

# Norwalk Community School District Newsletter August 2019

**Norwalk's Mission:**  
**Growing Learners and Leaders**

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### Norwalk CSD Board Members

Rick Kaul Board President  
 Maribeth Wright Vice President  
 David Albrecht Board Member  
 Justin Fletcher Board Member  
 Dana Schuemann Board Member

### Important Dates

**Aug 13** New Teachers 1st Day  
**Aug 19** All Teachers Report  
**Aug 23** First Day of School

## World Class Schools for Our Students: View From Above

D.T. Magee, Superintendent of Schools



### Welcome Back Warriors!

My house is located southwest of the Des Moines International Airport and I often wonder what the passengers who fly in and out of the airport every day think about this little green piece of Earth we call the Norwalk Community School District. From several hundred to thousands of feet in the air, a person tends to lose perspective on the details of the land being flown over and I think about how lucky we are to be in this school district at this point in time to witness the community we have been, are now, and will become in the future.



Those passengers can't see all the details we see: the caring staff that serves Norwalk students every day, the great leadership Norwalk students display on a daily basis, the community pride in the school district, our communities, and Warren County, the rapidly improving facilities and community infrastructure, and the commitment of local leaders to enhance the quality of life while maintaining the traditional hometown friendliness and neighborliness that make our communities fantastic places to live, work, and raise families.

We are truly blessed here in the Norwalk Community School District whether your view is from 10,000 feet in the air or with your feet planted firmly on the ground.

Have a great school year!  
 Yours in service,

D.T. Magee

### Numbers To Know District Office

515-981-0676

### Buildings and Grounds

515-981-0917

### High School

515-981-4201

### HS Activities Office

515-981-4204

### Eastview 8/9

515-981-9655

### Middle School

515-981-0435

### Lakewood Elementary

515-981-1850

### Oviatt Elementary

515-981-1005

### Orchard Hills Elementary

515-981-1855

### Nutrition

515-981-9876

### Transportation

515-981-0016

## Corporal Punishment, Restraint, and Physical Confinement

Iowa Law (IAC 281 - 103.7) has established rules preventing school districts from using corporal punishment. Additionally, these rules establish parameters by which students can be restrained or confined - namely to prevent imminent harm to persons (oneself or others) or property.

In the rare instance a student needs to be restrained or confined, the law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. Additionally, the district must maintain documentation of such events as well as attempt to provide notice to the child's parents the same day and provide documentation within three school days.

A complete text of the law and additional information is available on the Iowa Dept. of Education website:  
<http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>

If you have questions about this state law, please contact Eric Neessen at the district office: (515) 981-0676 or [eneessen@norwalk.k12.ia.us](mailto:eneessen@norwalk.k12.ia.us)

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### SIAC Committee

The School Improvement Advisory Committee (SIAC) has been one of the great leadership opportunities for parents and citizens in the Norwalk School District. Many avenues exist to look at our programs and suggest improvements through SIAC.

SIAC is composed of over 120 citizens and staff. Most of the "big picture" changes in Norwalk come from recommendations from these groups. There are two major meetings each year for the entire group and several smaller meetings for subcommittees.

If interested, please contact Superintendent D.T. Magee at (515) 981-0676 or [dmagee@norwalk.k12.ia.us](mailto:dmagee@norwalk.k12.ia.us)

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### News from our Nurses:

#### Kindergarten Parents:

Parents of 2019-20 kindergarten students - the Iowa Immunization Law requires that immunizations be on file with the school **before** your child enters school on Friday, August 23, 2019. If you have not already done so, please bring this to the District Office as soon as possible between the hours of 8:00AM - 4:00PM daily or upload the immunization through the online registration process.

#### Student Immunization Records Required This School Year

Per the [Iowa Department of Public Health](#), each student attending school in Iowa must obtain all the State [required vaccinations](#) and provide records before starting school.

**Norwalk CSD will enforce this law this coming school year.** Therefore, if immunization records are not completed and submitted to your child's school nurse, your child will NOT be allowed to attend school until such records are provided.

The only exceptions are if a parent/guardian provides one of the following:

1. a [medical exemption form](#)
2. a [religious exemption form](#)
3. documentation that their child has received at least one dose of the required vaccines but has not completed all the required immunizations. A provisional certificate may be written by the school nurse. (Note: This provisional enrollment only lasts up to 60 calendar days, after which exclusion would still occur if no records are received.)

Remember, this must be done by the time school starts (August 23rd) otherwise your child will not be allowed to start school until the required immunization forms, exemption forms, or provisional forms are completed and received by the school nurse.

If you need more information, please visit the NCSD [school nurse webpage](#), contact your child's school nurse, or contact Eric Neessen ([eneessen@norwalk.k12.ia.us](mailto:eneessen@norwalk.k12.ia.us)) at the district office.

## Norwalk Community School Board Policy on Medication in School

Only a Certified Medication Administrator or the School Nurse will administer prescribed medicine to students.

1. Some chronic health conditions, allergies, and illnesses may require students to take medicine at school. In such cases, the nurse will need written notification signed by the family physician or prescription label and note from parents.
2. Medication must be brought in the original container labeled with the child's name, name of medication, dosage, time to be administered, and route of administration.
3. The child should bring only the prescribed amount of medicine for that illness. **Over the counter medications will be given only with written permission from parents.**
4. Forms for giving medicine at school, including non-prescribed medication, may be picked up at any building or copied from the district website [www.norwalkschools.org](http://www.norwalkschools.org) under the "Parent" and "School Nurse Information" tabs, or contact the school nurse directly in your child's school building.

Parents will need to be responsible for bringing, and picking up medication to and from the nurse's office/school office. Please do not assume that the student will bring medication to the office. If you choose to send medication to school with your student, please notify the school nurse before sending. Before sending medication to school, please check the label; **If ordered three times a day - please give before school, after school, and at bedtime.**

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### Bullying Information Available Online

"Bullying" is a term that is often used in today's society to describe many situations. As a parent, or a student, it is difficult to know what bullying is and whether or not it is occurring in the social interactions your child is experiencing.

Norwalk CSD has developed a [bullying webpage](#) to help students and parents better understand what bullying and harassment are and what to do if either is happening. Concerns about bullying or harassment are taken seriously and will be dealt with in a timely manner. It is vital that parents and students work together with school staff to help resolve these concerns.

Please visit the following webpage for more information: <https://www.norwalkschools.org/anti-bullyingharassment/>

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### Students In Extreme Living Situations

Do you know of a child or family who lives in any of the following situations:

- Doubled up with other people due to loss of housing or financial hardship
- In a shelter
- In a motel or campground due to the lack of an alternative option
- In a car, park, abandoned building, or bus or train station

If so, the school-age child may qualify for certain rights and protections under the [federal McKinney-Vento Act](#). Please contact Eric Neessen at 981-0676 x 4011 at the district office for more information and help.



# Information for Parents

## If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

## Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

### Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

## When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Contact:

**Eric Neessen**

**Norwalk School District**

515- 981-0676 [eneessen@norwalk.k12.ia.us](mailto:eneessen@norwalk.k12.ia.us)

State Contact: **Carolyn Cobb**

Iowa Dept. of Education

1400 E. Grand Ave, Des Moines, IA 50319

515-402-2736 [carolyn.cobb@iowa.gov](mailto:carolyn.cobb@iowa.gov)

If you need further assistance, call the  
National Center for Homeless Education  
at the toll-free HelpLine number:

**1-800-308-2145**





Questions about FERPA or the PPRA should be direct to the Family Policy Compliance Office of the U.S. Department of Education at (202) 260-3887 or [FERPA@ED.Gov](mailto:FERPA@ED.Gov).

Model notification of rights under FERPA (to be sent to families of elementary and secondary students): <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf>

Model Notification of Directory Information under FERPA:  
<http://www2.ed.gov/policy/gen/guid/fpco/pdf/directoryinfo.pdf>

PPRA Model Notice and Consent/Opt-Out for Specific Activities:  
<http://www2.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf>

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):  
<http://www2.ed.gov/policy/gen/guid/fpco/pdf/ppranotice.pdf>

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### **BP 102.E1 - POLICY TITLE: ANNUAL NOTICE OF NONDISCRIMINATION**

The Norwalk Community School District offers career and technical programs in the following areas of study:

- Applied Science, Technology, Engineering, and Manufacturing
- Arts, Communication, and Information Systems
- Business, Finance, Marketing, and Management
- Human Services
- Health Services
- Agriculture, Food, and Natural Resources

It is the policy of the Norwalk Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Alison Cornwell, 380 Wright Road, Norwalk, IA 50211, (515) 981-0676, [acornwell@norwalk.k12.ia.us](mailto:acornwell@norwalk.k12.ia.us).

Please find our Annual [Notice of Nondiscrimination](#) policy, along with our [Continuous Notice of Non-discrimination](#) policy and [Anti-Bullying/Anti-Harassment Investigation Procedures](#) policy on our website. Please follow the link provided herein <http://www.norwalkschools.org>. All school board policies can be found by clicking on “District” then “School Board” then “Board Policies.” Please see the table of contents provided below.

