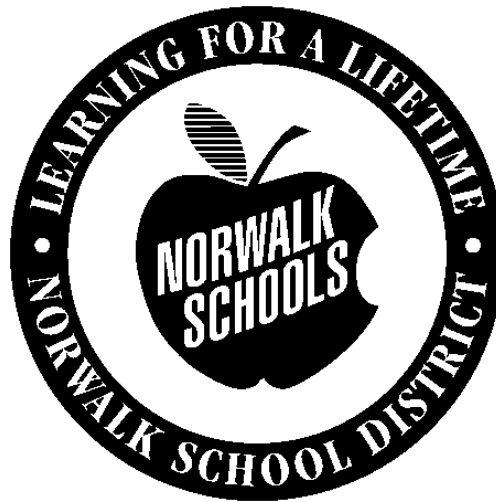


# **NORWALK COMMUNITY SCHOOL DISTRICT**

## **Elementary Student Handbook 2017-2018**



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### **NORWALK COMMUNITY SCHOOLS MISSION STATEMENT**

**Our primary mission is to provide maximum learning opportunities in a safe environment for all children of the district, so each individual may make a positive contribution to their community and remain a life-long learner.**

#### **STUDENT PLANNERS**

The staff and administration have provided this planner to all Lakewood students. One of the purposes is to increase and facilitate communication between home and school. It is an expectation for the student to write daily assignments, field trips, teacher notes, and upcoming activities in their planner to share with parents.

This will help the students be better organized, plan and help students with their study skills. Teachers will also use the planner to write personal notes to students and their parents.

As Parents, you can help to make the use of the planner an even greater success by doing the following:

- **Review the students handbook with your child**
- **Check the planner on a regular basis** (If the planner is lost, students may purchase a replacement for \$5.00)
- **Contact teachers as soon as you sense a need or have a question**
- **It is the expectation of the parent to sign the planner daily**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district/while on school owned and/or school operated buses or vehicles or chartered buses/while attending or engaged in school activities/and while away from school grounds if the misconduct directly effects the good order, efficient management and welfare of the school district or involve students or staff. School district policies, rules and regulations are in effect 365 days. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

## NORWALK COMMUNITY SCHOOL DISTRICT POLICY ON DISTRICT-PROVIDED COMPUTERS, INTERNET, AND OTHER NETWORK RESOURCES

In making decisions regarding student access to the Internet, the Norwalk Community School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other media.

Students utilizing District-provided computers, Internet access, or other network resources must first have the permission of and must be supervised by the Norwalk Community School District's professional staff. Students utilizing school-provided computers, Internet access, or other network resources are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided computers, Internet access, and other network resources is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Norwalk Community School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Users have no expectation of privacy in any District-provided equipment, systems, or network resources, including any electronic messages and files transmitted through or stored on school-based computers or systems. The District may monitor the use of its equipment, systems, and network resources at any time. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided computers, Internet access, and other network resources are not permitted:

- a. to create, access, upload, download, or distribute any material which is obscene or defamatory, or which encourages the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school, or which is otherwise prohibited by school board policy or the law;
- b. to vandalize, damage, or disable the property of another individual or organization;
- c. to access another individual's materials, information, or files without permission; and,
- d. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to computers, the Internet, and other network resources. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding student conduct. When and where applicable, law enforcement agencies may also be involved.

The Norwalk Community School District makes no warranties of any kind, neither expressed nor implied, for the computer, Internet, and other network resources access it is providing. The District will not be responsible for any damages users or others suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet and other network resources access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

- The Norwalk Community School District is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting many millions of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student or his/her parent or guardian would be responsible.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even technical methods or systems to regulate students' Internet access may not guarantee that such other materials will not be accessed. However, the District believes that the educational benefits to students of access to the Internet exceed any disadvantages. While the District may educate students about appropriate

online behavior, parents and guardians of minor students are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Norwalk Community School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Norwalk Community School District supports and respects each family's right to decide the level of technology access for their student. Student use of the Internet and network resources will be permitted unless a written request is made by the minor student's parent or guardian to not allow such access at school.

**NOTE: This policy is supplemented by the District's Student Computer, Internet, and Email Use Policy, BP 603.13.**

**SCHOOL HOURS**

7:30 Doors open at Oviatt and Lakewood (*Students should not be dropped off before 7:30 am (unless attending Apple Tree at Oviatt) as there is no supervision of students before that time.*)

<u>Oviatt</u>	<u>Lakewood</u>	
7:55	7:55	Classrooms open
8:05	8:00	Classes start
3:00	3:10	Dismissal for bus students
3:10	3:15	Dismissal for other students

**SUPERVISION BEFORE AND AFTER SCHOOL**

Due to personnel availability, supervision for students is available only from 7:30 AM - 3:15 PM at Lakewood and Oviatt.

**Early Out Dismissal:** Every Wednesday each month, students are dismissed early for the purpose that teachers may attend professional development training.

**Oviatt Lakewood**

1:20	1:25	All elementary bus students dismissed
1:20	1:30	All elementary walkers dismissed

**EMERGENCY SCHOOL CLOSING (Board Policy 504.7)**

On emergency dismissal days, television stations 5, 8, and 13 or you may visit our web site at [www.Norwalkschools.org](http://www.Norwalkschools.org) Please use the internet or watch TV to find out about school closing. It is important that phone lines are kept open for communication from the district office. Each family is required to have an emergency plan on file in the classroom of where to go in case of an emergency closing that occurs after the students arrive at school. This could be for weather, loss of utilities, disaster, etc. Student's use of the telephone at these times is an option only if there is absolutely no other alternative.

**Personal Emergency Plan**

**You must have a PERSONAL EMERGENCY PLAN worked out ahead of time with your child.** Please fill out the sheet in your child's classroom at Open House and return to your child's teacher within the first week of school.

**School Called Off - All Day**

The announcement called into the media will be, "**Norwalk, No School.**" Cancellation of activities scheduled for that evening will be made by the Activities Director by 1:00 p.m. Apple Tree will also be closed if there's no school.

**Late Start**

If it is determined that school will start late, it will be a 2-hour delay. The announcement called into the media will be "**Norwalk - 2 Hour Delay - No morning Pre-School - No Breakfast.**"

**Early Dismissal**

Under normal conditions, if we have to let out early, we will use 1:00 P.M. The media announcement will be, "**Norwalk dismissing at 1:00 P.M. No afternoon Preschool.**" Oviatt and Lakewood will let their bus kids go at 1 P.M. or when the busses get there and the rest of the elementary population will wait in their classroom and get out at 1:00 P.M. If we have to let out earlier than 1:00 P.M. due to severe weather, treat the time sequence the same. (Bus kids when the busses get there and the rest on the time announced for dismissal.) All evening activities will be cancelled. Appletree will also close early if schools dismiss early.

