

New Website Guide for Families

Below is a short guide to help you move around our new website. I hope that you find this helpful! The website is still <http://norwinsd.org> or <http://hahntownschool.norwinsd.org>.

Top places to explore:

Under the top blue ribbon

1. OUR SCHOOL



When you click on **OUR SCHOOL**, a drop down menu will show. Some important items for you to review are:

**About Our School - Our building's information page

**Handbook - This has a link to our Elementary Handbook

**Student's Rights and Responsibilities- This has a link to this document

**Important Forms - You will find our building excuse/early dismissal form, educational trip form and the one-day bus pass form

**Behavioral Expectations - This is the location to the Keys to the Bus, Keys to Hahntown and the Voice Level Expectations

2. PARENTS AND COMMUNITY



When you click on **PARENTS & COMMUNITY**, a drop down menu will show. Some important items for you to review are:

****Volunteering**- Clearances and Background Checks information can be located here

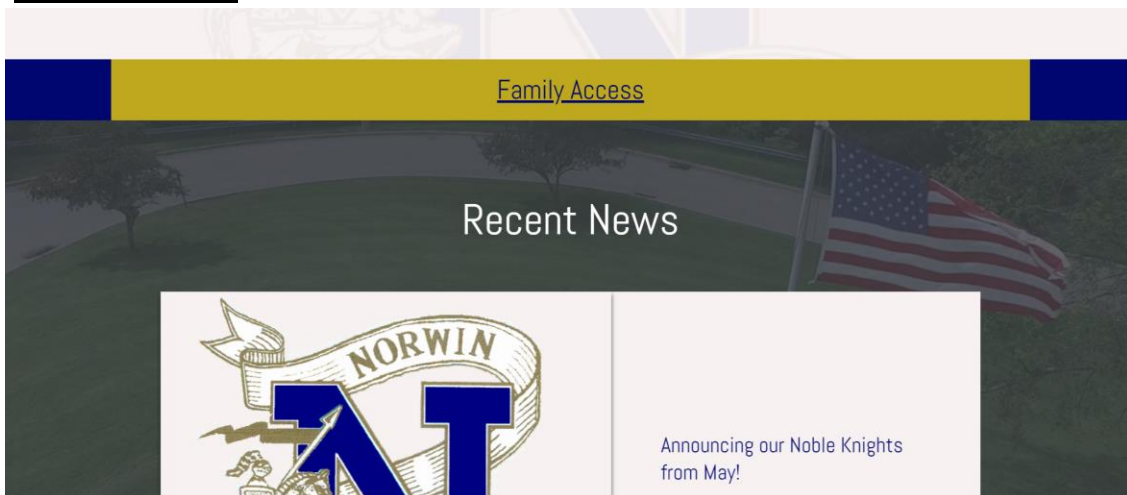
****Bus Information**- In August, you will be able to access bus information in this location

****Hahntown PTA**- This supplies you with a link to our PTA's website

****Car Rider Information**- You will see procedures for car drop off and pick up at Hahntown. A one-way map is supplied in order to keep everyone safe!

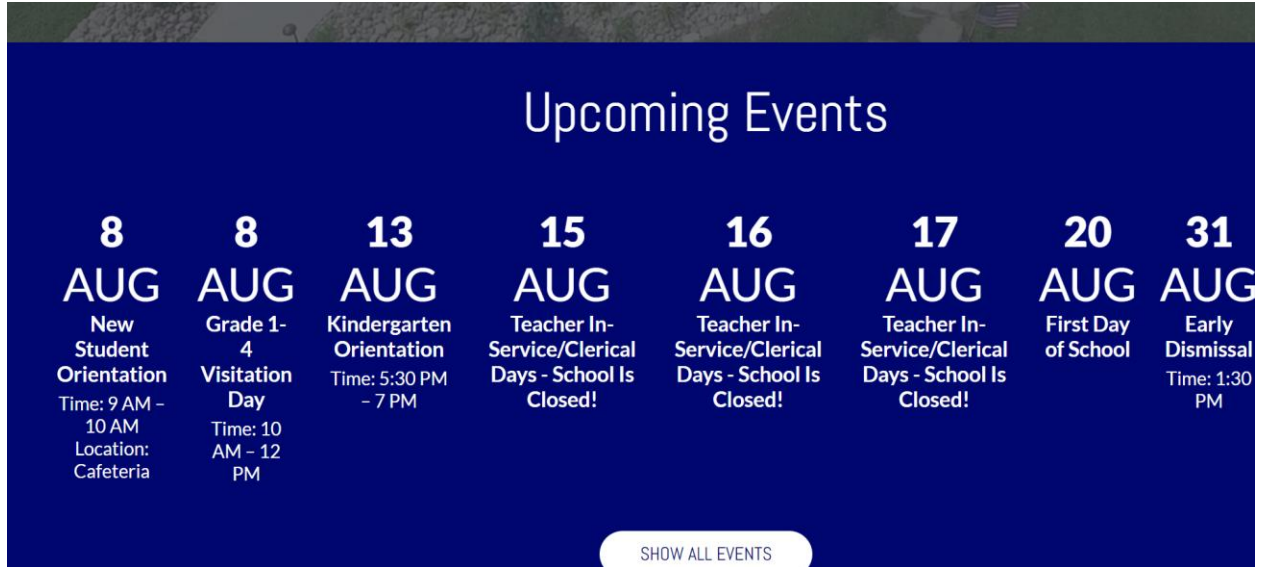
****To Request a Pick Up Number**- If you need to pick your child up on a consistent basis, this will lead you to an application for a pick up number. Once completed, please send this into school with your child. The school will then provide you with a pick up number.

3. RECENT NEWS



When you page down, you will see **RECENT NEWS**. This is where you will find our Noble Knights, newsletters and other time sensitive information for families to review! To view in a list form, click **SHOW ALL NEWS**.

4. CALENDAR



The image shows a dark blue banner with the title "Upcoming Events" in white. Below the title, there are eight event cards, each representing a date in August. Each card includes the date, the event name, and the time and location. At the bottom center of the banner is a white button with the text "SHOW ALL EVENTS".

Date	Event	Time	Location
8 AUG	New Student Orientation	9 AM - 10 AM	Cafeteria
8 AUG	Grade 1-4 Visitation Day	10 AM - 12 PM	
13 AUG	Kindergarten Orientation	5:30 PM - 7 PM	
15 AUG	Teacher In-Service/Clerical Days - School Is Closed!		
16 AUG	Teacher In-Service/Clerical Days - School Is Closed!		
17 AUG	Teacher In-Service/Clerical Days - School Is Closed!		
20 AUG	First Day of School		
31 AUG	Early Dismissal	1:30 PM	

At the bottom of the Hahntown page, you will see the **UPCOMING EVENTS**. If you would like to view all the events that are schedules, just click on [SHOW ALL EVENTS](#). I will keep this area updated throughout the school year with important dates!