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### **Norwalk Schools Pest Management Spraying Notification**

The Norwalk Schools implements an integrated pest management program for all school owned green space. This program includes aerating, dethatching, mowing trimming, mulching and spraying for pests. Spraying for pests includes fertilization, pre-emergent crabgrass control, post & pre-emergent weed control, and weed control along all fence lines and buildings. Any resident that has property that is adjacent to school property and wishes to be notified 24 hours in advance of any pest control should contact Sue Sarnecki [ssarnecki@norwalk.k12.ia.us](mailto:ssarnecki@norwalk.k12.ia.us) or Richard Sleeth [rsleeth@norwalk.k12.ia.us](mailto:rsleeth@norwalk.k12.ia.us). All individuals or groups that might use school grounds for any function should watch for “keep off chemically treated” signs. These signs are placed on treated green space for 24 hours after treatment. If you see these signs you should stay off that particular green space until the signs are removed. We take this task seriously and have a commitment to keep our environment safe. The district has two licensed pest treatment employees. Pest treatment is always our last line of defense and we use it sparingly in our integrated pest management program.



## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Norwalk Community Schools** offers healthy meals every school day. Breakfast costs **\$1.85**; lunch costs **\$2.80** for secondary (High School and Jr. High School) and **\$2.70** for elementary level. Your child(ren) may qualify for free meals or for reduced-price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process. Return or mail the completed application to: Nutrition Department, 1130 W. North Avenue, Norwalk, IA 50211.

**1. Who can get free or reduced price meals?**

- All children in households receiving benefits from Food Assistance, the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced price meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free or Reduced Price Meals.)

Income Eligibility Reduced-Price Guidelines—July 1, 2019–June 30, 2020					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,107	1,926	963	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
<b>For each additional family member add:</b>					
	8,177	682	341	315	158

- 2. Should I complete an application if I received a letter this school year saying my children are already approved for free meals?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: DeeAnna Serres, 1130 W. North Avenue, Norwalk, IA 50211, by telephone at 515-981-9876 or via email at [dserres@norwalk.k12.ia.us](mailto:dserres@norwalk.k12.ia.us) immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
- 3. What if we have foster children?** Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
- 4. How do I know if my children qualify as homeless, migrant, or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Eric Neessen** at 515-981-0676 or by email to: [eneessen@norwalk.k12.ia.us](mailto:eneessen@norwalk.k12.ia.us).
- 5. Do I need to fill out an application for each child?** No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return or mail the completed application to: Nutrition Department, 1130 W. North Avenue, Norwalk, IA 50211.
- 6. My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through **10/4/2019**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- 7. I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
- 8. May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
- 9. Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your web-based application.
- 10. If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit, if your household size goes up, or you start getting Food Assistance, FIP or other benefits.
- 11. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Kate Baldwin** at 360 Wright Road, Norwalk, IA 50211, 515-981-0676 or via email at [kbaldwin@norwalk.k12.ia.us](mailto:kbaldwin@norwalk.k12.ia.us).
- 12. What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- 13. What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- 14. We are in the military. Do we report our income differently?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.
- 15. Do I need to provide my Social Security Number?** Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
- 16. My family needs more help. Are there other programs we might apply for?** To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for **hawk-i** (children's health insurance) or a waiver of school fees. Read the information included in the web-based application for **hawk-i** information. A school waiver box is part of the web-based application or available from the Nutrition Department and must be submitted to the Nutrition Department no later than September 30, 2019.
- 17. Can children with disabilities get food substitutions?** If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no

extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

18. **Do I need to report my race and ethnicity?** It is optional to complete the racial/ethnic portion of the application. However, if you do not select race or ethnicity, one will be selected for you based on visual observation.
19. **If you decide you do not want to complete an application electronically, you can obtain a paper application by contacting DeeAnna Serres, 515-981-9876 or email [dserres@norwalk.k12.ia.us](mailto:dserres@norwalk.k12.ia.us). Paper applications are also available on the district website under the Nutrition tab.**
20. **Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>.**

If you have other questions or need help, call 515-981-9876.

Sincerely,

**DeeAnna Serres**  
Nutrition Program Director

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

### **Iowa Non-Discrimination Statement:**

"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

### **Information Statement**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of programs rules.



## School Meal Requirements

The Nutrition Department is proud of the meals we serve. We will continue to offer more fruits, vegetables, whole grains and healthier entrees in our school cafeterias to promote life-long healthy eating habits. We strive to increase the consumption of fruits and vegetables daily, while reducing the level of sodium in meals, setting calorie limits and providing a vast amount of whole grains each day to meet the dietary guidelines. Students must have at least either ½ cup of fruit or vegetable on their tray for it to qualify as a meal purchase. There are five food items in a meal- protein, grain, fruit, vegetable and milk. The minimum food requirement for a meal is that a student takes at least three food items-of which one must be a fruit or vegetable. Any tray with less than the minimum food requirements will be charged as a la carte purchases. It is a better value for students to build a meal. We offer a variety of fruit and vegetable selections daily to encourage meal purchases.

## How Can You Help?

The Nutrition Program needs the support of parents to succeed! Parents can support this effort by encouraging your student(s) to give the healthier meals a try, joining your student(s) for lunch while talking about the healthy options, or simply introducing your student(s) to these healthy changes at home. While we want your students to take as many fruit and vegetable servings as they plan to eat, it would be also be beneficial to visit with your student about limiting plate waste and only taking those items they will be sure to consume. This not only teaches responsibility, but also helps us keep the meal cost down. You are your student's primary role model, when they see you choose healthy foods they are more likely to choose them as well.

## Free & Reduced Priced Meals

To be eligible for free or reduced-price meals, a 2019-2020 Iowa Eligibility Application, Direct Certification, or a Free Lunch Notification letter from the Iowa Department of Human Services ***MUST*** be on file with the Nutrition Department. *You must fill out an application each school year unless you receive a letter or an email from the Nutrition Department stating that your children are directly certified. If you qualify for free or reduced meals, you may also qualify for free or reduced school fees but an additional form must be filled out. A fee waiver must be filled out and turned in no later than September 30<sup>th</sup> to be considered for free or reduced fees. You must fill out a fee waiver even if your children automatically qualify through direct certification to be eligible for free or reduced school fees. If you have questions, please contact the Nutrition Department at 515-981-9876.*

Online applications may be filled out at [www.schoolcafe.com](http://www.schoolcafe.com). If you apply online, please be sure that you check the fee waiver box if you are interested in seeing if you qualify for free or reduced school fees. Paper applications are available online at [www.norwalkschools.org](http://www.norwalkschools.org) under the Nutrition tab, from school secretaries, from the nutrition office and one is also included in this newsletter. If you need help or have any questions, please call the Nutrition Department at 981-9876. Please allow 10 days for processing the applications. If you would like to make a donation to help with negative lunch balances, please contact the Nutrition Department.

If you have any questions on your child's account, please call:

Nutrition Department: 981-9876

Orchard Hills Cafeteria: 981-1855 ext. 5319

Lakewood Cafeteria: 981-1850 ext. 1419

Eastview/Middle School/ High School Cafeteria: 981-4201 ext.1403

<u>Lunch Prices:</u>		<u>Breakfast Prices:</u>	
K-5	\$2.70	K-12	\$1.85
6-12	\$2.80	Reduced Price	\$.30
Second Meal	\$3.30	Adult	\$2.20
Reduced Price	\$.40		
Adults	\$3.75		

## Customer Satisfaction

The Nutrition Department values customer satisfaction and knows how important lunch time is to the success of your student's school day. For this reason, the Nutrition Department uses the feedback of students whenever possible to sample new food items, for not only the Norwalk School District, but as part of the USDA's Food Advisory Council. We want the food we serve to be not only healthy and full of nutrients, but pleasing to your student's palate as well.

## Commitment to Our Customers & Food Safety

Contrary to many stereotypes about school lunches, school meals in the cafeteria are one of the safest and healthiest places for your child to dine. Norwalk Nutrition Department takes pride that currently over 75% of our work-force is certified through the Serv-Safe Food Protection Program. The Nutrition Department focus is to provide exceptional customer service while ensuring food safety and sanitation. Your child's safety is a top priority.

## Wellness Committee Opportunities

Interested in wellness and nutrition? Want to make a difference in the lives of students by encouraging them to commit to a lifestyle that promotes good habits that will last a lifetime? Then the Wellness Committee might be the place for you. If you would like to join the Wellness Committee, please email DeeAnna Serres at [dserres@norwalk.k12.ia.us](mailto:dserres@norwalk.k12.ia.us) or Laura Johnson at [ljohnson@norwalk.k12.ia.us](mailto:ljohnson@norwalk.k12.ia.us). [www.norwalkschools.org](http://www.norwalkschools.org)



### **What's for Breakfast/Lunch?**

Monthly Lunch & Breakfast Menus for the upcoming school year will be available on the district website under the Nutrition Department link on the district page at: [www.norwalkschools.org](http://www.norwalkschools.org).