**APPLE TREE ADVENTURES**

In partnership with Norwalk Community School District we serve families and their children who attend Kindergarten thru Fifth grade. Our before and after school program will provide a safe haven for your child, along with educationally enriching and fun activities. For information please contact Teresa Hoskins, Apple Tree Adventures director at 981-5404.

### STUDENT ABSENCES

When your child is absent, please contact the school's office by 8:30 a.m. If the office does not receive a phone call from the parents/guardians, the office will try to contact you or your emergency numbers. After two attempts, if no one has been contacted, we will notify the Norwalk Police Liaison Officer. This is for your child's safety.

At 8:05, your child will be counted tardy and he/she will be counted absent at 8:30. Absences are counted in one-third day increments.

### ATTENDANCE PROBLEMS

Current research indicates that effective schools demonstrate high levels of student attendance. This is accomplished through careful and consistent monitoring of student attendance and communication of the importance of school attendance to students and parents on a regular basis.

Any student, who exceeds an absence rate of 10% of the required attendance of a school day, whether **excused** or **unexcused**, will have their parents or guardians advised of their attendance. This is simply an exchange of information. If you find an error in this record, please call Oviatt Dean of Students at 981-1005 or Lakewood Dean of Students at 981-1850. Should attendance problems continue, further disciplinary action could result.

### POSTING OF CLASS LISTS

Due to safety concerns for our students, we do not post class lists on the entry of the school building. This will help us assure that the child's parent/guardian is the only person to know the child's teacher and classroom placement within the building. Parents will be able to get classroom placement through their Parent Portal account or by calling the school in mid-August.

### PHONE USE

Student use of the phone is for emergencies only and with the permission of the teacher. Unauthorized long distance phone calling may result in discipline.

### TELEPHONE CALLS TO TEACHERS

Parent/teacher communication is always encouraged. If you need to talk to a teacher, please call before 7:55 or after student dismissal. You may also leave a voice mail at any time for your teacher by calling 981-1879 and an auto attendant will instruct the caller to dial the four-digit extension number of the teacher. If you do not know the extension number follow the instructions of the attendant. **Phone calls during the school day will not be transferred to the teacher unless it is an emergency.**

### VOLUNTEER PROGRAM

The purpose of the volunteer program is to provide better educational programs for our students. Volunteers provide a valuable service and are urged to take part in the program. Last year, volunteers working in the elementary school donated many hours of their time helping teachers and children. The time you give can be as little as 30 minutes a week to as much as you are willing to give.

Please complete the Norwalk Elementary Volunteer Information form in the classroom at Open House. To participate in the classroom or with students, you will need to do a background check (see KeepnTrack section that follows). **PLEASE LET THE TEACHER BE AWARE OF WHEN YOU WILL BE VOLUNTEERING IN THE ROOM.** This will allow the teacher the adequate preparation time for the volunteer.

### ACCESS TO BUILDINGS USING KeepnTrack

Safety and security of students is one of Norwalk Community School District's first priorities. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, Oviatt and Lakewood Elementary Schools will lock all exterior doors during school hours and buzz visitors into the building through a single secure point of access via use of a videophone doorbell system.

In an effort to both partner with parents in the safety of their children and minimize the inconvenience caused by this system, parents are asked to notify their school ahead of time of any visits or appointments in which they will be at school. This will expedite identification and help us to be ready to buzz you in when you arrive.

This notification could be in the form of:

- A phone call to the building office
- A note sent with your student

Upon entry, you will need to:

- Check in through computer in vestibule

- Receive a printed ID badge prior to proceeding

This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students.

### **STUDENT FEES**

**Payment of student fees** is due at the time of enrollment. Fees are based on a semester.

**Refund of student fees:** The District will refund fees on a semester basis. If a student attends any portion of a semester, the parent/guardian will be responsible for payment of the semester fees. 2<sup>nd</sup> semester fees paid in August or during the 1<sup>st</sup> semester will be reimbursed if the student terminates enrollment prior to the beginning of the 2<sup>nd</sup> semester.

### **SCHOOL VISITATIONS**

Please feel free to visit your child's room at any time except during the first and last weeks of school. A call/note to the teacher 24 hours in advance of the visit is appreciated so schedules can be coordinated. Please hold your visit to thirty (30) minutes in order to not interfere with instructional time and no more than twice a month. Part of a morning or afternoon is best. Parents are also encouraged to come for lunch any day. We ask that parents eat in the lunchroom with their child to avoid conflicts with other children and allow the teachers their preparation time in their rooms. Please notify the office by 8:30 that morning if you will be eating hot lunch. Any visitors other than parents must have parent permission before visiting school.

Please do not expect a conference with your child's teacher when class is in session. Children unaccompanied by adults are not permitted to visit any elementary school. All visitors must sign in on the KeepnTrack system in the vestibule immediately upon their arrival to the building.

### **PARENT/TEACHER CONFERENCES**

Parent /Teacher conferences are scheduled in November, February and May. Individual parent/teacher conferences are scheduled by signing up online or calling the main office of the school building. Conference sign-up will be opened up approximately three weeks before parent/teacher conferences are scheduled. In addition to scheduled parent/teacher conference days, you may contact the teacher at any time during the year to inquire about your child's progress.

### **STUDENT PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES AND EVENTS**

Only actively enrolled students are eligible to participate in school-sponsored competitions, trips or events. This would include any scholastic, co-curricular, or extra-curricular events. This rule would not apply to social events.

### **DUAL PARENT REPORTING/CUSTODY**

In the case of a student whose parents are separated or divorced, the names and addresses of both parents should be sent to the school office. **(If you have a court order that limits the rights of one parent in matters such as custody or visitation, an updated copy of the court papers should be on file in the school office. Unless a court order is on file, the school must provide equal rights/access to both parents.)** Upon request, school information will be sent to both parents. A copy of the district newsletter can also be sent to a second address by calling the district office at 981-0676. We encourage the use of the district/school website ([www.norwalkschools.org](http://www.norwalkschools.org)) to gather school and student information.

### **DISMISSAL/PICKING UP STUDENTS**

Students who are being picked up from school will not be dismissed until busses have gone unless parents come to the office. During dismissal, we ask that parents who pick up their children drive forward as far as they can after the busses have left. Children should never run between cars or cross the street to the parking lot to meet a parent. Parents can help with this by not double-parking in front of the school and by picking up their children from the curb whether by car or on foot. It may take a minute longer but the safety of our students is worth the extra time.

### **PARKING AT OVIATT**

Please read these directions and this will help drop-off and pick-up run smoother.

#### **East Side of building (main entrance doors #1 and #2)**

The parking lot is one-way (north to south; from School Street) and you must exit out of the alley to Main Street or south through Elm Street, which is a right turn only.

