECTATIONS SCHOOL-WIDE

BE BULLDOG STRONG

BE SAFE. BE RESPONSIBLE. BE EMPATHETIC

Westview Elementary PBIS

PBIS is a Positive Behavior Intervention and Supports system that helps students and staff understand expectations. Creating a school-wide PBIS system fosters a positive learning environment for all students and staff and helps us all learn the habits that lead to success both in and out of school.

At Westview, we are Bulldog Strong. Bulldog Strong means ***Be Safe***, ***Be Responsible***, and ***Be Empathetic***.

How you can support your child in being Bulldog Strong:

Be Safe: Practice safe habits and routines at home.

Be Responsible: Encourage your child to check their backpack every night to make sure they have the materials the need.

Be Empathetic: Practice kind words and actions.



We invite all parents/guardians to fill out this short survey about PBIS implementation at Westview.

ENGLISH SPANISH



	Bathroom	Hallway	Cafeteria	Recess
Be Safe	Walk. Body and eyes to self.	Walk. Single File. Right side of Hall.	Walk. Stay Seated. Feet on Floor. Hoods Stay Down.	Body to Self. Use equipment correctly. Stay in boundaries.
Be Responsible	Go. Flush. Wash. Leave. Throw Away Trash.	Body to Self. Face Forward. iPads Closed.	Clean up area. Bring lunch tag, home lunch or water. Raise Hand for help.	Return Equipment. Dress for the weather. Take turns and share.
Be Empathetic	Voice Level: 0-1 Honor Privacy.	Voice Level: 0-1 Keep locker space organized.	Voice Level: 2 Invite those sitting alone to join you. Use kind words.	Voice Level: 3 Include others. Use kind words and actions.

NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 • Big Band 8:00-9:15am	6 • Student Council 8:30-9:15am	7	8
9	10	11	12 • Big Band 8:00-9:15am • Lifetouch Picture Retakes & Student Activity Group Photos	13	14 • Maud Hart Lovelace Book Club 8:30-9:15am	15
16	17	18	19 • Big Band 8:00-9:15am	20 • Guys Read 8:30-9:15am • 3rd Gr Family Folk Dance Night 6:30-7:30pm	21	22
23 30	24	25 • Bulldog Bingo 2:30pm	26 • No School - Staff Development	27 • No School- Thanksgiving Break	28 • No School- Thanksgiving Break	29

GOBBLE, GOBBLE, GIVE!

Health Services

A licensed school nurse is in the building during the school day. Health services are provided for all students and staff. Each student that visits the health room is assessed by the nurse and given necessary treatment. Health services include: (1) first aid, (2) hearing and vision screening, (3) dental health, (4) immunization documentation follow-up, (5) maintaining each child's health record, and (6) being a resource for teachers and families. Vision screening is done for all grades. Hearing screening is done for grades K, 1, 3 and 5.

The school district follows the guidelines from the Minnesota Department of Health for recommended exclusion and notification for vaccine-preventable diseases such as mumps, shingles, polio, measles, rubella, pertussis, diphtheria, viral hepatitis, chickenpox and meningitis. Otherwise, there are no exclusions from school. Please inform the school nurse of any vaccinations your student receives so we can keep records up to date. We also request that parents report any contagious diseases to the school nurse as soon as possible.

If a child becomes ill at school and needs to go home

- The school nurse will call guardians listed in the child's Infinite Campus record. *Please update your contact information as needed, including emergency contacts.*
- Students who are ill need to be picked up as soon as possible to prevent the spread of illness.

In the event of an accident

- The school nurse will administer first aid and update guardians.
- If a student needs further treatment, it is the parents' responsibility to transport the child to the doctor.
    - If parents cannot be reached, the nurse will contact the physician listed on the student's emergency card and make whatever arrangements necessary to provide health service to the child.

Determining whether or not to send your child to school (due to illness)

We want students in school and ready to learn, however, they may need to rest at home if they have:

- **Fever of 100.4° F or higher** – *can return when fever free for 20 hours without fever reducing medication*
- **Strep Throat** – *can return after 12 hours of antibiotics and fever free for 20 hours without fever reducing medication*
- **Vomiting or diarrhea** (without a known reason) – *can return 20 hours after the last episode*
- **Rash** (without a known reason) with behavior change or fever of 100.4° F or greater
- **Excessive coughing** that persists and makes it difficult to participate in school
- **Not healthy enough to participate** in routine school activities

Your child should remain at home for one day after their symptoms have subsided. This helps prevent the spread of communicable diseases and allows them the opportunity to rest and fully recover from the illness. When your child is feeling ill, please do not hesitate to call the school nurse at 952-431-8383 with questions or concerns.

Medication

All prescription and non-prescription medications to be taken by a student during school hours must be kept in the school nurse's office and administered by the nurse or other appropriate school personnel. Parents/guardians should communicate with the nurse about student medication needs and hand deliver the medication (students should not carry medication with them to school). If parents are unable to bring their child's medication, alternate arrangements must be made with the school nurse. Only the desired dosage to be taken at school should be brought to the school. This will eliminate the need for parents to pick up any remaining medication dosages not administered by the school nurse.

Parents/guardians must provide the following information prior to school personnel administering medication:

- Parent signed authorization on Form 506.2.2P (for prescription and non-prescription medication).
- Written order from a physician*
- Physician/pharmacy labeled medication bottle (for prescription medication). Non-prescription medicine must be in the original bottle or container.
- Parents must provide written parental authorization for any medication given by the school nurse.

*Written order from a physician must be received by the school nurse for any prescription medication to be given for more than 14 days, including PRN (as needed) medications.

DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 • Big Band 8:00-9:15am	4	5 • Maud Hart Lovelace Book Club 8:30-9:15am	6
7	8	9	10 • Big Band 8:00-9:15am	11 • Student Council 8:30-9:15am	12	13
14	15	16	17 • Big Band 8:00-9:15am	18 • Guys Read 8:30-9:15am	19 • WV Spirit Day: Comfy Cozy	20
21	22 • No School – Staff Data Day	23 • No School – Staff Development	24 • No School – Winter Break	25 • No School – Winter Break	26 • No School – Winter Break	27
28	29 • No School – Winter Break	30 • No School – Winter Break	31 • No School – Winter Break			

Health Services (continued)

Pink eye guidance

- There is **no exclusion for pink eye** (conjunctivitis) unless the child has a fever of 100.4° F or higher and/or is not healthy enough to participate in school activities.
- Consult a health care provider for eye pain or reduced/blurry vision/recent eye trauma.

Head lice guidance

- There are **no notifications sent home or exclusions from school for head lice** (pediculus humanus capitis).
- Head lice is a common occurrence, is not related to personal cleanliness and has not been shown to spread at school.
- Parents/guardians are encouraged to monitor for lice regularly.
- If students are diagnosed with live lice at school resources for treatment will be shared with parents/guardians. *Students do not need to be sent home early.*
- Nits (eggs) may persist after treatment, but successful treatment should kill crawling lice.

Allergies

Please notify your school nurse about any allergies that your child has, especially life-threatening allergies, so they can work with you to obtain emergency medication for use at school, reduce the risk and create awareness for those that work closely with your child. We encourage parents to be involved with planning of special classroom events where store- bought food may be served. We also ask parents to make sure your child's face and hands are washed before coming to school, especially if they have just eaten peanut butter or a peanut product. If your child attends a daycare before school, please advise them of this practice for the safety of your child's classmates. If your child requires dietary accommodations due to a disability, please coordinate with their health care provider and school nurse.

For the safety of all our students, please do not send latex balloons to school. Latex balloons pose significant hazards to children. With repeated exposure to latex, a natural rubber found in many products, an increasing number of people are becoming sensitive to latex and developing latex allergies. These allergies may be as minor as a skin irritation or as life threatening as respiratory and heart difficulties. The only way to prevent an allergic reaction to latex is to strictly avoid exposure.

Safety and Security in the School

It's a priority at Westview to create a safe and welcoming environment. We have many proactive measures in place to support this, most of them subtle. This begins with controlled access to the building and having all visitors enter through the office. Health and wellbeing are also top priorities. We have Jess Spurr, our school psychologist, to work with staff and students. Virginia Fritz, our social worker, helps students and families with resources and facilitates a variety of groups or works 1:1 with students. Jess Roberts, our co-located psychologist from Associated Clinic of Psychology, supports our staff, students and families. In addition, our school nurse, Yvonne House, provides guidance and cares for our health needs. No matter what is happening in the world outside Westview, we aim to maintain a sense of normalcy and security for our students.

Mental Health Support

School psychologists work with administrators to help students succeed academically, socially and emotionally. They are trained in both education and mental health to know how to identify and lower barriers to learning. These barriers can include developmental or learning disabilities, behavior difficulties, unconventional learning styles, school or classroom climate, issues at home or with friends, violence and mental health problems, such as anxiety or depression. Services include prevention, consultation and evaluation, intervention, as well as research and planning.

School Social Workers provide proactive educational support, as well as individual and group supportive services to help students overcome barriers to learning. They work directly with individual students, students in small groups and in the classroom settings to enhance social and emotional skills, teach problem solving skills, anger management strategies and how to cope with family changes and loss. They also present a harassment and bully curriculum and help students understand how to respect themselves and others. Their overall goal is to work directly with students and their families, teachers, and other support staff to provide the guidance, support and nurturance so essential to academic success. They also consult with and advocate for families regarding parenting strategies, connect families with community resources and assist in times of crisis.

Associated Clinic of Psychology (ACP) has partnered with ISD 196 for over a decade to provide school-based mental health services also known as the Co-located Mental Health Program. Co-located (in the school itself) services include individual therapy, family therapy, individual skills training and family skills training. ACP's dedicated providers work closely with the child's family and school to provide collaborative care. These services are offered to students in Dakota County partner schools regardless of insurance coverage. ACP staff will work directly with your insurance provider on your behalf.

Westview's school-based therapy services are provided by licensed clinician, Jess Roberts. Please reach out to Westview's Social Worker, Virginia Fritz at 952-431-8386 for questions regarding the program or to discuss a referral. Parents can also visit https://acp-mn.com/community-school-based and fill out the online referral form.

JANUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				**1** • No School – Winter Break	**2** • No School – Winter Break	**3**
4	**5**	**6**	**7** • Big Band 8:00-9:15am	**8** • Student Council 8:30-9:15am • 5th Gr Field Trip: 196Sings! Concert	**9** • Maud Hart Lovelace Book Club 8:30-9:15am	**10**
11	**12** • PTO Meeting 6:00-7:15pm • Carnival Planning Meeting 7:15-8:00pm	**13**	**14** • Big Band 8:00-9:15am	**15** • 5th Gr Field Trip: BizTown	**16**	**17**
18	**19** • No School – Martin Luther King Jr. Day	**20**	**21** • Big Band 8:00-9:15am	**22** • Guys Read 8:30-9:15am • 5th Gr Music Concert 6:30pm	**23**	**24**
25	**26**	**27**	**28** • Big Band 8:00-9:15am • 5th Gr Band Concert 6:30pm	**29**	**30** • Maud Hart Lovelace Book Club 8:30-9:15am • WV Spirit Day	**31**

5th Grade Music Concert Front Row Seat (x2) Reservation Winners: Sandahl Family

Weather Protocols

Emergency School Closings

The superintendent is authorized to temporarily close or delay the opening of schools or hold a distance learning day, as needed, to ensure the safety of students and employees in the face of emergency or hazardous situations. Emergency or hazardous situations are those, such as severe weather or utility failures, which make it unfeasible or unsafe to carry on normal activities. Decisions to close schools, shorten the school day, hold a distance learning day, or cancel or postpone any school or district activities shall always be made on the basis of the safety of the participants. If there is any doubt, the decision-maker will err on the side of safety.