### **How Are Student Meals Recorded?**

Norwalk Schools use a computer system to track all purchases and sales. Students receive a bar code card to access their account. If a card is lost or damaged, there is a \$10.00 replacement charge for students eating at the Eastview Cafeteria. In order to serve our customers who have their lunch cards in the most efficient way possible, students without a lunch card, will be asked to go to the help line to have their names looked up manually. If you have any questions or concerns, please feel free to contact us. We are here to help!

DeeAnna Serres  
Director of Nutrition Services  
515-981-9876  
[dserres@norwalk.k12.ia.us](mailto:dserres@norwalk.k12.ia.us)

Michelle Stockwell  
Administrative Assistant/Meal Account Questions  
515-981-9876  
[mstockwell@norwalk.k12.ia.us](mailto:mstockwell@norwalk.k12.ia.us)

### **Eat Breakfast at School**

Mornings can be really crazy...the alarm doesn't go off...the kids don't want to get up...there's no time to eat breakfast before the bus comes...or they're just not ready to eat. Or maybe your teenager grabs a can of soda and a candy bar on the way to school. If this sounds like your house, we have good news for you. Breakfast is served each morning at all schools before the first bell. For only \$1.75 you child can purchase a full breakfast that includes the entrée, fresh fruit, 100% juice and milk. With the rising cost of groceries, this is truly a great value. If your child qualifies for free or reduced price lunches, your child also qualifies for a free or reduced price breakfast meal each day.

### **Important Notice Regarding Negative Meal Account Balances**

The Norwalk Community School District's Nutrition Program takes pride in serving nutritious meals daily to our students. We are firm believers that hungry students cannot learn. We understand that parents are busy and may occasionally forget to send in lunch money. However, the number of students with a negative balance has grown significantly over the past couple of years. As you know, it is the parent/guardian's responsibility to provide students with lunch or the means to pay for school meals.

### **The Nutrition Program must operate in a financially responsible manner. For this reason, the following procedures will apply:**

All students with a negative cafeteria balance will continue to have access to a school breakfast and a school lunch. However, a la carte purchases, such as a second meal or an extra entrée or a single carton of milk, will not be permitted if the account is negative. Meal purchases will continue to accumulate on the student's negative account. Delinquent accounts will be sent to collections and will also incur a \$25.00 collection fee in addition to the past due amount. If a parent/guardian does not want their student to charge meal purchases, then the parent must submit in writing a statement of this request to the Nutrition Department. If you have questions, please contact the Nutrition Department.

Please register for low balance alerts or to monitor account balances at [www.schoolcafe.com](http://www.schoolcafe.com). **Students in grades 6-8 will be found under Norwalk High School in the system.** If you do not have access to the Internet, you may call the Nutrition Department at 981-9876 to check your student's balance. Negative account balances are sent out via email each Thursday directly from the Nutrition Department to active email accounts. If you do not have email access, or you do not provide your email address, then you will need to monitor account balances independently to ensure your student's meal account is in good standing.

Payments can be made either by sending cash or checks with your students. There will be a \$25.00 charge for returned checks. Online credit card payments can be made by clicking the RevTrak link on the District Homepage at [www.norwalkschools.org](http://www.norwalkschools.org) or by accessing the Norwalk RevTrak Store at <https://norwalk.revtrak.net>. **There is no longer a convenience fee charged to parents who want to make online payments with RevTrak.** Questions may be directed to DeeAnna Serres, Nutrition Program Director at 981-9876.

### **Extra Options for Students in Grades 3-5**

Students in grades 3-5 may purchase an extra entrée (\$2.60) or a second meal (\$3.20) in addition to their meal purchase as long as the meal account is in good standing. If you do not want your Lakewood student to purchase additional menu items, you may set restrictions on your School Café account, or you can call the Nutrition Department and we will set the restrictions on your student's account.

### **A la Carte Options for Students in Grades 6-12**

Students who use the Eastview Cafeteria have the opportunity to purchase a variety of items, in addition to a school meal. Any item that is sold on campus during the course of the school day must adhere to the strict nutritional guidelines established by the USDA as part of the Healthy Hunger Free Kids Act of 2010-beyond the federally-supported school meals program . The Smart Snacks in School Standards builds on those healthy advancements already in place by ensuring that all other foods and beverages available for sale to students in school are tasty and nutritious.

### **Nutrition Standards for A la Carte Food**

#### **Any food sold in schools must:**

- be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- be a combination food that contains at least ¼ cup of fruit and/or vegetable

#### **Foods must also meet several nutritional requirements:**

Calorie Limits for

Snack Items: ≤ 200 calories

Entrée Items: ≤ 350 calories

Sodium Limits for

Snack Items: ≤ 200 mg

Entrée Items: ≤ 480 mg

Fat Limits

Total Fat: ≤35% of calories

Saturated Fat: < 10% of calories

Trans Fat: zero grams

Sugar Limit: ≤ 35% of weight from total sugars in foods

Because each family has unique budgets, it is recommended that parents visit with each student in their household about expectations regarding purchases made in the cafeteria. The school meal will always provide the student with the best value for the money. In order for students to be able to purchase any a la carte item, their account balance must be positive or students must use cash for those purchases, regardless of their grade level.

### **Employment Opportunities**

The Nutrition Department is always looking for high energy, courteous staff members to join our nutrition team. Flexible hours allow you the ability to work only when your children are in school. If you want to be a nutrition substitute, please apply online by visiting [www.norwalkschools.org](http://www.norwalkschools.org) and clicking the employment tab.

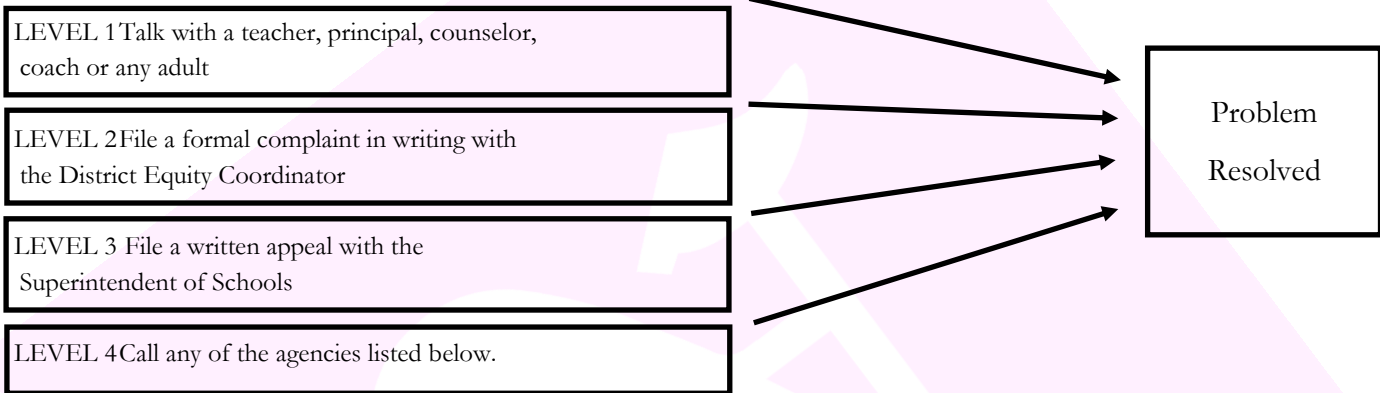
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### **[Norwalk Community School District Non-Discrimination Policy](#)**

The Norwalk Community Schools provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. Norwalk Community Schools shall take affirmative action in recruitment of women and men, minorities and the disabled. Norwalk Community School District is committed to providing a pluralistic education 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 School District is committed to providing equal opportunity to all people

without unlawful harassment or discrimination because of age, race, gender, ethnic origin, effectual orientation, or other perceived differences. Any form of unlawful harassment or discrimination is inappropriate, offensive, illegal, and will not be tolerated. MCNS Coordinator should be contacted if anyone feels they have been discriminated against. She/he 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. Any concerns or complaints, regarding potential employment discrimination issues should first be directed to the District Equality Coordinator, Alison Cornwell, [acornwell@norwalk.k12.ia.us](mailto:acornwell@norwalk.k12.ia.us). If the issue is not resolved the complaint should be forwarded to the superintendent of schools. If the issue is still not resolved the individual may file a formal complaint with the Iowa Civil Rights Commission, 211 E Maple 2nd Floor, Des Moines, IA 50309 or the US Office of Civil Rights, US Dept of Ed. Region VII, 10220 N Executive Hill Blvd, 8th Floor, Kansas City, MO 64153. Any other harassment/discrimination complaints should be reported using the flowchart provided below:

How to File a Harassment/Discrimination Complaint:



Gender Equity Consultant Iowa Civil Rights Comm. US Office of Civil Rights  
 Iowa Dept. of Education 211 E. Maple, 2nd Floor US Department of Ed, Region VII  
 Grimes State Office Bldg. Des Moines, IA 50309 10220 N Executive Hill Blvd. 8th Floor  
 Des Moines, IA 50309 515-281-4121 Kansas City, MO 64153  
 515-281-8170 816-891-8103

## 2019-2020 STUDENT REGISTRATION

Kate Baldwin, Executive Director of Admin Services

An annual registration must be completed for ALL students (returning and new). Parents can register students [www.norwalkschools.org](http://www.norwalkschools.org) by clicking under “Parents” and logging into Parent Portal account. Parents should register all students that will be returning in 19-20 by logging into their Parent Portal account. After completing the registration, go to the online fees payment link under “Parents”, “Revtrak Online Payments”. The District will accept debit or credit card payments with no transaction fees.