When dropping or picking up your student please follow these simple rules.

- There is absolutely **NO PARKING** along the median. This congests the area and is a marked Fire Lane.
- If you must park, please park in a parking space and/or gravel area.

- While in line to drop off or pick up, please pull forward, let students out of or into your car, and drive away so others may do the same.
- If you must strap a student in the car, please park in a parking spot, so the line can continue to move without stopping.

**West side parking:**

The parking lot is one-way (south to north), by circling around parked cars in the lot south of gym.

When dropping or picking up your student please follow these simple rules.

- There is absolutely NO PARKING beside designated parking spots.
- There is absolutely NO DOUBLE PARKING in lane.
- Do not leave your car in driving lane.
- While in line to drop off or pick up, please pull forward, let students out of or into your car, and drive away so others may do the same.
- If you must strap a student in the car, please park in a parking spot, so the line can continue to move without stopping.

If you have any questions, please contact the office at 981-1005

**REPORTING OF STUDENT PROGRESS**

Assessment information will be given out to parents at parent/teacher conferences. Progress reports will be sent home with the students during the last week of school. Teachers collect assessment data on students informally on a daily basis in order to monitor student progress. Cumulative data is reported to parents at Parent/Teacher Conferences and sent home at the end of the school year. The types of data collected include but are not limited to work samples, test scores, checklists, rubrics and report cards.

Parents should recognize that current research tells us that early elementary children **do not** develop academic skills at the same rate. Therefore, placing too much emphasis on any one assessment in isolation could create unnecessary stress on both parent and child. When monitoring the progress of your child you must look at all the assessments over longer periods of time. Do not over emphasize comparison to other students during one or two assessment periods. All children learn and improve their skills at different rates. On the other hand, both parents and teachers must be ready to communicate and work as a team when they recognize a negative pattern that needs attention.

**ACCESS TO RECORDS (Board Policy 805.2)**

A student's parent(s)/guardian may access the student's educational records. Other than the parent(s)/guardian, only authorized certified personnel, the student, authorized government officials from the U. S. Comptroller General, the Secretary of Health Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parent(s)/guardian. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parent(s)/guardian or others only with the student's permission.

Information from students' educational records, designated as directory information by the school district in compliance with board policy. "Student Directory Information", may be released without the consent of parent(s)/guardian. Parent(s)/guardian will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the superintendent to provide parent(s)/guardian with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the superintendent to determine the method of notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the superintendent to determine the method of notice that will inform parent(s)/guardian.

Student's educational records may be accessed during the regular business hours of the school district. Any parent(s)/guardian requesting permission to view the school record of their charge will be given an appointment, usually no later than 36 hours following the request. The student record to be viewed will be brought to the appointment by an administrator or guidance counselor who will remain with the record during the review. The parent(s)/guardian viewing the record shall have the right to take notes or copy any part of the records presented. No part of the original may be removed from the conference room except by the school official involved in the conference. At the end of the viewing the record log shall be signed by the parent(s)/guardian and school official authenticating the review. The record shall then be returned to the file by the school official involved.

School district personnel shall be informed annually about their rights and about parent(s)/guardians' rights to access student records and the procedure for doing so under this policy.

**STUDENT PLACEMENT IN CLASSES (Board Policy 501.4)**

Placement of all regular students enrolled in grades K through 5 shall be determined by the superintendent or designee, with the goal of maintaining heterogeneous learning environments. The superintendent may make individual changes in student placement in response to recommendations from elementary principals and staffing committees.



All regular students enrolled in grade first through 5th grade shall be placed in classes heterogeneously by random assignment with gender and cultural equity. Parents are not allowed to request a certain teacher for their child, however, a parent with a child immediately following another sibling who is placed with the same teacher, may request a change. This request must be IN WRITING and submitted to the principal by the third Friday of May. The child concerned will be moved down one spot, in the alphabetical sequence and placed accordingly. If the alphabetical sequence places the child under a teacher other than the exclusion requested he or she will be placed in accordance with normal assignment procedures.

Incoming kindergarten students' parents are asked to complete the Kindergarten Special Request Form to identify their preference of classroom setting: classic or looping. Enrollment caps are placed on a classroom and parent requests are reviewed based on the date received by the elementary school office. This practice ensures equity of enrollment numbers in all kindergarten classrooms.

#### **COMPETENT PRIVATE INSTRUCTION (Board Policy 604.7)**

Students receiving their education through competent private instruction (home schooling), but enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Home schooled students interested in participating in school activities or enrolling in classes should contact the district office at 981-0676.

#### **DUAL ENROLLED STUDENTS:**

Iowa Department of Education guidance determines when the enrollment status of a student advances to a full time status based on the number of classes the student is enrolled. A dual enrolled would not be assigned to study halls, lunch, TA or periods that are not scheduled academic classes for which they are enrolled.

Grades 9-12: Students enrolled in 7 or more classes are considered full time students. Advisement Counts due to Credit for Portfolio

Grades 6 - 8: Students enrolled in 5 or more classes are considered full time students. Advisement/TA does not count

Grades K - 5: Students enrolled for 50% or more of the day, exclusive of passing, recess & lunch are considered full time students.

#### **SCHOOL SAFETY**

##### **General Expectations:**

- Students are NOT to leave the building without permission.
- All doors, except the main entrance will be locked throughout the day.
- All visitors are expected to check in on the computer system in the vestibule of each building and obtain and wear a visitor's sticker.
- The lockers are NOT the student's private property and may be opened by school authorities at any time.

#### **EMERGENCY DRILLS**

Fire, E-day, and tornado drills are practiced at least twice each semester. All people in the building at the time of the emergency drill are expected to participate.

##### **Fire Drill**

When the fire alarm sounds everyone will vacate the building immediately. The students will follow directions as given by the teacher, which are posted in each room. Be sure that all windows and doors are closed and all lights off. Do not run, but move as rapidly as possible. **DO NOT TALK.** Misbehavior during this time is a major rule infraction.

The Code of Iowa discusses false fire alarms as follows:

**714.31** - No person or persons shall cause, or give a false alarm of fire, by setting a fire or sending an alarm without cause.

**714.32** - Punishment: Any person violating the above provisions shall be turned over to authorities. Punishment may include a one hundred dollar fine and imprisonment in a county facility for 30 days.

##### **Civil Defense/Severe Weather**

A tornado drill warning will be read over the intercom by office staff. Follow the directions of the teacher in charge and as posted in each room. Again, **DO NOT TALK**, so that you may hear directions as needed. Evacuation is to the assigned areas. Misbehavior during this time is a major rule infraction.

##### **E-Day**

If a potentially dangerous situation develops, the Norwalk Community Schools has a response plan. Teachers are aware of these procedures and students will practice the drills throughout the year.

### Crisis Plan

The school district has a district crisis plan. A crisis team meets to respond to crisis situations which may arise in school or the community.