School closings/weather-related schedule changes are shared in the following ways:

- **Website** – A popup will be posted on the district website at **District196.org** and all school websites; this is where the information is available first.
- **District social media** – **Twitter** (@ISD196Schools) and **Facebook** (@District196) accounts will have the latest information.
- **Notification phone call** – Parents/guardians and staff receive a notification phone call from the superintendent (for a districtwide schedule change) or principal (for an individual school schedule change).
- **Text and email messaging** – Parents/guardians and staff receive a text notification and email via the ParentSquare app
- **District information line** – Call 651-423-7700 for a recording with information about the schedule change.
- **Local television** – Twin Cities television stations broadcast information regarding school schedule changes; look for "Rosemount-Apple Valley-Eagan Public Schools."

If the school is unable to open on time due to the weather, school buses operate on a two-hour delayed schedule. This means students will be picked up at their bus stops two hours later than their normal pickup time. The school day will end at the regular time unless otherwise noted. When there is a two-hour delayed start, the following activities are cancelled:

- YMCA SAC (morning only);
- ABE classes (morning only);
- ECSE and ECFE classes (morning and afternoon);
- Connections Preschool classes (morning and afternoon), and
- Community Education activities (morning only).

You can find more information about inclement weather and school closings or delays at https://www.district196.org/about/school-cancellations-and-delayed-starts.

E-Learning Days

Minnesota law allows school districts to have up to five E-Learning Days per school year to allow students to continue their learning from home when weather conditions make it unsafe to attend school in person. In District 196, E-Learning Days are held *IF* there are more than two school cancellations in one school year; the third through seventh inclement weather days, if needed, would be E-Learning Days. Any students not scheduled to have school that day do not participate in the E-Learning Day.

- Families and staff will be notified of an E-Learning Day via an early morning ParentSquare phone call, email, text message, and on the district website and social media.
- Students will be considered in attendance for an E-Learning Day unless a parent or guardian verifies an absence.
- Teachers will:
    - Communicate with students through ParentSquare, Seesaw and Schoology, and will post assignments, instructional activities and resources by 9:30am to guide students' learning that day, but there will be no synchronous (Zoom) instruction.
    - Be available during regular school hours to respond to student/family questions sent by email and phone call messages left on their work voicemail. There will be no synchronous (Zoom) office-hour sessions.
    - Communicate deadlines for E-Learning Day assignments on Seesaw or Schoology. Appropriate provisions will be made for students with IEPs and 504 plans.
- Students should:
    - Bring their district-issued iPad or Chromebook home with them each day.
    - Check ParentSquare, Seesaw and Schoology in the morning of an E-Learning Day for instructions from their teacher(s) on that day's assignments and are expected to be engaged with their required learning tasks.

FEBRUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
1	**2**	**3**	**4** • Big Band 8:00-9:15am • Conferences – Evening	**5** • No School – Conferences	**6** • No School	**7**
8	**9**	**10**	**11** • Big Band 8:00-9:15am	**12** • Student Council 8:30-9:15am	**13** • Maud Hart Lovelace Book Club 8:30-9:15am	**14**
15	**16** • No School – Presidents' Day	**17**	**18** • Big Band 8:00-9:15am	**19** • Guys Read 8:30-9:15am • Family Fun Night 6:30-7:30pm	**20**	**21**
22	**23**	**24**	**25** • Big Band 8:00-9:15am	**26**	**27** • Maud Hart Lovelace Book Club 8:30-9:15am • WV Spirit Day	**28**

Communications

We at Westview Elementary School are committed to cultivating open and effective communication between the staff, students and parents. We encourage you to call or contact any staff member when you have concerns or questions. District 196 believes in a multi-dimensional, comprehensive communication system which includes but is not limited to:

A. The SPOTLIGHT Newsletter – The SPOTLIGHT is published quarterly at the District Office and communicates information to all citizens in the district. Items such as district calendars, upcoming events, summaries of School Board meetings, etc. are included. If you do not receive the SPOTLIGHT, call 651-423-7700.

B. Parent/Teacher Conferences – Formal conferences are held twice each year, during the fall and winter. Evening and daytime appointments are available. If concerns come up throughout the year, we encourage parents to call the teacher to schedule an additional time to meet. You will be asked to sign up for a fall and winter conference time. You will be meeting with your child's homeroom teacher. If you would like to meet with specialist teachers such as music and physical education, appointments may be scheduled at that time as well. These meetings are important for student success. Please try to arrange your schedule so that you may attend a conference during the designated dates/times. If you need to cancel or reschedule your conference, please call the office at 952-431-8380 to reschedule and so we can release that time-slot for another family to use.

C. Report Cards – District 196 elementary schools operate on a trimester system. Report cards are available in the Campus Parent portal 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 grace 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 levels: 1) Limited, 2) Developing, 3) Proficient, and 4) Exemplary.

D. Grade level newsletters – Some grade levels send newsletters home with students to keep you informed of what is happening in your child's classroom. Newsletters further detail units of study and other special grade level events and activities. Many teachers also use ParentSquare/Seesaw/Schoology for frequent communication.

E. Westview Newsletter – The PTO's monthly *Bulldog Bulletin* will be sent home with students at the beginning of each month. This newsletter will keep you informed of building level activities/events at Westview. Additional information is available online at https://wv.district196.org/.

F. School visits – Parents are always welcome to visit Westview Elementary. Remember, this is your school too! If you would like to observe in the classroom, please schedule your visit with the teacher at least 24 hours in advance. Visitors must check in at the office before entering the instructional areas. Authorized visitors will be issued a nametag that should remain visible at all times.

G. Westview website (https://wv.district196.org/) – Here you will find resources and information on school events, lunch menus, calendars, newsletters, and more.

H. Campus Parent Portal -- Campus Parent offers parents access to student information such as report cards, attendance, test history, health and emergency contact. New feature this year: Student absence reporting. Sign in to your Campus Parent account to report student absences, late arrival and early pickup information.

I. PayPAMS is available through the Campus Parent Portal. Using PayPAMS allows parents the option to make electronic deposits to their child's school meal account using a Visa, MasterCard, or checking/savings account transfer. There is no fee for the convenience of using the electronic PayPAMS service.