### MOVING

If you are moving and your student will be attending another school district this Fall, please email registrar [@norwalk.k12.ia.us](mailto:@norwalk.k12.ia.us). This notification will help both Norwalk Schools and the new district of residence of your student’s pending enrollment. If you are moving within the Norwalk School District please make sure to update your new address within the online registration.

### NOTICE FOR PRESCHOOL & KINDERGARTEN REGISTRATION

Parents enrolling a preschool or kindergarten student(s) should click on the "Add New Student" button on the "Student" tab for each PK or K student to enroll. Online registration does not recognize students as returning students until they have completed Kindergarten.

### TRANSPORTATION REQUESTS, INCLUDING PAY-FOR-RIDE

Parents request transportation through online registration. Pay-for-Ride students will be processed first on a first-come-first serve basis. Fees will be applied in Parent Portal as requests are processed. Transportation requests received after 08-01-19 may not be placed on a bus route until 09-09-19. Bus passes are scheduled to be mailed on 08-15-19. All students are required to have a bus pass to board the bus.

**All student registration fees for the household must be paid in full before parents are eligible to purchase optional school services such as Pay-for-Ride Transportation or Student and Family Activity Passes.**



## BP 506.1E8 - POLICY TITLE: RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that a parents or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading or in violation of the student’s privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or in violation of the student’s privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to an appeal hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employees, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, upon request, the District discloses education records without consent to officials of another school district.
4. FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. Any student over the age of eighteen or parent not wanting this directory information released to the public must make objection in writing by the start of each school year (or within ten calendar days of enrolling in the District if a student enters after the start of the school year) to the principal. The objection needs to be renewed annually. Directory information includes the following: name, address, telephone number, parents/guardians names, addresses, email addresses, and telephone numbers, date and place of birth, enrollment status, grade level and fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and the building attended in the district, degrees, honors, and awards received, the most recent previous school or institution attended by the student, photographs and likenesses, and other similar information. Any student over the age of eighteen or parent may request that the District not release the student’s name, address, and telephone number to military recruiters and/or post-secondary institutions.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The names and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington, D.C. 20202-4605

The District may, prior to adjudication, without parental consent or court order, share any information with juvenile justice agencies contained in a student's cumulative record which is directly related to the juvenile justice system's ability to effectively serve the student. Information contained in a student's cumulative record may be disclosed by the District to juvenile justice agencies after adjudication only with parental consent or a court order. Information shared shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The interagency agreement with the juvenile justice agency governs the District's ability to share information and the purposes for which that information can be used.

Confidential information shared between the agency and the District shall remain confidential and shall not be shared with any other person, unless otherwise provided by law.

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### **BP 402.3 - POLICY TITLE: ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

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 and alternate 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 and telephone numbers of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

If you have questions or a grievance related to this policy please contact Eric Neessen, 380 Wright Road, Norwalk, IA 50211, (515) 981-0676, [eneessen@norwalk.k12.ia.us](mailto:eneessen@norwalk.k12.ia.us) or Dr. Jody Ratigan, [jratigan@norwalk.k12.ia.us](mailto:jratigan@norwalk.k12.ia.us).

**\*\*For a complete list of our School Board Policies, please go to our website\*\***

**STEP 1 — All Children in the Household**

Student ID (optional)	Last Name	First Name	MI	Date of Birth	Grade (Optional)	Foster	Homeless	Migrant	Runaway	Head Start
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Note: Students enrolled in schools participating in the Community Eligibility Provision (CEP) will receive no cost meals regardless of the completion or eligibility determination of this application. Translated applications are available in 34 languages at: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

**STEP 2 — Assistance Programs**

Do any household members (including you) currently participate in one or more of the following assistance programs: Food Assistance (FA), Family Investment Program (FIP), or FDPIR? Circle one: Yes / No  
 If you answered NO > Complete STEP 3. If you answered YES > Write a case number then skip to STEP 4.

Case Number:

**STEP 3 — All Household Member Income (including children) - Skip this step if you answered 'Yes' in STEP 2**

List all household members (including yourself) even if they do not receive income. For each household member listed, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Household Member Name (First and Last)	Gross income and how often it is received: W = Weekly, E = Every 2 weeks, T = Twice per month, M = Monthly															
	Earnings from Work	How Often?				Public Assistance / Child Support / Alimony	How Often?				Pensions / Retirement / All Other Income	How Often?				
		W	E	T	M		W	E	T	M		W	E	T	M	
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Total Household Size (Children and Adults)  Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Another Adult Household Member \*\*\* - \*\* -  Check if no SSN

**STEP 4 — Contact Information and Adult Signature**


"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Printed name of adult completing the form  Signature of adult completing the form  Today's Date   
 Street Address (if available)  City  State  ZIP Code   
 Home Phone Number  Work Phone Number  Email

**OPTIONAL — Children's Racial and Ethnic Identities — If race or ethnicity is not selected, one will be selected for you based on visual observation.**

Ethnicity (check one):  
 Hispanic or Latino  
 Not Hispanic or Latino

Race (check one or more):  
 American Indian or Alaskan Native  Black or African American  
 Asian  Native Hawaiian or Other Pacific Islander  White





The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

**Low-Cost Health Insurance for Children**

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & *hawk-i*, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & *hawk-i* can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or *hawk-i*, you must tell us by completing the information below.** If you want further information, you may call *hawk-i* at 1-800-257-8563. Also, if you are already receiving Medicaid or *hawk-i*, please sign below. This will avoid another contact.

My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or *hawk-i*.

Parent/Guardian Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Optional Waiver Information  
Release of Confidential Information for School Year 2019-2020**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits if this waiver is submitted to the Nutrition Department at 1130 W. North Avenue, Norwalk, IA 50211 or via email to [dserres@norwalk.k12.ia.us](mailto:dserres@norwalk.k12.ia.us), prior to **September 30, 2019**. I understand that I will be releasing information that will show I applied for free and reduced price school meals for my child(ren). **You do not have to sign below to receive free or reduced price meals.** I give up my rights to confidentiality for:

The release of information to the District's Assessment Coordinator to allow him/her to inform parents and/or guardians of resources which may be of help to you and your child(ren) such as the Back Pack Buddy Program.  
Consideration for a full or partial waiver of:

- a) Books
- b) Band Uniforms
- c) Choir Robe
- d) Drivers Education
- e) Transportation

Child's Name \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ School \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Oviatt Elementary Preschool

713 School Avenue, Norwalk, Iowa 50211

Amy Gage, Principal - [agage@norwalk.k12.ia.us](mailto:agage@norwalk.k12.ia.us)

Oviatt Office: 515-981-1005

For the 2019-20 school year only, Oviatt will house our preschool program only. All Kindergarten-2nd grade classrooms will be located at Orchard Hills Elementary at 1130 W. North Avenue.

## Preschool Registration

All students enrolled in the Oviatt Preschool Program must register with Norwalk Schools via our website, [www.norwalkschools.org](http://www.norwalkschools.org).

## Multi-Age Three- and Four-Year-Old Program Session Times

Programming is offered four days a week. Classes are held on Monday, Tuesday, Thursday and Friday for three hours each day. Classes are not held on Wednesday to allow structured time for parent meetings, teacher professional learning, instructional planning, and collaboration with community partners. Preschool follows the Norwalk Community School District calendar, with classes beginning one week later and ending one week earlier.