### Video Surveillance

The Norwalk Community School District uses surveillance cameras on school property and in school vehicles in an effort to increase the safety of our students. Camera surveillance data may be used in the investigation of an incident.

### RELEASE OF STUDENTS

**Students will be released to parents only.** Permission must be given if any other person, such as a sitter, friend, relative, or neighbor, is to pick students up from school. Students who are being picked up during the school day will not be allowed to leave on their own from the commons area. For safety reasons, we ask that parents come into the office and we will call your child to the office. Picture ID may be required.

If a child is at recess when a parent arrives to pick up the child, the parent must wait at the office until recess is over or school personnel may go to the playground to locate the child. Again, for safety reasons, during the school day children can only be dismissed through the main office.

**Any other arrangement that is different from the student's usual after school plan needs a note from a parent or guardian.**

### LEAVING SCHOOL GROUNDS

Once a student is on the school grounds in the morning, they need to come into the building or wait quietly at the front door. **Outside of the regular school day, no playground supervision is provided. No student should be on the school grounds before 7:30 a.m.** Once in the building, they are not to leave without permission. Bus students are to come directly into the building upon arrival. At dismissal, all children are asked to leave the school grounds immediately as, again, no supervision is provided.

### WITHDRAWING A STUDENT FROM SCHOOL

Parents are requested to notify the school office in writing or by telephone at least two days prior to the last day the student is in attendance. Students are responsible for returning all school materials, textbooks and library books upon withdrawal from school. A charge will be assessed for lost or damaged books.

### BIRTHDAY POLICY

We strongly encourage nutritious snacks. **Party invitations are not to be distributed in school.** Parents are invited to buy a book for our library in honor of their child's birthday. This is a great way for your child to contribute to the school and feel like they are making a difference.

**Birthday Treats and Snack** - Food that comes from home for sharing among the children must be commercially prepared packaged foods in factory-sealed containers. If your child is bringing a personal snack for him/herself, it can be from home in a Ziploc baggie.

### HEALTHY SNACKS

We ask that any snacks brought by students be a "healthy snack" option. Please do not bring fruit snacks, gummy fruits, doughnuts, candy or other sweet snacks, as these foods are high in sugar and provide little nutrition. We strongly suggest no pop or energy drinks. Special birthday snacks are okay for your child to bring on his/her birthday to share with their class. **If your child has a severe food allergy, please contact the school nurse. When necessary, the nurse will develop an emergency plan for addressing life threatening allergic reactions.**

### TEXTBOOKS/LIBRARY BOOKS

Students will have access to a textbook whenever deemed necessary. If a student has a library book or textbook checked out, he/she is financially responsible for that book. If that book is lost or damaged, the student will be charged replacement cost of the book.

### SOLICITATION BY STUDENTS

Pledges and the sale of items are a disruption of our school. Please limit solicitation of cookies, candy, and pledges to after school hours. The elementary buildings have one fundraiser per year. For this fundraiser we encourage students to sell within the circle of family friends and relatives. Door to door sales are highly discouraged. We also encourage donations instead of purchasing items. Our fundraising money has been used for many kid-centered projects. Parents can make a donation to PTO in lieu of selling fundraising merchandise.

### SCHOOL PICTURES

Individual school pictures are taken early in the fall. A prepay picture information form is sent home with the students prior to Fall picture day. A make-up day is scheduled later for those absent on picture day or those whose pictures were unacceptable. All students are requested to have their picture taken for their school records even if they are not purchasing a picture package. A free class composite picture is generated from the individual pictures taken in the fall. In the spring, students have group and individual pictures taken. Purchasing of any pictures is optional.

### PERSONAL ITEMS

Please mark all personal items that your child(ren) bring to school (lunch boxes, gym shoes, coats, gloves, games, etc.). Please DO NOT ALLOW items of real or intrinsic value to come to school. The school is not responsible for lost, stolen, or damaged student property. Wallet chains, dangerous items, pornographic materials, lasers, trading cards or other materials deemed inappropriate or a distraction to learning are not allowed at school and will not be returned to the student. Roller blades, shoes with rollers and skateboards are not allowed. Parents may reclaim the item(s) from the principal.

Cell phones are allowed but may only be used during non-school hours. All phones must be turned off during school hours. Picture phones are not to be taken into the restrooms or locker rooms. We would encourage that electronic devices **not** be used in the building. They should be stored out of sight prior to entering the building.

### BICYCLES

We suggest that students record their bicycle serial numbers and wear helmets. When traveling to and from school, students must obey all traffic regulations.

The school assumes no responsibility for bicyclers. However, provisions have been made to safeguard bikes by providing bike racks to which students may chain their bikes (currently near door 15 on the west side of Oviatt). Locks/chains are to be provided by the students. Bikes are never to be ridden on school grounds. Safety for all students coming to and leaving Norwalk is of the utmost concern in determining these guidelines.

### STUDENT ATTIRE

Student's attire should be appropriate for school. Clothing should not cause any distractions in the classroom. Tops are to be long enough to cover the entire abdominal area. Hats are not to be worn in the building. Students dressed neatly and appropriately will be in a better frame of mind to work. Articles of clothing are not to imply or have offensive statements or deal with controlled substances. **Students must be dressed appropriately for weather conditions.** The final decision will be at the discretion of the building principal.

### STUDENT CONDUCT/DISCIPLINE

The main purpose of the Norwalk Elementary Schools is to provide students with an atmosphere for learning. Minor disciplinary issues are handled by the classroom teacher based upon stated classroom rules and expectations. We expect students to show responsibility, respect for others, and common sense in their behavior at school. We further expect our students to faithfully follow the rules and guidelines of the school and the teachers. Those who do misbehave should face the consequences with honesty, cooperation, and an improved attitude.

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**"The board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel and visitors on school premises." Board Policy 502.1**

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Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures, include, but are not limited to, removal from the classroom, detention, suspension, and expulsion." (Board Policy 502.1) Detention means the student is required to stay prior to the beginning of the school day, during recess or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the principal or the certified employee disciplining the student. Suspension means either an in school suspension or an out of school suspension and/or a restriction from activities.

Fighting at school and on school property will not be tolerated at any time. Each incident will be investigated and dealt with on an individual basis. Under certain circumstances, the police may be involved.

Procedural due process as it applies to students in public schools requires that in any form of disciplinary action the following basic elements must be present:

- The student must have prior knowledge of the conduct which is required of or prohibited to them.
- The student must be aware of the specific matters giving rise to any of the proposed penalties or discipline.
- The student must have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident, prior to the use of any discipline.
- The decision-making authority must base its decision on the incidents or matter about which the student has been apprised as indicated above.

#### **CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION**

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents.