Communication Between Home and School

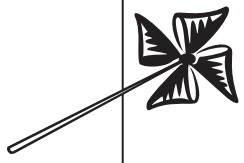
If you sense any concerns regarding your child at school, please reach out to their teacher as soon as possible. Open, honest communication will help keep small problems from becoming large ones and will ensure a happy, productive school year for your child.

Conferences

Parents/guardians will be invited to Westview to meet with teachers and share information about their child in twice each school year. Parents will be provided a scheduling link and notified when the electronic conference scheduling system is available. Parents will schedule one timeslot per child during each round of conferences.

Trimester 1 Conferences	Trimester 2 Conferences
October 29 & 30, 2025	February 4 & 5, 2026

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	**2**	**3** • DaCapo Choir 8:15-9:15am	**4** • Big Band 8:00-9:15am	**5**	**6** • No School – Staff Development	**7**
8	**9**	**10** • DaCapo Choir 8:15-9:15am	**11** • Big Band 8:00-9:15am	**12** • Student Council 8:30-9:15am • 2nd Gr Music Concert 2:30pm • 4th Gr Music Concert 6:30pm	**13** • Maud Hart Lovelace Book Club 8:30-9:15am	**14**
15	**16** • PTO Meeting 6:00-7:15pm • Carnival Planning Meeting 7:15-8:00pm	**17** • DaCapo Choir 8:15-9:15am	**18** • Big Band 8:00-9:15am	**19** • Guys Read 8:30-9:15am • WV Spirit Day	**20** • No School – Staff Data Day	**21**
22	**23** • No School – Spring Break	**24** • No School – Spring Break	**25** • No School – Spring Break	**26** • No School – Spring Break	**27** • No School – Spring Break	**28**
29	**30**	**31** • DaCapo Choir 8:15-9:15am				

2nd Grade Music Concert Front Row Seat (x2) Reservation Winners: Zeglin Family
4th Grade Music Concert Front Row Seat (x2) Reservation Winners: Mohning Family

General Information Index

Bicycles

Students are allowed to ride bicycles to school and we strongly encourage the use of a bicycle helmet. Bike racks are provided, however, the school does not accept responsibility for any bicycles parked or left on school grounds. Students who choose to ride their bikes to school are expected to have a lock for their bicycle. Bicycles may not to be ridden on school grounds during school hours, including lunch/recess hours and 30 minutes after dismissal. Students must walk bicycles 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. Bicycles should not be ridden by more than one individual.

Birthdays

Students should not bring food or small gifts, such as pencils or stickers to share with other students. This restriction is in place to keep our school in compliance with the district's wellness policy on making choices as required by Section 204 of the Child, Nutrition and WIC Reauthorization Act of 2004. It also addresses increasing concerns about students affected by food allergies, childhood obesity and economic disparities. Classroom teachers will recognize students in other special ways on their birthday. Parents/guardians should not bring any other treats, such as gifts, balloons, etc. to school for their child.

Cell Phones and Other Electronic Devices (i.e., video games)

Students are not permitted to use cell phones, smartwatches or other electronic devices in school and should not bring them to school. These items tend to distract or interfere with the learning process, appropriate use is difficult to monitor, and they are at risk of being lost, stolen, or damaged. The school is not liable for items brought from home and such items will be confiscated and returned to parents only, upon their request.

Discipline

Westview follows the districtwide discipline policy. School and classroom rules have been established to maintain a safe, supportive and orderly learning environment. Teachers will communicate school rules and expectations to students and parents early in the year. Students are responsible for following the rules and demonstrating appropriate behavior. School staff may contact parents to receive support or seek additional information from parents in order to address a behavioral issue. Parent contact regarding a behavioral issue may be used independently of, or in conjunction with disciplinary action. Students will be sent to the principal or another behavior support staff member's office if they have caused a disruption to class for an extended period of time and other attempts at redirection have not been successful. Removing students from the classroom is used a last resort rather than routine. Exceptions to that may include a severe incident such as fighting and physically harming another student, deliberate destruction of school and personal property, possession and/or use of dangerous instruments and flagrant disrespect for an adult tin charge. In most cases, the principal or other behavior support staff will also confer with parents.

Dress Code

In general, the rule of the season and good taste prevails with regard to student dress. Students may wear hats or caps outside the building but not inside the school. Clothing, accessories and videoconferencing backgrounds may not include words or visuals which are lewd*, obscene*, disruptive*, abusive*, racist or discriminatory*, or which advertise drugs, alcohol or tobacco. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times in school for health and safety reasons. We strongly discourage flip flops at school.

We recommend that students' clothing, such as jackets, boots/overshoes, gym shoes, etc., be clearly labeled with their name. The school is not responsible for lost items. Students are expected to go outside each day unless we experience inclement weather. Parents are responsible for ensuring their student is properly dressed for indoor and outdoor activities. The temperature and wind chill/heat index are the main factors used in determining whether recess is held outside or inside. Students can expect to be outside when temperatures range from 0°-89°F.

Please note: The school does not have extra coats, snow pants, boots, hats or mittens available to borrow. There are also no regular clothing items or shoes available, should students' clothing get wet or muddy due to outside weather conditions.

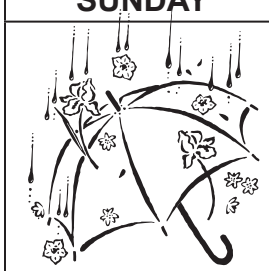
* Lewd and Obscene is defined as follows: 1) The average person, applying contemporary community standards, would find that the clothing taken as a whole, appeals to the prurient interest of minors of like age; 2) The clothing depicts or describes sexual conduct in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of like age, and 3) The clothing taken as a whole lacks serious literary, artistic, political or scientific value for minors.

* Disruptive is defined as reasonably forecasted to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or the work of the school or to infringe on the rights of other students.

* Abusive is defined as insulting, contemptuous or defamatory.