## The first day of Preschool is Tuesday, September 3rd, 2019

Monday, Tuesday, Thursday, Friday

AM Session: 8:05am-11:00am

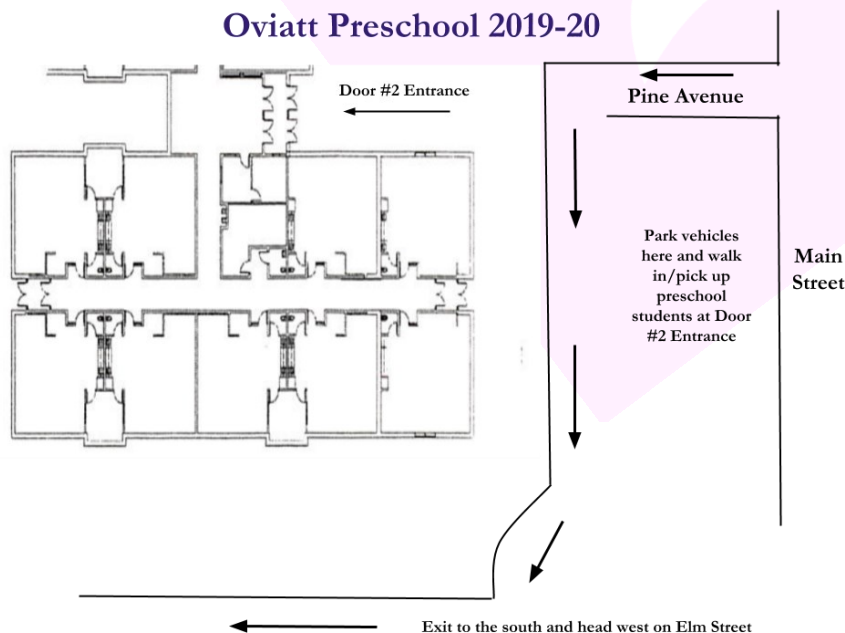
PM Session: 11:50am-2:45pm

## Fee Information

Four-year-old students attend free under Statewide Voluntary Preschool Program funds. General education three-year-old students pay a monthly tuition of \$225 a month. The first payment is due September 1st of the current school year, with the monthly tuition due on the 1st of each month from September through May.

## Preschool Drop-Off/Pick-Up Procedures

Due to the construction taking place at Oviatt, the main entrance to the preschool will be through Pine Avenue. Pine Avenue is accessible via Main Street on the east side of the building.



## **Preschool Supply List**

- 2 - Clorox wipes
- 2 - Boxes of Kleenex
- 1 - Package EXPO dry erase markers
- 1 - Crayola washable markers - 10 count broad tip
- 1 - Elmer's glue stick
- 1 - Elmer's glue bottle
- 1 - Box gallon size Ziploc baggies
- 1 - Box sandwich size Ziploc baggies
- 1 - Backpack

# Orchard Hills Elementary School

Kindergarten, 1st Grade & 2nd Grade for 19-20

1130 W. North Ave, Norwalk, Iowa 50211

Sheila Taylor, Principal [staylor@norwalk.k12.ia.us](mailto:staylor@norwalk.k12.ia.us)

Rodney Martinez, Student Advocate [rmartinez@norwalk.k12.ia.us](mailto:rmartinez@norwalk.k12.ia.us)

Sonya Chittenden - Counselor [schittenden@norwalk.k12.ia.us](mailto:schittenden@norwalk.k12.ia.us)

## STAY IN TOUCH WITH WHAT IS HAPPENING AT ORCHARD HILLS:

Facebook: <http://facebook.com/OrchardHillsElementary>

OrchardHillsElementary

Twitter: @OrchardHills23

Messengers on Parent Portal

### Orchard Hills Staff for 2019-20:

This link has a listing of all Orchard Hills staff for the 2019-20 school year: [OH Staff 2019-20](#)



### Class Placements:

We have a process for creating class lists that involves teacher input and creating a heterogeneous classroom.

***This comes from our handbook:*** 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. You can view your child's teacher on parent portal starting August 16th.*

### ***This comes from Norwalk Board Policy:***

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.

### Orchard Hills Open House:

Orchard Hills Elementary is home to kindergarten, first, and second grades for the 2019-20 school year. With the help of the Norwalk Elementary PTO we are pulling out the red carpet for our open house on Wednesday, August 21st from 4-6 p.m. We will be posting more information on Orchard Hills Twitter & Facebook accounts.

### Classroom Supply Lists:

Supply lists can be accessed on the district website: Click on "Schools" and "Oviatt" (hasn't been changed to Orchard Hills); on left side under "News" you will find the 2019-20 Preschool-5th Grade Supply List. If you are not able to access the listing, contact the office and we will send you a paper copy.

### School Hours:

7:30 Doors open for Students (Students should not be dropped off before 7:30 am because there isn't any supervision of students before that time.)

7:55 Classrooms Open- students dismissed to their classrooms

8:05 Tardy Bell

3:00 Kindergarten & Bus Dismissal

3:05 1st Grade Dismissal

3:10 2nd Grade & Walkers Dismissal

1:20 Wednesday Staff Development Early Out Dismissal (Kindergarten & bus students)

1:25 Wednesday Staff Development Early Out Dismissal (1st grade)

1:30 Wednesday Staff Development Early Out Dismissal (2nd grade)



### **Safety Reminders for Parking Lots:**

With a new building, we have a new system for dropping off, picking up, and parking. Please use extreme caution when dropping off and picking up students before and after school; the last thing we want to happen is someone getting hit & hurt. This is new for everyone so we need to have patience and understanding as we are working through a new system. Read about the new procedures. We will also be sending a video showing you the system. Please share this information with anyone that is picking up or dropping off your child at Orchard Hills.

### **Dropping Off/Picking Up & Parking Procedures:**

There are only 2 entrances to Orchard Hills:

- North lane is a bus lane so only staff and buses may enter this lane and enter the building.
- East lane is a longer lane to allow for traffic to get off of the highway. This is the main entrance for students, staff and visitors.

Dropping off:

- Pull in the east lane (next to the Orchard Hills sign). Drive in following the arrows. Once you get to the drop off zone, have your child get out of the car quickly to keep the line flowing smoothly. Say your good-byes at home and work with your child to get out of the car on their own. If you want to come into the building, then you will need to park in the lot and walk into the building. Do not park along the drop-off lane and leave your vehicle unattended at any time.

Picking up:

- Bus students will line up by bus in the gym. After checking them off the list there will be someone to walk them to the bus lane on the north side of OH.
- Kindergarten will be dismissed out the purple hall door (northeast side)
- 1st grade will be dismissed out the blue hall door (southeast side)
- 2nd grade will be dismissed out the main door
- Siblings will join the youngest one to make dismissal easier.
- Each vehicle will have a sign with your child(ren)'s names displayed in the front window to make it quicker for pick-up. If you do not have a sign for your vehicle, then you will need to pull in the parking lot and walk up to get your child.

Visiting Orchard Hills:

- Drive in the east lane following the arrows.
- Park in the lot & then come in the main entrance on the east side.
- Do not park along the drop-off/pick-up lane and leave your vehicle unattended at any time.
- You will need to check in the office to get a visitor's badge (this requires your driver's license).

### **Fall dates:**

Mon., August 5 Building secretaries return

Fri., August 16 Class placements can be viewed in Parent Portal

Mon., August 19 Teachers return

Wed., August 21 Orchard Hills Open House 4-6 p.m.

Fri., August 23 First day of school for students; 1:20/1:30 dismissal

Wed., August 28 1:20/1:30 dismissal (every Wednesday is an early dismissal)

Mon., Sept. 23 Lifetouch Picture Day

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# Lakewood Elementary School

3rd - 5th Grade for 19-20

9210 Happy Hollow Drive

Jill Anderson- Principal [janderson@norwalk.k12.ia.us](mailto:janderson@norwalk.k12.ia.us)

Chris Larson- Student Advocate [clarson@norwalk.k12.ia.us](mailto:clarson@norwalk.k12.ia.us)

Jan Jensen- Counselor [jjensen@norwalk.k12.ia.us](mailto:jjensen@norwalk.k12.ia.us)

## Welcome Back!

Within the next several days we will open the Lakewood doors to welcome your child to another great year! This year's theme is Lakewood- "You Are Awesome" and we are excited to work with you in a collaborative nature to create a year of excellence! We are looking forward to a productive partnership with you to ensure our students can achieve the highest potential in every way.



## New Teachers:

### 3rd Grade:

A couple of teachers will not be on the 3rd Grade team this year. Cindy Spurr took a job with the AEA after finishing her Master Degree in Special Education. Kara Shindelar will be transferring to 4th Grade for the upcoming year. The 3rd Grade will be 11 sections this next year, so an additional teacher was needed. The new teachers who will be on the team will be the following:

### Kami Watson-

Kami is a resident of Norwalk and previously taught in Marshalltown. She brings a strong knowledge of both EL and Science to the team

### Cali Harmsen-

Cali previously taught in Madrid before coming to Norwalk last year. She taught at Oviatt and brings a strong Math/Science background to the team. She also coaches volleyball for the Warriors.

### Tiffany Herr-

Tiffany is a graduate of Norwalk High School and is coming back to teach after a stint at Adel DeSoto. She was an instructional coach there and brings a wealth of knowledge in the area of English/Language Arts.

### Special Education:

Trenton Korver is leaving Lakewood for East Lansing, Michigan. He will be teaching Middle School there.

The new additions at Lakewood in the Special Education Department are:

### Beau Livingston-

Beau transfers to Lakewood from Eastview where he had extensive experience in At-Risk students. He also coaches football and track. He will be a Strat II teacher at Lakewood.