**School Property Damaged by the Student(s):** Parent(s) will be responsible to reimburse the District for any costs incurred to repair or replace school owned property that is damaged by the student. Principals will determine any disciplinary actions that will be taken, but restitution for the damages is the responsibility of the parent. The District will issue a statement to the primary parent contact listing the damaged item(s) and the costs incurred to repair or replace the item(s). The parent is expected to issue payment upon receipt of the statement. The District may file charges with local law enforcement authorities if payment is not made within 30 days.

#### **INSPECTION (Board Policy 502.8)**

Inspection is defined as an examination of an area that is not a protected student area. Inspections of lockers, desks and other school owned property or spaces may be conducted by administration at any time and without any suspicion of wrongdoing by students. The student and/or an adult witness shall be present when an administrator conducts an inspection under the provisions of this policy. Lockers, desks or other school provided facilities or spaces are the property of the District and are assigned to students for uses necessary to school attendance. It is the responsibility of each student to keep lockers, desks, facilities or spaces clean and undamaged. Any expense incurred to repair assigned lockers, desks, facilities or spaces may be charged to the student. The district shall provide written notice of inspection of lockers, desks and other school property on a regular basis in the handbook. Norwalk schools are a training facilities for drug dogs on a periodic and unannounced basis.

#### **WEAPONS (Board Policy 502.41)**

The Norwalk School Board believes weapons, look-alike weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons are not allowed except for the purpose of education with the permission of the building principal. Parents of students found to possess a weapon, a look-alike weapon, or a dangerous object on school property shall be notified of the incident. Violators will be disciplined according to Board Policy 502.41.

#### **SCHOOL MEALS**

The records for Norwalk Schools Nutrition Department are computerized. All students have their own lunch account. When breakfast, lunch, or milk is purchased, the amount is deducted from this account. When making a payment by check, make sure to include your student's first and last name to ensure credit to the account. If cash is sent, it should be in a sealed envelope with the same information. If you have any questions about an account balance, call the school and ask to speak to Nutrition staff. It is the responsibility of the parent/guardian to provide money or apply for free or reduced-price meals for students eating school breakfast and/or lunch each day. For information concerning free or reduced priced meals, please go to the website ([www.norwalkschools.org](http://www.norwalkschools.org)) under parents/nutrition or call the Nutrition Secretary located at the secondary campus cafeteria adjacent to Eastview 8-9 building at 981-9876.

Any Lakewood student will have an opportunity to purchase an additional entrée or another meal provided there is enough money in the account to cover the purchase. No charging will be allowed for second entrée or meal. Requests for second entrée or meal must be made during the morning lunch count. Please communicate with your child about selecting second entrée or meal. Students will not be able to charge more than \$10.00 to their account. If a child's account is more than \$10.00 negative, they will not be allowed to eat school lunch, breakfast or buy a beverage.

In an effort to be proactive with lunch accounts, we suggest you sign up for ParentOnline (see information under Parents/Nutrition on the Norwalk website). Student handbook rules state that if a student's lunch account falls to deficits of -\$10 at the K-5 level, the student will not be able to charge a meal for that day or until the account has adequate funds. Electronic payments may be made online using the link below. If you feel an account balance is not accurate, please contact the nutrition department at 981-9876. Also, if you are in need of outside resources, please contact the counselor or dean at your child's school or go to the parent's section on the school's website ([www.norwalkschools.org](http://www.norwalkschools.org)). Parents may apply for Free and Reduced lunch assistance at any time during the school year. The application is available on the school website. Completed applications can be submitted to the student's building secretary or directly to the nutrition department office located at Eastview 8-9 school. Thank you for your continued support.

Revtrak online Hot Lunch payment system: <http://norwalk.revtrak.net/tek9.asp>

### **RECESS**

The Norwalk School District will follow the guidelines recommended by the Child Care Weather Watch & the Iowa Department of Public Health. Their website is [www.idph.iowa.gov](http://www.idph.iowa.gov) Make sure children are dressed adequately to spend 20-30 minutes outside. Students will be expected to go outside regardless of their dress. Boots, scarves, mittens, hats, warm coats, etc. should be worn appropriate to the weather. If your child does not bring boots for damp or snowy conditions, he/she is required to stay on the blacktop. If you cannot provide these items for your child(ren), please contact the principal for confidential assistance. If your child must miss recess for more than two (2) consecutive days, a doctor's note will be required

### **HEARING TESTING**

Heartland AEA 11 will conduct its annual Hearing Conservation Program during the school year. Students in K-5 will receive a hearing screening. Students who do not pass this screening may receive individual hearing tests by the Heartland AEA 11 audiologist. **Parents will be notified about the results of the hearing test only if their child does not pass the test.** This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

**If you do not want your child to participate in this screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the hearing testing program in our school, please contact the school nurse.**

### **TESTING**

AIMS web assessment is administered three times a year in grades K-6. Students at grades 2-5 are given the Iowa Assessments. Students participate in Unit Benchmark reading testing. Writing skills are also assessed district-wide. Data from all testing is used to inform instruction and determine progress.

### **HEALTH AND SAFETY**

We encourage students to remain at home when they are sick; however, students do need to attend school consistently to be successful in classes. The patterns that children develop regarding health and illness continue to develop as they become older and eventually enter into the workforce. We consider school your child's "job", and attendance is a crucial aspect to success. Our goal is to work with students, parents, and staff to promote optimal health, thus creating the best environment for learning. The school nurse administers first aid if a student becomes ill or is injured at school. *However, she is not permitted to diagnose, so see your physician in regard to illness and injury occurring away from school.*

### **Student Medication**

It is strongly recommended, in the best interest of your child that parents should bring their child's medication to school rather than send it with their child in his/her backpack. This applies especially to those medications that are categorized "controlled substances" such as Ritalin(Methylphenidate), Dexedrine, etc.

We realize that this may cause an inconvenience for you, but if you would contact the school nurse or your child's building secretary, hopefully we can make arrangements that will be workable for you. If you already practice this safety measure, we thank you for your cooperation!

### **Medication Administration**

If medication is to be administered at school, a school form must be filled out and signed by the parent/guardian. **The medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day which it is to be given, dosage and duration.** Over-the-counter medication as provided by the parent/guardian such as acetaminophen, ibuprofen, cough drops, etc. requires parent/guardian's written permission and must be brought in the original labeled container with specific directions.

A written record of the medication administration will be kept for each student receiving medication, including: date; student's name; prescriber or person authorizing the administration; the medication and dosage; signature of the person administering the medication; administration time and method and any unusual circumstances, actions, or omissions.