* Racist or Discriminatory is defined as demonstrating prejudice against groups or individuals, as referred to in the district's anti-discrimination policy.

APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			**1** • Big Band 8:00-9:15am	**2**	**3** • Maud Hart Lovelace Book Club 8:30-9:15am	**4**
5	**6**	**7** • DaCapo Choir 8:15-9:15am	**8** • Big Band 8:00-9:15am	**9**	**10** • No School – Staff Development	**11**
12	**13**	**14** • DaCapo Choir 8:15-9:15am	**15** • Big Band 8:00-9:15am	**16**	**17**	**18**
19	**20** • PTO Meeting 6:00-7:15pm • Carnival Planning Meeting 7:15-8:00pm	**21** • DaCapo Choir 8:15-9:15am	**22** • Big Band 8:00-9:15am • Band/Choir Concert 6:30pm	**23** • Guys Read 8:30-9:15am • Kindergarten Open House (incoming SY 26-27) 5:00-6:00pm	**24** • WV Spirit Day	**25**
26	**27**	**28**	**29**	**30** • Student Council Celebration 8:30-9:15am		

Outside Food and Treats

The Minnesota State Department of Health strongly recommends that food cooked at home not be distributed to children at school. In order to comply with this recommendation, only commercially prepared food can be served at school. We also discourage the use of delivery services to bring outside food to students for their meals. Because we offer all students a free breakfast and lunch, we are eliminating a planned snack time at every grade level. Please plan accordingly if your child is eating breakfast at home of daycare.

Gym Shoes

Students are required to wear tennis/athletic shoes with non-marking soles when participating in physical education activities. We recommend that students bring a pair, labeled with their name, to keep at school.

Homebound Instruction

Students are eligible for homebound instruction if they have been ill or hospitalized and will be absent for 15+ consecutive days of school. Contact the principal for more information.

Homework

Homework is not assigned as a daily requirement, but rather as an extension or continuation of a school project. It is the student's responsibility to complete their homework. At times it may be necessary for parents to assist, provide direction, and encouragement to their student. Parent interest and awareness of what their student is learning at school and the papers and projects they bring home is vital to their academic success.

Immunizations

To help ensure the health of all children, Minnesota State law requires that a child must have the following immunizations in order to enroll or remain enrolled in school:

- No less than two doses of vaccine each for measles (after 12 months of age), mumps and rubella, given separately or in combination;
- No less than four doses of vaccine for poliomyelitis, or no less than three doses if the third dose was given after the fourth birthday;
- No less than five doses of vaccine for diphtheria, tetanus, and pertussis, or no less than four doses if the fourth dose was given after the fourth birthday;
- No less than three doses of vaccine for hepatitis B; and
- No less than two doses of varicella (chicken pox) vaccine.

Effective September 1, 2011, for children enrolling in kindergarten and seventh grade, Minnesota schools can no longer accept a parent/guardian's signature as proof that a child has had the chickenpox. Instead, a doctor will need to sign a form stating that the child does not need to get varicella shot(s) because:

- They are already immune because they had chicken pox disease that was either laboratory confirmed, medically diagnosed, or described well enough to the doctor by the parent/guardian to clearly indicate the disease, or
- They have a medical reason for not getting the shot(s), or
- They have had a lab test showing they are already immune to chicken pox.

As with all immunizations required for school, children whose parents are conscientiously opposed to immunization may also receive an exemption.

In order for a student to enroll in kindergarten or continue enrollment in District 196, Minnesota law requires that parents or adult students show compliance by providing the principal or designee with one of the following documents:

- A month-day-year record of required immunizations, such as District Procedure 501.5.2P, Student Immunization Form, signed and submitted by parents or the adult student; or
- A signed statement from a parent, adult student, physician or clinic stating the student has had at least one dose of each required vaccine and is in the process of completing the series, or
- A notarized statement of conscientious objection, or
- A physician's signature stating medical exemption to vaccination.

It is the parent/guardian's responsibility to provide the aforementioned required information to the school nurse by **August 1st** for each student for the school year. If your student has not met the requirements of the state immunization law by the first day of the school year, they **WILL NOT BE PERMITTED TO ATTEND SCHOOL** until the requirements are met. Minnesota law states that a student transferring into our school system has 30 calendar days to present immunization records in compliance with these laws. This law has been enacted to ensure a healthful environment for all Minnesota children. Your child will not be allowed to enroll in District 196 if the appropriate provision of the law is not met. If you have any questions, please contact the District Office at 651-423-7700.

MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					**1** • No School –Staff Development • Maud Hart Lovelace Book Club Celebration 5:00pm	**2**
3	**4**	**5**	**6**	**7**	**8** • 1st Gr Music Concert & Authors Day Celebration 2:00pm	**9**
10	**11** • Carnival Planning Meeting 7:15-8:00pm	**12**	**13** • 5th Gr Field Trip: Track & Field Day	**14**	**15** • Spring Carnival 5:00-8:00pm	**16**
17	**18** • PTO Meeting 6:00-7:15pm	**19**	**20**	**21** • Guys Read 8:30-9:15am	**22** • WV Spirit Day	**23**
24	**25**	**26**	**27**	**28**	**29**	**30**
31	• No School – Memorial Day				• Kindergarten Music Concert & Celebration 2:00pm	

1st Grade Music Concert Front Row Seat (x2) Reservation Winners: Gengler Family
Kindergarten Music Concert Front Row Seat (x2) Reservation Winners: Duffey Family

Insurance
The school district does not carry insurance for accidents on field trips, at school or in-school activities.

Lost and Found
Lost and misplaced items are brought to the designated lost and found bins located in the main hallway near the office. Students and parents are encouraged to check the lost and found for their missing items on a regular basis. At the end of the school year, all unclaimed items will be donated to a charitable organization.

Money Brought to School
Any funds brought to school for lunch, field trips, fundraisers, etc. should be enclosed in an envelope marked with their name, teacher's name, what the payment is for and the total amount. Outside of lunch money deposits and other school sponsored activity registration, students should not bring money or wallets to school.