### Kelly Sullivan-

Kelly joins the special education staff with a wide variety of special education experience from Marshalltown. She will serve as another Strat II teachers on the staff.

### Talented and Gifted:

Barb Buckton retired after serving the district for many years.

Mel Scallon- Mel has been busy taking classes to get her endorsement in Talented and Gifted. She will be working with students at both Orchard Hills and Lakewood.

### **Important Events:**

August 16th- Class Placements Announced in Infinite Campus  
August 19th- 2:00- New Student Orientation  
August 20th- 4:00-6:00- Open House for Students  
August 20th- Band Rental for 5th Grade Students  
August 23rd- First Day of School- 1:30 Early Dismissal  
August 28th- 1:30- Early Dismissal  
September 6th- Warrior Tailgate  
September 12th- School Pictures  
September 17th- Warrior Dash

School Supply Lists: <https://www.norwalkschools.org/wp-content/uploads/2018/06/Preschool-through-5th-Supply-List-2018.2019.pdf>

### **Student Arrival:**

Doors will open for students at 7:30 AM each day. Please make sure you do not drop your child off too soon because the doors will not be open and there is no supervision. At 7:30, students will be allowed into the building. At 8:00, the tardy bell rings so please make sure if your child is tardy they go to the office for attendance.

### **Goals for the Upcoming Year:**

At Lakewood,, there will be some major goals we would like to accomplish by the staff and students. These are some same goals as last year and we build upon them.

- Work on developing a deeper understanding of the PLC process and obtain **Model PLC Status** for the Third Year in a Row. This is the highest level that can be achieved by a PLC School.
- Obtain **Level Two Marzano High Reliability School Certification**. Lakewood has Level One status and each year we will try to gain an additional level.
- Have **80% of our students proficient on the FastBridge Testing** in Reading and Math. The area of teaching an effective literacy block will be the focus on many early out sessions this year.
- Create more **student and family involvement** using The Leader in Me a program. You will see our students take more ownership and lead activities at Lakewood. This year, the students will have leadership notebooks which will include both data and reflections based on the Seven Habits.
- Creating a **content specialist** at the 4th and 5th Grade levels. If you have child in those grade levels, they will have two teachers- one for ELA/SS and the other for Math/Science.

### **Parking Lot Procedures**

The PTO purchased flags to identify the drop off areas of Lakewood. We have expanded this area in order for the traffic pattern to move faster. It worked great last year when students would exit 5-6 cars at a time. To maintain efficiency and flow, please be sure to follow these simple procedures:

- Do not leave your vehicle unattended unless you are parked in a designated parking spot.
- **Vehicles must be next to the curb to drop off students. Many of you parked and had your child run across the street to come to school and that is very risky!**
- Once your student is dropped off, please DO NOT cut through the parking lot, use the intended area.
- Please have your children ready to exit the vehicle. We should drop off 8-10 cars at a time.
- When picking up students, continue to pull up as far as you can. If there is a gap between you and the car in front of you, pull forward before your child gets into your vehicle.
- Please model the PBIS. Our children look up to us and learn how to act by how we act. Our adults on duty after school are there to keep everyone safe. Please respect the work they are doing for all our children.

Following these simple procedures will help everyone and keep our students safe.



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# Norwalk Middle School

200 Cherry St, Norwalk, IA 50211

Beth Ward, Principal [bward@norwalk.k12.ia.us](mailto:bward@norwalk.k12.ia.us)

Chad Wiedmann, Student Advocate [cwiedmann@norwalk.k12.ia.us](mailto:cwiedmann@norwalk.k12.ia.us)

Rachel Chapman, Counselor [rchapman@norwalk.k12.ia.us](mailto:rchapman@norwalk.k12.ia.us)

## **WELCOME TO THE 2019-20 SCHOOL YEAR!**

It is our pleasure to welcome 6th and 7th grade students and families to the Middle School for the upcoming school year. We look forward to building on the success we have had over the past several years. We value each child and are firm in the belief that all students can learn and grow. We are mindful of the educational, emotional and social needs that come with middle school aged students. Norwalk Middle school strives in providing a climate and culture for all students to be successful. Our foundation this year is Be Kind, Be Brave, Be A Warrior. Within this foundation, our focus will be on Achievement, Respect, Responsibility, and Ready to Succeed.

In this newsletter we intend to provide parents with as much information as possible to help facilitate the beginning of our school year. We understand that we won't be able to answer every question, so please do not hesitate to reach out to us if there is anything we can do to help your transition into the upcoming school year. .

Chad Wiedmann will again be serving as the Student Advocate and Rachel Chapman will serve as our School Counselor for the Middle School building this year. Together, they will be taking care of the school counseling duties along with various other Advocate responsibilities. We are very fortunate to have these two!

We look forward to working with students, parents, and community members in the upcoming school year. Again, if you have any other questions, please feel free to call or send an email at your convenience.

Sincerely,

Beth Ward  
Principal  
[bward@norwalk.k12.ia.us](mailto:bward@norwalk.k12.ia.us)

Chad Wiedmann  
Student Advocate  
[cwiedmann@norwalk.k12.ia.us](mailto:cwiedmann@norwalk.k12.ia.us)

## **Registration Payment & Fees**

Families have the ability to register their students at any time using the online registration portal. The Registration link and instructions are available on the [District website](#) under "Parents."

## **School Supply List**

Students who pre-ordered school supplies through EPI can pick up their supplies at Open House.

## **6<sup>th</sup> Grade Orientation Thursday, August 22 from 9:00-11:30 a.m.**

- For all incoming 6th grade students
- Students will enter using the main Middle School entrance
- Students will pick up their schedules and be seated in the gymnasium for introductions.
- Students will follow a shortened version of their schedules.
- Parents can pick up their students at 11:40 a.m. in front of the Middle School

## **Open House Thursday, August 22 from 4:00 p.m.- 6:00 p.m.**

- Students and parents will be able to walk around the building, find lockers, locate classrooms and meet the teachers.
- Administration will be available to answer any questions.
- Students who pre-ordered school supplies can pick up their supply packs in their TA class.

### New Student/Family Orientation from 5:00 p.m. – 5:30 p.m.

- Students and families new to Norwalk are invited for an orientation meeting following Open House.
- We'll meet in a classroom TBD for introductions and a welcome.
- Q/A session; names of various contact people will be provided (nutrition, transportation, etc.).

### Middle School Hours

8:25 1<sup>st</sup> Period begins (Doors are open to students at 7:00 a.m.)

3:30 9<sup>th</sup> Period ends

2:00 Early Dismissal on Wednesdays - Teacher Professional Development

2:00 Early Dismissal on the first day of school

\*\*\*If school is delayed on a day with an early dismissal, the early dismissal will be cancelled and school will be dismissed at its regular time. \*\*\*

### School Calendar

The **public calendar** is available on the District website under “Parents/Public Calendar.” Please review the calendar for questions regarding no school days, breaks, etc.

### Chromebooks

Middle School students will be using Chromebooks again this school year. We are excited to have 1:1 ratio of student to device at Norwalk. Parents will be able to authorize the issuance of a device to their student by viewing an online informational video and responding to an acceptable use survey. This is a one-time requirement for parents. After students review the acceptable use policy, they will be issued individual devices for the first day of class.

### Electronic Devices

Electronic devices—including cell phones—are allowed at Norwalk Middle School. Students may use their phone during passing time and at lunch. However, personal electronic devices must be put away and out of sight upon entering the classroom. Pictures are not to be taken in the restrooms or locker rooms. Phones and music players are a **privilege and may only be used with permission during study hall and lunch time.** *If a staff member asks a student for his/ her personal electronic equipment, the request will be honored without argument. The equipment will be taken to the office for safekeeping and returned to the student when appropriate. Failure to follow these guidelines may result in loss of privileges, parent contact, and/or disciplinary actions.*

If an emergency occurs and a student must be contacted, please contact the main office phone number, 515-981-0435, and someone will deliver that message.

### Reporting Your Child Absent

Parents should call the school office at (515-981-0435) as soon as they know their child will be absent or will be leaving early/arriving late to school. An answering machine allows you to leave a message before and after school hours.

### Illness Procedures

If a child becomes ill and believes he/she should go home, **the student is to get approval from the school nurse and contact the building secretary prior to leaving the building.** *This process ensures the legitimacy of the illness as well as maintain the security of tracking students for attendance purposes. With the increased use of cell phones, students have contacted parents directly without making a connection with the nurse or the main office. Please encourage your child to follow these outlined procedures established by the school district in order to ensure the safety of our students.*

### Vehicle Traffic

Student drop-off in the morning will be at the main entrance to the Middle School. Please use the main entrance off Cherry Street and follow the posted signs to the building. **Please pull as far forward as possible before stopping to discharge your student.** *For the safety of our students and staff members, please do not cut through the parking lot to exit the lot. Complete the circle around the parking area. Please follow the same instructions for after school pick up.*

### Parent Portal Link & Academic Reporting

Parents have access to an online portal that allows them to view their child's current academic standings within each class from the district web-page. We encourage parents to use the portal frequently. During the school year, student grade reporting will be accomplished through the Parent Portal link. Report cards will not be sent home through the mail unless specifically requested by a parent or guardian. Parents are urged to discuss these reports with the teacher(s) and Student Advocate if there are concerns about their child's academic status. If you have not signed up for the parent portal, please fill out the form located on the district website under "Parents".