**When Children Get Sick:**

If a child has a fever or other illness, the school nurse or the school secretary will call parents to come and pick up their child. However, the nurse is not permitted to diagnose, so see your physician in regard to illness and injury occurring away from school. A child must remain out of school **24 hours after** a fever of 100 degrees or higher has broken, or if applicable, vomiting or diarrhea has stopped. Parents are encouraged to plan ahead for such occasions. **If a child feels ill, he/she should come see the nurse and not text their parent(s). After the school nurse contacts the parent and the decision is made to send the student home, parents are expected to come and pick up their ill child right away.**

## Communicable Disease Chart

Disease *Immunization is available	Usual Interval Between Exposure and Final Symptoms of Disease	Main Symptoms	Minimum Exclusion From School
*Chicken Pox	13-17 days	Mild symptoms and fever Pocks are "blistery" have scabs, most on covered parts of body	5 days from onset of pocks or until pocks become dry
Common Cold	12-72 hours	Sneezing, temperature, malaise, cough	
Conjunctivitis (pink eye)	24-72 hours	Tearing, redness & puffy eye lids Eye discharge	Until treatment begins or physician approves readmission
Fifth Disease	4-20 days unusual in adults	Usual age 5 to 14 years Low grade fever followed by slapped cheek appearance on cheek A hot like rash on extremities lasting a few days to 5 weeks Rash seems to reappear	After diagnosis no exclusion from school
Hand, Foot and Mouth Disease	3-5 days	Rash on cheeks, gums & tongue May also occur on palms, fingers & soles of feet	During acute stage of illness or as advised
*Haemophilus Meningitis	2-4 days	Fever, vomiting, lethargy, stiff neck & back	Until physician permits return
*Hepatitis A	Variable 15-50 days	Abdominal pain, nausea, usually fever, eyes & skin may turn yellow	7 days from onset of symptoms
Impetigo	4-10 days	Inflamed sores, with pus	Cover lesions when attending school
Lice		Live lice or eggs	<b>No exclusion from school</b>
*Measles	3-7 days to rash	Begins with fever, conjunctivitis runny nose, cough, then blotchy red rash	4 days from onset
*Meningococcal Meningitis	2-10 days (commonly 3-4 days)	Headache, nausea, stiff neck, fever	Antibiotics for 24 hours or until physician permits return
*Mumps	12-25 days (commonly 18 days)	Fever, swelling & tenderness of glands at angle of jaw	9 days after onset of swollen glands or until swelling disappears
Ringworm of Scalp	10-14 days	Scaly patch, usually ring shaped, on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
Scabies	2-6 weeks initial exposure: 1-4 days re-exposure	Tiny burrows in skin caused by mites	After first treatment
Scarlet Fever Scarletina	1-3 days	Sudden onset, vomiting, sore	24 hours after antibiotics started and no fever
Strep Throat	1-3 days	Fever, later fine rash (not on face). Rash usually only with first infection	
*Whooping Cough	6-20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment

**HUMAN GROWTH AND DEVELOPMENT INSTRUCTION**

Our curriculum provides students with instruction in human growth and development. Parents may have their child excused from human growth and development instruction. Please contact the K-5 Curriculum Director (981-1850) if you would like to review the curriculum or excuse your child(ren) from this instruction.

### **G/T PROGRAMMING**

Gifted and talented children are those identified as possessing outstanding abilities that are capable of high performance. Gifted and talented children are children who require appropriate instruction and education services commensurate with their abilities and needs beyond those provided by the regular school program. Gifted and talented children include those children with demonstrated achievement in general intellectual ability or specific ability aptitude.

**Grades K-3:** Recommendations for services are the shared responsibility of the classroom teacher and the G/T teachers. Parents are encouraged to provide information about their child's academic, social and emotional needs to participate in making decisions regarding learning services. Strategies may include: flexible ability grouping, curriculum compacting, acceleration, differentiation in content, process and product in the regular classroom, pull-out classes, independent study, affective (social and emotional support).

**Grades 4-5:** Identification for G/T begins at the end of 3<sup>rd</sup> grade with service starting in 4<sup>th</sup> grade. Identification criteria may include: teacher, parent or self-nominations; Iowa Tests of Basic Skills scores; Hartman-Renzulli Rating Scale; self-evaluation; task commitment; student interviews; Behavioral Characteristic Rating Scale; Slosson Individual IQ test, and CogAT scores.

All testing is part of a multiple criteria requirement for determining the need for support services for Gifted and Talented Education. **NO** single result will place or not place a child in the G/T program.

### **504 REHABILITATION ACTS OF 1973**

Collaborative services and additional special services are covered under the Individuals with Disabilities Act and are considered special education services. The Rehabilitation Act of 1974, better known as 504, covers a far greater spectrum of services not only for students and for their families. The Rehabilitation Act also covers all employees of our schools.

In order for an individual to qualify for services under the 504 laws, they would need to meet the following criteria:

1. Receive an accommodation in school as recommended by the BAT team.
2. Have a physical or mental impairment that substantially limits one or more of the following major life activities: caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, or working.

Anyone that enters our school is entitled to the accommodations that would help them enjoy the same accessibility to our services as all others. Anyone who feels that he/she or any member of their family needs accommodations to be successful in our schools should contact the school office of their choice.

### **BUILDING ASSISTANCE TEAM (BAT)**

Each building in the district has a Building Assistance Team. This is a group of educators that meets throughout the year. Regular classroom teachers serve as ad hoc members. The AEA learning consultant, psychologist, and social worker are always available as well as the school nurse. Teachers who have tried alternative instruction without success can come to their BAT as an additional resource. Fresh ideas are always generated at BAT meetings allowing students another chance to be successful in school. The BAT might recommend various services that are available to children in the district. These services include, but are not limited to, G/T, Title I Reading, At-Risk, etc.

### **HOMELESS CHILDREN AND YOUTH**

The school will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Tom Scallon at the High School

A homeless child is defined as a child or youth between the ages of five (5) and twenty-one (21) who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

If individuals know of someone who is homeless, please contact Tom Scallon at 981-4201 or Eric Neessen at 981-0676.

### **ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES (Board 502.7)**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees, will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the

maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

**Level 1 Investigators:**

Eric Neessen, Director of Student Services 515-981-0676

**Level 2 Investigator:**

Greg Staples, Norwalk Chief of Police 515-222-3321

**Healthy Relationships - Belief Statement**

The Norwalk Community School District believes healthy relationships are vital to both creating and supporting a safe learning environment. (...a culture of learning.)

*A Healthy Relationship is based on...*

- mutual respect - each person values the other
- trust - if a student believes he/she is being disrespected (by another student, parent or teacher), the student trusts the individual will stop being disrespectful when the issue is addressed
- honesty - it's tough to trust someone when one of you isn't being honest
- support - in a healthy relationship, another is available to help you effectively meet your needs
- fairness/equality - you need to have give-and-take in a relationship (When a relationship turns into a power struggle, with one person fighting to get his or her way all the time, then there is an imbalance of power and the relationship is no longer equal.)
- make compromises - in a healthy relationship, everyone needs to make compromises
- good communication - as each person speaks, the other person listens (From kidshealth.org)

The majority of relationships are healthy. Yet, sometimes peer interactions are inappropriate or hurtful. When an inappropriate or hurtful interaction occurs, it is important to differentiate between rude, mean, and bullying behaviors.