Pet Visitation Policy
For health and safety reasons, domestic and/or wild pets are not allowed at school. Please do not enter the building with pets and keep them on a leash if on the school grounds.

Resources and Supplies Needed
Families who need help accessing school supplies or winter outerwear for their child(ren), or getting connected with any other resources can reach out to Westview's school social worker, Virginia Fritz, at 952-431-8386 or virginia.fritz@district196.org for assistance.

Telephone Use
Students are allowed limited use of the telephone and use will be supervised. Please refrain from calling your child at school unless for emergency purposes. Students are not permitted to use cell phones in school and should not bring them to school. In addition, calling or texting on smart watches is becoming distracting. Please keep such items at home.

Tobacco-Free Environment
District 196 supports the growing national movement toward a tobacco-free environment. Tobacco use in district buildings or on district grounds is strictly prohibited. No person shall at any time smoke, chew, or otherwise ingest tobacco, or carry or use an activated electronic delivery device (vapor inhalation) in a public school. No student under the age of 21 shall possess any of these items. These prohibitions extend to all district property, which includes all facilities, whether owned, rented, or leased, all vehicles that District 196 owns, leases, rents, contracts for, or controls, parking lots, playgrounds and fields. All people (employees, students and visitors) on district property shall be responsible for complying with this regulation. Employees and students found in violation of this regulation will be subject to district discipline procedures. Visitors found in violation of this regulation will be asked to refrain from doing so or directed to leave district property. Repeated violations may result in a recommendation to the superintendent that the person be prohibited from entering district property for a specified period of time. The administration may call in the local law enforcement agency to help enforce this regulation.

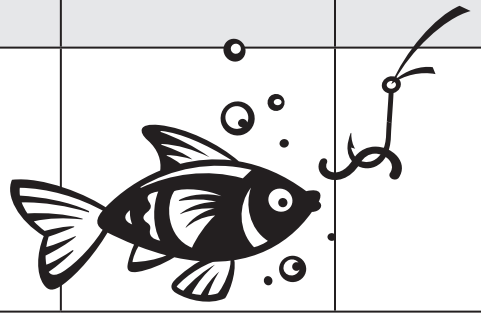
Unnecessary Items Brought to School
Students should not bring unnecessary items to school such as sports equipment, toys, radios, cameras, cell phones, or other electronic devices (i.e., smart watches, video games, etc.). For safety reasons, roller skates, rollerblades and roller shoes are also not allowed at school. The school is not liable for items brought from home that are lost, stolen or destroyed. Unnecessary items brought to school will be confiscated and returned to parents only, upon their request.

Visiting School
Parents/guardians are welcome and encouraged to visit school any time. If you would like to volunteer or observe in a classroom, please contact your student's teacher to coordinate your visit. Students are not permitted to bring other children to visit school. All visitors must check in at the office and be issued a visitor pass. Unfortunately, we cannot accommodate guests in the cafeteria for lunch. Parents may excuse students for offsite lunch dates for special occasions or drop off special lunches for them, however, we ask that you follow the guidelines described in the "Outside Food and Treats" section on page 22, opposite the May calendar.

Withdrawing Students
If you plan to move out of the Westview attendance area or open enroll at another school. Please call the office to initiate the transfer process and provide your new address and the last date that your student will attend at Westview. Advance notice is appreciated as we will need to collect items such as district iPads and library books.

- Records for students transferring to another school within ISD 196 are sent to the new school through inter-school mail
- Records for students transferring to a school outside of the district are requested in writing by the new school

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 • 5th Gr Graduation 2:00pm	4 • Last Day of School • Bulldog Fun Run 11:30am-1:00pm	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				

Preparing for the Upcoming School Year

Visit the District's Back-to-School webpage at https://www.district196.org/about/back-to-school for the most current information.

Educational Benefits

We highly encourage all families to complete an application for Educational Benefits (formerly known as the Free and Reduced-Price Meal Program). The application must be submitted each year. Approved applications provide critical funding to our school district. This compensatory aid helps increase funding for teachers and support staff. It allows families to receive discounted iPad protection, activities and Community Education fees. It also supports reduced costs for technology resources, transportation support and helps our school to qualify for reduced admission at various educational field trip destinations, which benefits all students and families. Learn more about the Educational Benefits Program on the District's Nutrition Services webpage. The payPAMS application portal for the upcoming school year opens in July.

Transportation Fee-for-Service

Do you live within Westview's walking boundary and are interested in paying for bus transportation for the upcoming school year? Visit the District's Fee-for-Service Transportation page for more information on eligibility and how to sign up. The District Transportation Department offers discounted rates if you register by July 31st and/or if you qualify for Educational Benefits. Call the transportation office at 651-423-7685 with any questions.

Infinite Campus Parent Portal

All parents/guardians can and should create their own Campus Parent account and connect to their children's student accounts. It's important that you take the time to complete the annual review the first time you log in to your account each year, to verify that all household and emergency contact information up-to-date. We recommend doing this by early August to ensure contact information is accurate so you receive all pertinent back-to-school communication. You will also need to review and acknowledge the Student iPad User Agreement as a part of the annual review process.

During the school year all student absence, late arrival, and early pickup requests should be submitted through Infinite Campus. Visit https://www.district196.org/services/student-absence-request to view instructions on how to access and submit absences for your child(ren). One of the great things about this new reporting feature is that you can view a history of all absence requests submitted for your child and it will show which parent/guardian made the request. This can help avoid miscommunications between family members regarding who was supposed to alert to the school. If you need help accessing or creating your account, please contact the school office at 952-431-8380.

Optional iPad Protection Plan

District 196 offers an optional Protection Plan to families for $20 per iPad, to cover the cost of potential theft/damage throughout the upcoming school year. The protection plan must be renewed each year to continue coverage. Families that qualify for the Educational Benefits Program can purchase the Protection Plan for free. The iPad Protection Plan is available for purchase in the EduTrak Connect Student Fees module (gray shopping cart icon).