### Student Handbook

The [6-12 student handbook](#) is located on the Middle School website. As a proactive measure, students and families are encouraged to review the handbook together as it explains Middle School student expectations. Please take a moment to read the electronic copy of the Middle School student handbook which can be found on our school district website.

### Parent Teacher Conferences

Parent Teacher Conferences will be held during the Fall and Spring. The conferences will allow parents and teachers to discuss student success and concerns. It is our goal to have 100% parent participation during these conferences.

<b>Middle School Fall Conference Dates:</b>	<b>Middle School Spring Conference Dates:</b>
Monday, November 4 <sup>th</sup> 4:30 - 7:30 p.m.	Tuesday, March 10 <sup>th</sup> 5:00 - 8:00 p.m.
Wednesday, November 6 <sup>th</sup> 4:30 - 7:30 p.m.	Wednesday, March 11 <sup>th</sup> 5:00 - 8:00 p.m.
Friday, November 8 <sup>th</sup> <b>No School K - 12</b>	Thursday, March 12 <sup>th</sup> 10:00 a.m. - 8:00 p.m.
Monday, December 2 <sup>nd</sup> 4:30 - 6:30 p.m. (grades 6-9 only)	Thursday, March 12 <sup>th</sup> <b>No School K - 12</b>
	Friday, March 13 <sup>th</sup> <b>No School K - 12</b>

### Construction

The Middle School was under major construction the past school year. The hallways, classrooms and common areas will look very different at the start of the 2019-20 school year. We will work hard at orientation and open house so students and parents are aware of where the classes will be located. At open house, we are excited to show families the progress made. Once completed, our building will be absolutely amazing.

Please be sure to follow us on twitter: Norwalk MS @WarriorsNMS  
We are working hard to update pictures and progress to keep you all in the loop!





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# Eastview 8/9 School

1600 North Ave, Norwalk, IA 50211

Dr. Jody Ratigan, Principal [jratigan@norwalk.k12.ia.us](mailto:jratigan@norwalk.k12.ia.us)

Sarah Adams, Student Advocate [sadams@norwalk.k12.ia.us](mailto:sadams@norwalk.k12.ia.us)

## Mission Statement

The Eastview 8/9 School mission is to transition students to a greater degree of accountability, responsibility, and independence, in an environment that promotes age appropriate, social, emotional, and academic growth.

## WELCOME TO EASTVIEW!

It is our pleasure to welcome 8<sup>th</sup> and 9<sup>th</sup> grade students to the Eastview 8-9 School for the upcoming school year. Our plan is to build on the success of the past several years in the system and continue to meet the educational needs of the students we serve. Eastview provides a wonderful environment for all students to learn and grow. In this newsletter we intend to provide parents with as much information as possible to help facilitate the beginning of an outstanding year at Eastview.

Sarah Adams serves as the Student Advocate in the Eastview 8/9 building. She will still be taking care of all the school counseling duties along with various other Advocate responsibilities.

We encourage parents to set high expectations for their children concerning school. Insist that your student puts forth their best effort in academics, demonstrates appropriate behaviors and attends school regularly. When school and home have shared expectations, students will achieve at a higher level.

We look forward to working with students, parents, and community members in the upcoming school year. If you have any other questions, please feel free to call or send an email at your convenience.

Sincerely,

Dr. Jody Ratigan

Principal

[jratigan@norwalk.k12.ia.us](mailto:jratigan@norwalk.k12.ia.us)

Sarah Adams

Student Advocate

[sadams@norwalk.k12.ia.us](mailto:sadams@norwalk.k12.ia.us)

## Registration Payment & Fees

Families have the ability to register their students at any time using the online registration portal. The Registration link and instructions are available on the [District website](#) under "Parents."

## 8<sup>th</sup> Grade Orientation Thursday, August 22 from 9:00-11:30 a.m.

- 8th Grade students will enter using the Eastview entrance off North Avenue.
- Students will pick up their schedules and be seated in the Cafeteria for introductions.
- Students will follow a shortened version of their schedules.
- Parents can pick up their students in front of Eastview at the end of the event

## Open House from Thursday, August 22 from 4:00 p.m.- 6:00 p.m.

- Students and parents will be able to walk around the building, find lockers, locate classrooms and meet the teachers.
- Administration will be available to answer any questions.

## New Student/Family Orientation Thursday, August 22 from 5:00 p.m.

- Students new to Norwalk and their parents are invited for an orientation meeting during Open House.
- We'll meet in a classroom TBD for introductions and a welcome.
- Q/A session; names of various contact people will be provided (nutrition, transportation, etc.).

## Eastview Hours

8:25 1<sup>st</sup> Period begins (Doors are open to students at 7:00 a.m.)

3:30 9<sup>th</sup> Period ends

2:00 Dismissal for Professional Development on Wednesdays

2:00 Dismissal on the first day of school (Friday)

\*\*\*If school is delayed on a day with an early dismissal, the early dismissal will be cancelled and school will be dismissed at its regular time. \*\*\*

## Chromebooks

Eastview students will be using Chromebooks. We are excited to have 1:1 ratio of student to device at Norwalk. Students will review the acceptable use policy and be issued individual devices on the first day of school.

## Electronic Devices

Electronic devices—including cell phones—are allowed at Eastview 8/9. Students may use their phone during passing time and at lunch. However, personal electronic devices must be put away and out of sight upon entering the classroom. Phones and music players are a *privilege and may only be used with permission. Pictures are not to be taken in the restrooms or locker rooms. If a staff member at Eastview 8/9 asks a student for his/her personal electronic equipment, the request will be honored without argument. The equipment will be taken to the office for safekeeping and returned to the student when appropriate. Failure to follow these guidelines may result in loss of privileges, parent contact, and/or disciplinary actions.*

If an emergency occurs and a student must be contacted, please contact the main office phone number, 981-9655, and someone will deliver that message.

## Reporting Your Child Absent

Parents should call the school office at (981-9655) as soon as they know their child will be absent. An answering machine allows you to leave a message before and after school hours.

## Illness Procedures

If a child becomes ill and believes he/she should go home, **the student is to get approval from the school nurse and contact the building secretary prior to leaving the building.** *This process ensures the legitimacy of the illness as well as maintaining the security of tracking students for attendance purposes. With the increased use of cell phones, students have contacted parents directly without making a connection with nurse or main office. Please encourage your child to follow these outlined procedures established by the school district in order to ensure the safety of our students.*

## Vehicle Traffic

Student drop-off in the morning will be at the main entrance to Eastview. Please use the 17<sup>th</sup> Street entrance off North Avenue and follow the posted signs to the building. Pull as far forward as possible before stopping to discharge your student.

After school pick-up for 8<sup>th</sup> and 9<sup>th</sup> graders is located on the north side of the high school (near band/choir door) or at the Middle School. **Only bus traffic will be allowed at the 17<sup>th</sup> Street entrance from 3:00 – 3:45 p.m.**

## Dress Code

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are expected to adhere to reasonable levels of modesty and cleanliness. This attire must ensure adequate coverage of the person so not to be excessively revealing, disruptive or distracting. Spaghetti straps, tank tops and/or short shorts are not appropriate for the Eastview school setting. Students inappropriately dressed are required to change their clothing. Head apparel is not to be worn in the building— including hats, bandannas, scarves, etc. Exceptions are made by the nurse, Principal, and/or Student Advocate.

### Student Parking

Student drivers are able to park in the furthest east lot of the Eastview 8/9 school parking lot. Parking application materials and parking hang tags are available to students upon request from the EV office. Students will need this hang tag in order to park at the EV lot without being fined. A valid school permit (issued by the DOT) is required in order to obtain a parking tag. Eastview students are not permitted to park in any of the Middle School or HS lots during school hours.

### Parent Portal Link & Academic Reporting

Parents have access to an online portal that allows them to view their child's current academic standings within each class from the district web-page. We encourage parents to use the portal frequently. During the school year, student grade reporting will be accomplished through the [Parent Portal link](#). Report cards will not be sent home through the mail unless specifically requested by a parent or guardian. Parents are urged to discuss these reports with the teacher(s) and Student Advocate if there are concerns about their child's academic status. If you have not signed up for the parent portal, please fill out the form located on the district web site under "Parents".

### Student Handbook

The [6-12 student handbook](#) is located on the Eastview website and highlights from the handbook will be reviewed with students during the first week of school. As a proactive measure, students and families are encouraged to review the handbook together as it explains Eastview's student expectations.