- rude - unintentionally saying or doing something that hurts someone - spontaneous, unplanned, inconsiderate, poor manners; no intent to hurt someone
- mean - intentionally saying or doing something to hurt someone once or even twice - criticism, angry words, put down; intent to hurt someone, yet remorseful
- bullying - intentionally aggressive behavior, repeated over time, imbalance of power - targeted acts or threats; intent to hurt someone, no regret or remorse (Source: Signe Whitson - author, child & adolescent therapist; Trudy Ludwig - author)

Bullying behavior includes these three elements...

- intent to harm - through physical aggression, verbal insults, rumors or gossip, threats of exclusion
- repeated activity where someone is singled out
- power imbalance - based on age, size, peer support, higher status (definition based on Steps to Respect and Second Step curriculum)

Students who believe that they have been bullied should:

- Communicate to the bully they would like the action to stop
- If the bullying does not stop, or the student does not feel comfortable confronting the bully, the student should tell a teacher, counselor or principal

The student should report:

- what, when, and where it happened
- who was involved • exactly what was either said or done
- witnesses to the incident • how the student felt
- how the bully responded

**HARASSMENT (Board Policy 504.0)**

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of "criminal or other laws". The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:



- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, dean, counselor or principal to help;
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - Tell a teacher, dean, counselor or principal; and,
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened
    - who was involved
    - exactly what was said or what the harasser did
    - witnesses to the harassment
    - what the student said or did, either at the time or later
    - how the student felt
    - how the harasser responded

### **Bully Discipline Procedure**

#### **First Offense May Include:**

- Warning
- In school suspension
- Out of school suspension
- Parent is contacted

#### **Second Offense:**

- Parent is contacted
- May include: In school suspension
- May include: Out of school suspension

#### **Third Offense:**

- Principal may contact police for conference with parent and student
- Parent is contacted
- May include: Out of school suspension

### **Complaint Procedure**

A student who believes that he/she has been harassed shall notify the building principal who will notify the designated investigator or an alternate investigator. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to, initiate a harassment investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the finding of the investigation to the principal.

### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

### Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential to the extent possible.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.

### DISCRIMINATION POLICY

Norwalk Community Schools are committed to providing a pluralistic educational culture, which promotes mutual respect and acceptance among people, and in which all people are allowed to reach his/her fullest potential. In addition, Norwalk Community Schools are committed to providing equal opportunity to all people without unlawful harassment or discrimination because of race, gender, ethnic origin, religious belief, different abilities, veteran status, sexual/effectual orientation, or other perceived differences. Any form of unlawful harassment or discrimination is inappropriate, offensive, illegal, and will not be tolerated. The MCGF Coordinator (981-0676), should be contacted if anyone feels they have been discriminated against. He/She will then investigate and handle the complaint according to the Affirmative Action guidelines. No one who complains about improper conduct will be retaliated against in any way.

### NORWALK GRIEVANCE PROCEDURE

Students, parents of students, applicants for employment and employees of the Norwalk School District shall have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in educational programs and employment.

#### Level One: Principal, Immediate Supervisor or Equity Coordinator

Employees with a grievance of discrimination on the basis of gender, race, national origin, disability or religion may first discuss it with their principal, immediate supervisor, or the district Equity Coordinator with object of resolving the matter informally. A student, a parent, an employee, or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, disability, religion, age, veteran status, sexual orientation or other perceived differences may discuss it with the instructor, counselor, building administrator, or the district Equity Coordinator

#### Level Two: The Equity Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent within fifteen (15) days after receipt of the complaint.

#### Level Three: Superintendent/Administrator

**If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Equity Coordinator. The grievant may request a meeting with the Superintendent. The Superintendent has the option of meeting with the grievant to discuss the appeal. The Superintendent will render a decision within ten (10) working days after receipt of the written appeal.**

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

It is the Policy of the Norwalk School District to protect the rights of all individuals. **Any acts of discrimination or sexual harassment will not be tolerated by the district.**

If you feel that you or anyone else has been sexually harassed or discriminated against, there is a way to get it stopped. Please see a teacher, counselor, sponsor or an administrator in your building. You may also contact the district coordinator for equal rights (981-0676).

**LEVEL ONE and LEVEL TWO INVESTIGATORS regarding ABUSE OF STUDENTS**

If any student of the Norwalk Community School District believes that they have been the victim of physical abuse, sexual abuse, or sexual harassment by any employee of the school district, he or she has the option of filing a complaint about the incident with either the building administrator or the district's level one/two investigators.

The designated investigators for the abuse of within and outside the school district are:

- Eric Neessen, Director of Student Services, 981-0676
- Greg Staples, Norwalk Police Chief, 222-3321

### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the school.

Asbestos has been used as a building material for many years. The Environmental Protection Agency (EPA) has banned its use as building material since 1978. A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plan for regular surveillance of the materials. A copy of the management plan is available for inspection at the district office.

### **NOTES FROM THE TRANSPORTATION DIRECTOR**

The growing number of requests for changes in student bussing schedules in the afternoon has placed additional responsibilities and liabilities on transportation personnel which is jeopardizing student safety. We are running busses as efficiently as possible, at or near capacity. Additional demands are leading to overcrowding and higher incidents of discipline. Please note the following transportation highlights:

- We understand that emergencies occur and we will continue to make these changes.
- The majority of our requests are non-emergency. They require multiple emails to building secretaries and multiple notes to both the regular driver and the driver affected by the change. Some students become confused and either get on wrong busses or off at wrong stops. Many times radio communication between the dispatcher, the bus driver, and a building secretary is necessary to solve a problem. Our responsibility is to safely transport students to and from school to their home or daycare provider.
- We do not accept changes in student bussing of the non-emergency type. Instead, parents are asked to provide non-emergency transportation.
- All changes **will be** handled through the transportation office either by phone or email. **Please do not send notes to school or give them to bus drivers.** The phone number for the transportation office is 981-0016 (answered 6 AM-4:30 PM daily) or email [kwilliamson@norwalk.k12.ia.us](mailto:kwilliamson@norwalk.k12.ia.us)
- **Nothing larger than a trombone instrument can be transported on the bus**
- **All route buses are now equipped with new audio and video surveillance, adding an additional layer to our students' safety.**
- **Additionally, cameras have mounted on the outside of the bus to add additional safety for our students getting on and off the bus.**

### **Friendly reminders as to what the following lights mean:**

- **FLASHING YELLOW** means bus is preparing to stop. When following the bus **WARNING:** It is illegal to pass from the behind when yellow lights are flashing. When approaching the bus, slow your vehicle to 20 MPH or less. Be prepared to stop. Look out for kids.
- **FLASHING RED & STOP SIGN OUT** means kids are getting on or off the bus **WARNING:** It is illegal to pass from behind or from the opposite direction. Stop your vehicle at least 15 feet from the bus. Remain stopped until flashing red ends and stop sign goes in. Look out for kids.