Immunizations

Are your children up-to-date on vaccines? If your child has not met the state immunization law requirements by the first day of the school year, they will not be permitted to attend school until the requirements are met. For questions about immunizations over the summer, please email immunizations@district196.org.

Student Connection Days

Student Connection Days occur the week before school starts. Scheduling instructions and teacher assignment letters will be emailed to families by mid-August. The instructions will guide your through setting up an appointment time for your child to meet one-on-one with their teacher on specific dates. Families with multiple children attending Westview are welcome to schedule connection appointments on the same day, at the same time.

School Bus Assignments

The District Transportation Department will no longer be mailing out bus cards via USPS. Families that qualify for bussing will receive an email from the transportation department with bus assignment information by mid-August.

School Supplies

Find Westview's grade-level supply lists on our website's Back-to-School page: https://wv.district196.org/families/back-to-school. Students are welcome to bring their supplies to their connection day appointment so they don't have to worry about it on the first day of school. If you need assistance getting school supplies, please see our school's social worker, Virginia Fritz, in the cafeteria during your child's connection day appointment.

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			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	

Useful District Apps and Links

ParentSquare
Receive and reply to messages from your child's school in your preferred language.

Parents/guardians will automatically receive communications; no action is required. However, logging into ParentSquare app unlocks personalized settings and tools, allowing you to better engage in your child's school experience.

Infinite Campus Parent Portal
Report student absences, update contact information, view report cards and more!

Annual review of emergency contact information and acknowledgement of the Student iPad User Agreement is required the first time you log in each school year.

SeeSaw
A tool communication between teachers and families for messaging and viewing student 's portfolio of work.

Schoology
Monitor student assignments and activities, communicate with teachers and receive other classroom updates.

Nutrislice
View the breakfast and lunch menu for any District 196 school for the week or month, including allergen information and alternative options.

Here Comes the Bus
Track your student's bus on a live road map.

When you log in to the app, use District 196's code: 73500

You will also need your student's lunch pin number.

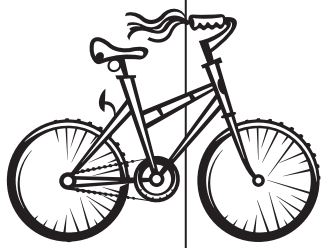
PayPAMS
This payment platform is used for funding your student's lunch account.

You can also access the Educational Benefits application **here** (formerly known as the Free & Reduced Meal Program).

EduTrak Connect
This payment platform is used for extra-curricular activities, band instruments, transportation, field trips, annual iPad Protection Plan enrollment and other fees.

Get acquainted with EduTrack now, as you can expect to use this program regularly at the middle and high school level.

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						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					

STANDARD RESPONSE PROTOCOL

Information for Parents and Guardians

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

Common Language

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock Outside Doors"



Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"



Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

Parent Guidance

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock Outside Doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the "Building is Secured" poster on entry doors or nearby windows. Inside, it will be business as usual.



Should parents come to the school during a Secure event?
Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

What if parents need to pick up their student?
Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

Will parents be notified when a school goes into Secure?
When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place. With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence. A Lockdown is only initiated when there is an active threat inside or very close to the building.

Should parents come to the school during a Lockdown?
The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.



Should parents text their students?
The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis. In some cases, students may be evacuated and transported offsite for a student-parent reunification.

What about unannounced drills?
The school may conduct unscheduled drills, however, it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress. Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

Can parents observe or participate in the drills?
The school welcomes parents who wish to observe or participate in drills.

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Westview Staff Directory
2025-2026

Kindergarten

Brookshaw, Victoria (Gammon, Kiyoko)	Room 601
Hanson, Christina	Room 502
Miller, Lauren	Room 602
Zweber, Aspen	Room 501

First Grade

Holbrook, Felicia	Room 402
McDonald, Chris	Room 403
Overson, Kirsten	Room 404
Savageau, Becca	Room 406

Second Grade

Singleton, Sarah	Room 405
Thies, Ben	Room 102
Weatherly, Megan	Room 103

Third Grade

Gorman, Nick	Room 104
Holmberg, Jess	Room 105
Jensen, Rosey	Room 106

Fourth Grade

Eisen, Holly	Room 201
Head, Maggie	Room 205
Hoeppner, Scott	Room 202
Zahn, Whitney	Room 204

Fifth Grade

Chesnik, Kelly	Room 303
Gustafson, Maren	Room 305
Vollbrecht, Liz	Room 304

Specialist Teachers

Kucera, Chelsea	Art
Claybaugh, Beth	Band
Theirl, Lindsey	Media/Library
Bush, Brenda	Music
Anderson, Eric	Physical Education
Wolf, Melissa	Developmental/Adaptive PE

English Language Development

Kriesch, Miranda	Room 300
Logan, Erin	Room 300
Lovmo, Mark	Room 301

Strategies

Cloud-Benson (Kinder & 1st)	Room 603
Alcorn, Lindsey (1st & 2nd)	Room 604
Leveille, Ana (2nd, 3rd & 4th)	Room 107
Zappetillo, Anna (4th & 5th)	Room 206

Resource

Crist, Courtney	Front Office
Guglielmo, Catherine	Front Office
Kesler, Liz	Front Office

Paraprofessional Support Staff

Arendt, Pam	Strategies
Boyd, Tracie	Strategies
Byrne, Sara	Strategies
Clifford, Tamara	Resource
DeYoung, Jenni	Resource
Gardner, Donesha	Strategies
Hancock, Brittany	Strategies
Kuppe, Jakob	Strategies
McNeal, Trina	Strategies
Nature, JanetMarie	Strategies
Pickering, Megan	Strategies
Roggenbuck, Kate	Strategies
Sheppard, Emily	Strategies