### Parent Teacher Conferences

Parent Teacher Conferences will be held during the Fall and Spring. The conferences will allow parents and teachers to discuss student success and concerns. It is our goal to have 100% parent participation during these conferences.

\*\*Please consult the school calendar for specific times and student attendance dates.

#### **Eastview Fall Conference Dates:**

Monday, November 4th  
Wednesday, November 6th  
NO SCHOOL K-12 Friday, November 8th  
  
Monday, December 2nd (grades 6-9 only)

#### **Spring Conferences--**

**Includes review of 4-year plan / schedule (parent attendance required):**

Tuesday, March 10<sup>th</sup>  
Wednesday, March 11<sup>th</sup>  
NO SCHOOL Thursday, March 12<sup>th</sup>  
NO SCHOOL K-12 Friday, March 13<sup>th</sup>





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# Norwalk High School

1201 North Ave, Norwalk, IA 50211

**Chris Basinger**, Principal [cbasinger@norwalk.k12.ia.us](mailto:cbasinger@norwalk.k12.ia.us)

**Tom Scallon**, Student Advocate [tscallon@norwalk.k12.ia.us](mailto:tscallon@norwalk.k12.ia.us)

**Marla Frantum**, Student Advocate [mfrantum@norwalk.k12.ia.us](mailto:mfrantum@norwalk.k12.ia.us)

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## **Welcome Back!**

Hopefully, everyone has had a great summer break and is getting excited about the new year getting started back up. I would like to take this opportunity to welcome everyone back to school! I hope everyone has enjoyed summer and had a chance to recharge for the 2019-2020 school year. The high school is looking forward to another year of partnering with you and our teachers to prepare your child for success in college and careers.

Thank you for trusting us with your child's education. We take our job seriously and look forward to working with you this year!

Yours in Education,

Chris Basinger  
High School Principal

## **Families New to the District**

The High School Advocates have prepared an orientation for parents of high school students new to the district. Although this program is designed for parents, students are encouraged to attend.

The purpose of the program is to acquaint parents with the various educational programs in the District, share the operational philosophy of the District and most importantly, establish a line of communication between the school and the parent. Time will be provided to ask questions concerning Norwalk's educational program. This meeting will be held at Norwalk High School in the Library on Wednesday, August 22, at 5:00 p.m.

## **Service Learning Requirement**

Parents, please encourage your student to complete the requirement for service learning hours this summer. Students are able to use hours for last year and next year. Forms can be obtained found on the website and approval can be obtained by emailing an administrator at the high school. The service-learning component tends to be the biggest challenge for students in completing the graduation portfolio. Parent help in this area is greatly appreciated.

## **High School Attendance Calls**

Parents, please call the school within 24 hours of your student's absence to avoid the absence being considered unexcused. Written notes excusing an absence will not be accepted.

Attendance issues can be called in to 981-4201. An answering machine is available to leave a message with your name, the student's name, and the reason for the absence. We know that it is difficult to call the school at times; however, we need your help in being sure attendance calls are received within the 24-hour limit.

## **Parents: Please Help Your Student Learn to Self-Advocate**

When should parents intervene on their student's behalf? As parents, we all want to support our children and protect them from pain and unpleasant experiences. However, learning to deal with uncomfortable situations is part of growing up. When a situation arises please ask your student to first talk with the teacher, Dean, or Principal. Parents should call the school when needed but in some cases intervening prior to the student's attempt at resolving the issue robs the student of a learning experience.

## **Parking Guidelines**

- Students parking on school grounds must have their cars registered and have a parking tag.
- Parking tags are to be displayed on the rear view mirror or the front dash. The ID number on the tag must be visible from the outside.
- Drivers who fail to display a parking tag or park inappropriately will be assessed a \$20.00 fine.
- Students receiving multiple parking fines may be denied parking, towed, and/or lose release privileges.
- School safety requires that driveways must remain open for safe passage of emergency vehicles. Vehicles parked in areas that create a safety concern may be towed at the owner's expense.
- All fines must be paid within two weeks. Failure to do so may result in a loss of parking privileges.

### Course Information and Schedule Changes

Please take some time to log in to Parent Portal and review your student's course schedule. You can find more information on courses on our web site at <http://bit.do/NHSCourseGuides>, including links to course descriptions and proficiency scales.

Students were instructed to make all schedule changes in the spring before school was out. Schedule changes at this time will be initiated by a teacher or administration. Schedules for the 2019-2020 school year can be found on Infinite Campus. Hard copies will not be printed this year. Students are encouraged to go online to find this information prior to the first day of school.

### Student Release Privileges

We are no longer collecting signed release forms. Parents need to inform the Advocates' Office if they do not want their student to have release privileges.

### Picking up Students after School

Please pick up your student on the **east or north side of the high school building**. Cars that stop in front of the building to pick up students create a safety concern for students crossing the street.

### College Visits

It is very important for students to check with their Dean and obtain an advanced make-up slip prior to being absent for a college visit. There are many opportunities throughout the year for students to visit colleges without missing school. Parents and students are encouraged to schedule visitations to avoid the loss of instruction.





## Norwalk Community School Calendar 2019-2020

August 2019					Date	180 Student Day Calendar Event
M	T	W	Th	F		
			1	2		
5	6	7	8	9	Aug 13-16	New Teachers
12	13	14	15	16	Aug 19-22	All Teachers Pre-Service Days
19	20	21	22	23	Aug 23	First Day of School 1:30/2:00 Dismissal
26	27	28	29	30		
September 2019						
2	3	4	5	6	Sep. 2	Labor Day (No School)
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
October 2019					Oct 14	No School K-12 - Teacher PD Day
	1	2	3	4		
7	8	9	10	11	Oct 28	End of 1st Quarter
14	15	16	17	18		
21	22	23	24	25	Nov 4	Oviatt Conferences 4:30-7:30 PM Secondary (6-9) 4:30 - 7:30 PM Secondary (10-12) 4:30-8:30 PM
28	29	30	31			
November 2019						
X				1	Nov 5	Lakewood Conferences 4:30-7:30 PM
X	4	5	6	7	Nov 6	Elementary Conferences 4:30-7:30 PM Secondary Conferences (6-9) 4:30 - 7:30 PM Secondary Conferences (10-12) 4:30-8:30 PM
X	11	12	13	14	Nov 7	No School K-5/Regular School Day 6-12
X	18	19	20	21		
X	25	26	27	28	Nov 7	K-5 Conferences 10 AM - 8 PM
X						
2	3	4	5	6	Nov 8	No School K-12 (Teachers Day Off)
9	10	11	12	13	Nov 27	No School K-12
16	17	18	19	20	Nov 28-29	Thanksgiving Holiday (No School)
23	24	25	26	27	Dec 2	Secondary (6-9) 4:30 - 6:30 PM
30	31				Dec 23-Jan 3	Winter Break (No School)
January 2020						
		1	2	3	Jan. 1	New Year's Day
6	7	8	9	10	Jan 6	Classes Resume
13	14	15	16	17	Jan 17	End of 1st Semester (2nd Quarter)
20	21	22	23	24	Jan 20	No School - Teacher Work Day (MLK Day)
27	28	29	30	31		
February 2020						
3	4	5	6	7		
10	11	12	13	14	Mar 9	Lakewood Conferences 4:30-7:30 PM
17	18	19	20	21	Mar 10	Oviatt Conferences 4:30-7:30 PM Secondary 5-8 PM
24	25	26	27	28	Mar 11	Elementary Conferences 4:30-7:30 PM Secondary 5-8 PM
2	3	4	5	6	Mar 12	No School K-12 K-12 Conferences 10 AM - 8 PM
9	10	11	12	13	Mar 13	No School K-12 (Teachers Day Off)
16	17	18	19	20	Mar 16-20	Spring Break (No School)
23	24	25	26	27	Mar 31	End of 3rd Quarter
30	31					
April 2020						
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			
May 2020						
				1		
4	5	6	7	8		
11	12	13	14	15	May 25	Memorial Day (No School)
18	19	20	21	22	May 27	Seniors Last Day
25	26	27	28	29	May 30	Graduation
June 2020						
1	2	3	4	5	June 3	Last Day of School 1:30/2:00 Dismissal/End of 4th Quarter
8	9	10	11	12	June 4	Teacher Work Day
15	16	17	18	19		
22	23	24	25	26		
29	30					

CALENDAR LEGEND	X
Start/End	
Quarter	
Holidays	
Vacation Days	
Prof Dev or Work Days	
Conferences	
New Teacher Prof Dev	
Every Wednesday school is in session, school will be dismissed as follows: Elementary: 1:30 PM Secondary: 2:00 PM (If school is delayed on a day with an early dismissal, the early dismissal will be canceled and school will be dismissed at its regular time.)	

HOLIDAYS:	Date
Labor Day	9/2
Thanksgiving Break	11/27 - 11/29
Winter Break	12/23 - 1/3
Spring Break	3/16 - 3/20
Memorial Day	5/25