### **School Bus Disciplinary Procedure**

The operation of a safe, efficient, economical transportation program requires that all passengers observe the attached set of rules and regulations. Failure to observe the rules and regulations will result in disciplinary action being taken. In order to avoid any misunderstanding about disciplinary action that might develop at a future date, the procedures below will be followed:

Prior to a First Violation students will be given a warning(s) of unacceptable behavior.

**First Violation:** The driver will inform the student of the unacceptable behavior and will file a school bus incident report which will be given to the Transportation Director who will forward it to the appropriate Principal. The student and/or parent will be contacted. Hopefully, this will be the extent of the student's unacceptable behavior.

**Second Violation:** A second incident report filed by a bus driver will be filed with the Director of Transportation who will forward it to the appropriate Principal. A copy of this report will be sent to the parent by mail and the parent will be contacted by phone. Student may lose their bus riding privilege for **one (1) day**.

**Third Violation:** Upon receiving a third bus incident report the student will be informed by the Principal that they may lose their bus riding privileges for **three (3) days**. Parents will be notified of the student's removal from the bus.

**Fourth Violation:** Will result in the student being suspended from bus riding privileges for the balance of the semester, or a minimum of **4 weeks**. **Major rule violation may result in an immediate suspension of the bus riding privilege.** The driver will be advised of disciplinary measures involving students he/she reports.

#### **Bus Rules**

1. Riders are to stay seated at all times while the bus is moving.
2. There is to be no pushing, scuffling, or fighting on the bus. This will be considered a major rule violation.
3. Riders will not destroy bus seats. Feet are off of the seats and on the floor.
4. Riders are not to eat or drink while on the bus.
5. Riders are not to whistle, yell, or make other disrupting noises. Radios, tape players, etc.; included!
6. Riders are not to put any part of the body out the windows.
7. Riders are not to throw any object out of the bus.
8. Riders are not to throw any object within the bus.
9. Riders are to face the front while the bus is moving
10. Riders are to be absolutely quiet while the bus is stopped at a railroad crossing.
11. Riders are to keep the aisle of the bus clear.
12. Smoking on the bus will be considered a major rule violation.

**Your driver will enforce the above rules and all other rules he or she has established for their bus. All pupil conduct rules, which are included in the Norwalk Community School policies, are enforced.**

Please refer to the following information when the Norwalk Community School District implements hard surface only routes due to snow and icy conditions which could affect student safety. If you have questions, please call Transportation Director, Kevin Williamson, at 981-0016.

### Hard Surface Only Routes

<b>If you Ride</b>	<b>Stops:</b>	<b>Times:</b>
Bus # 3	R57 Hwy. 7 Fulton	6:57AM
	7490 R57 Hwy.	7:00AM
	R57 Hwy. & Spring Hill	7:02AM
	R57 Hwy. & Elk Horn	7:07AM
	4212 R57 Hwy.	7:10AM
	Coolidge stops as normal	7:15AM
Bus # 7	(All will ride #13 - see below)	
Bus # 28	6498 Hwy. 28	7:05AM
	6736 Hwy. 28	7:07AM
	Hwy. 28 & Gear St.	7:10AM
	G24 Hwy. stops	7:15AM
	G24 Hwy. & 73 <sup>rd</sup> Ave.	7:18AM
	R63 Hwy. & Dubuque St.	7:27AM
	3497 R63 Hwy.	7:32AM
	9140 G14 Hwy.	7:34AM
	8533 G14 Hwy.	7:35AM
	Bus # 9	Shady Lane & Rolling Hills Ct.
Shady Lane Dr. & Green Hills Dr.		6:57AM
80 <sup>th</sup> St. & Carpenter		7:00AM
2865 80 <sup>th</sup> Ave.		7:02AM
80 <sup>th</sup> Ave. & Buchanan Trail		7:03AM
80 <sup>th</sup> Ave. & Beardsley		7:05AM
R63 Hwy. Trailer Park		7:08AM
1585 80 <sup>th</sup> Ave.		7:15AM
The Ridge stops as normal		7:20AM
Upper/Lower Echo Valley		7:25-7:35AM
Bus # 13	R45 Hwy. and Beardsley Trail	6:57AM
	Adams stops as normal	7:00-7:05AM
	Stoneridge Subdivision stops	7:06AM
	N. 29th & Birch	7:15AM
	N. 34th St. as normal	7:20AM
	N. Cattail Creek & N. 35th	7:21AM
	150 N. 35th	7:22AM
	N. 35th & Cumming Hwy.	7:23AM
	Silverado & Sundance	7:27AM
	4301 G14 Hwy.	7:30AM
	50th Ave. & Clark	7:33AM
	50th Ave. & Dakota	7:35AM

<b>If you Ride</b>	<b>Stops:</b>	<b>Times:</b>
Bus # 5	Hwy. 28 & Delaware	7:00AM
	4550 Hwy. 28	7:01AM
	Hwy. 28 & Elk Horn St.	7:04AM
	Hwy. 28 & Fairfax St.	7:06AM
	Hwy. 28 & 55 <sup>th</sup> Ave.	7:08AM
	Hwy. 28 & Fulton St.	7:10AM
	6969 Hwy. 28	7:12AM
	Ford & 61 <sup>st</sup> Ln.	7:14AM
	6661 Hwy. 28	7:15AM
	450 Hwy. 28	7:21AM
	401 Wright Rd.	7:24AM
	819 Wright Rd.	7:26AM
	Cherry & Maple	7:28AM
	Bus # 4	Cumming Ave. & N. 58 <sup>th</sup> Pl.
Cumming Ave. & 10 <sup>th</sup> Ave.		7:02AM
4500 Cumming Hwy.		7:04AM
Cumming Hwy. & 25 <sup>th</sup> Ave.		7:05AM
Town of Cumming Stops		7:07-7:12AM
1431 R45 Hwy.		7:20AM
7986 S. Orilla Rd.		7:21AM
County Line Rd. & 50 <sup>th</sup> Ave.		7:25AM
527 Beardsley		7:27AM
567 Beardsley		7:25AM
2819 Windsor		7:27AM
Beardsley & Park Pl.		7:28AM
693 Beardsley		7:29AM
Cherry & Richard George		7:35AM
1211 Cherry		7:36AM
Parkhill & Edgemont		7:37AM
1007 Norwood		7:38AM