Occupational Therapist

Larson, Brittny	Front Office

Speech-Language Pathologists

Asp, Leah	Room 207
Friese-Peterson, Jaclyn	Clerks' Office
Skahan, Sarah	Room 208

Gifted and Talented

Andersen, Molly	Room 302

Coaches/Interventionists

Doffing, Brittany	Room 207
Lyrek, Ashley	Room 100
Nord, Steph	Room 101
Paulsen, Jody	Room 207
Richmond, Paige	Room 207
Roerig, Erin	Room 207
Sewpersaud, Jenny	Room 207

Administration

Dixson, Donzell	Principal
Aronson, Sandy	Assistant Administrator

Health & Wellbeing

House, Yvonne	Nurse
Spurr, Jess	Psychologist
Roberts, Jess	ACP School-based Therapist
Fritz, Virginia	Social Worker

Clerical

Kissell, Lisa	Building Secretary
Negaard, Tara	Due Process Secretary
Wright, Rachel	Principal's Secretary
Elmore, Jana	Instructional Clerk
Encalada, Miriam	Instructional Clerk
Heuring, Brandy	Instructional Clerk
Lantz, Monica	Instructional Clerk
Fitterer, Sara	Media/Instructional Clerk
Singh, Varsha	Technology Clerk

Custodial

Gritzmaker, Jim	Building Chief
Monzel, Anne	Afternoon Custodian
Hanen, Jordan	Evening Custodian

Nutrition Services

Singleton, Kate	Nutrition Services Manager
Accalogoun Hill, Cynthia	Nutrition Services Associate
Hermanson, Mary	Nutrition Services Associate
Miller, Carole	Nutrition Services Associate
Smith, Heidi	Nutrition Services Associate

Community Education Early Childhood Programs

Connections Preschool	**Room 401**
Parins, Lisa	Teacher (ECFE)
Howard, Aliyah	Teaching Assistant (ECFE)
Thompson, Hye-Jeong	Teacher (ECSE)
Cordero Galarza, Denisse	Paraprofessional (ECSE)
Small Group Preschool	**Room 308**
Wickstrom, Megan	Teacher (ECSE)
Mancha, Alejandra	Paraprofessional (ECSE)
Thurston, Amy	Paraprofessional (ECSE)
Janka, Emily	Speech-Lang. Pathologist (ECSE)
Lindstrom, Nicole	Occupational Therapist (ECSE)

General Information

Non-Discrimination

As required by Title IX and other state and federal nondiscrimination laws, District 196 does not discriminate in employment or in any of its education programs and activities, including vocational opportunities, on the basis of sex, race, religion, color, creed, national origin, marital status, familial status,* disability, status with regard to public assistance, sexual orientation, gender identity, membership or activity in a local human rights commission,* age or genetic information.* District 196 provides equal access to designated youth groups.

The Director of Human Resources, Joel Milteer (651-423-7859 – joel.milteer@district196.org) is the designated Title IX Coordinator and has also been designated to respond to employment-related inquiries regarding the district's non-discrimination policies. The Director of Elementary Education, Jeremy Sorenson (651-423-7782 – jeremy.sorenson@district196.org) and the Director of Secondary Education, Eric Hansen (651-423-7712 – eric.hansen@district196.org) have been designated to respond to student-related inquiries regarding the district's non-discrimination policies. The Director of Special Education, Janet Fimmen (651-423-7629 – janet.fimmen@district196.org) has been designated to respond to inquiries concerning the rights of a student with a disability. The mailing address for all directors is 3455 153rd Street W, Rosemount, MN 55068. Title IX inquiries may also be referred to the Assistant Secretary of the US Office for Civil Rights (OCR).

*Asterisked categories are limited to employment-related discrimination and harassment.

Join our Team!

With more than 4,000 full- and part-time employees, including 2,100 licensed teachers and administrators, more than half of whom hold master's or specialist's degrees, District 196 is one of the area's largest employers. Our employees are proud of the comprehensive educational program we offer and the commitment with which we deliver it. In fact, Forbes named District 196 a top employer in Minnesota on its 2023 America's Best Employers by State list. We are one of only two school districts in Minnesota to make the list.

District 196 offers many challenging careers with opportunities for growth and advancement. We offer competitive pay and benefits, a variety of flexible work schedules and an exciting work atmosphere where you can make a difference! We invite you to learn more about District 196 and consider joining our award-winning staff.

For more information about our employment opportunities, please call Human Resources at 651-423-7755 or email Tamara Bosiacki at tamara.bosiacki@district196.org.
For information on becoming a substitute in District 196 please call 651-423-7761 or email Stacie Shandorf at stacie.shandorf@district196.org.

YMCA School-Age Child Care (aka SACC or SAC)

School-age child care is offered in District 196 through the Minnesota Valley YMCA for students in grades K-5. A safe and fun-loving environment is provided with art, gym, board-games and more. Both before-school and after-school programs are available. Hours are 6:00am until school begins (9:30am) and after school until 6:00pm. Additionally, SACC is open on non-school days from 6:00am-6:00pm EXCEPT holidays, though locations may vary. For registration information call 612-230-9622 (YMCA office) or Westview SACC at 612-719-2163. Learn more about this program at https://www.ymcanorth.org/child_care__preschool/school_age_care/locations/apple_valley_isd_196/before_after_care.

Do you have a kindergartener starting next year?

In order to be eligible to start kindergarten, children must be five years old on or before September 1st of the year they will be entering kindergarten. Kindergarten registration begins in February 2026 for the following school year (2026-2027), which starts in September 2026. During the registration period, parents will be invited to the school to complete the necessary forms and will made aware of any additional information they will need to submit for registration. Please note that all students entering kindergarten must complete their early childhood screening prior to the start of the school year. Early childhood screening is free and mandated in Minnesota as a one-time review of the health and development of children prior to enrolling in public school. This service is offered by the district's community education department.

Administration

Michael Bolsoni, Superintendent
Donzell Dixson, Principal

District 196 School Board

Cory Johnson, Chairperson
Anna Williams, Vice Chairperson
Sakawdin Mohamed, Clerk
Leah Gardner, Treasurer
Robin Cerio, Director
Catherine Diamond, Director
Jackie Magnuson, Director



DISTRICT196
One District. Infinite Possibilities.