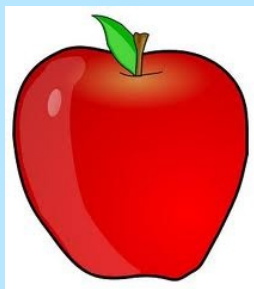


# WEST SALEM MIDDLE SCHOOL

440 East Ave.  
West Salem, WI 54669  
Phone - (608) 786-2090  
Fax - (608) 786-1081

## SPECIAL POINTS OF INTEREST:



### Inside this Issue:

Registration info iPad info	2
Online Enrollment Verification steps	3
Lunch Prices	4
Upcoming Dates School Nurse info	5
Athletic Registration Sports info	6
Band info	7
Lockers, Panther Time etc.	8
RevTrak information	9
Note from Office	10
2018-2019 School Calendar	11



Volume 7 - Issue 1

2018

## From the Principal's Desk...

Welcome back! If you have passed by the campus lately, you have noticed we continue to progress through the construction process. We can't wait to show you our new building at the start of the school year! The construction crew is working very hard preparing the building for this fall, and our staff has been hard at work preparing for our students. Part of this process included an adjustment to our schedule which includes daily math instruction, and an increase in our elective class options for 8<sup>th</sup> graders. This will be a transition year for the building as we adjust to our new environment, a new grade level (welcome 5<sup>th</sup> graders!), and an adjustment in our schedule. As always, we will monitor our progress through this year and always make decisions and/or adjustments based on what is best for our students.

In this edition of the newsletter, your packet should include a grade level pamphlet, this

newsletter, and a Lifetouch picture form. **Registration** will take place on August 13 & 14 from 12pm-4pm & 5pm-7pm. **Open House** will be on August 28 from 5pm-6:30pm. This is an opportunity for students to drop off supplies, practice locker combinations, walk through schedules, and meet staff.

Please be prepared for a Skyward message to be sent out closer to these dates regarding parking and entrances related to where we will be within the construction process on site.

Enjoy the rest of summer with friends and family!

Ben Wopat  
Principal  
Twitter.com/coachwopat



## WEB - "Where Everybody Belongs"

WEB is a middle school orientation and transition program that welcomes 6<sup>th</sup> graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains mentors from your 8<sup>th</sup> grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6<sup>th</sup> graders to discover what it takes to be successful during the transition to middle school and help facilitate 6<sup>th</sup> grade success.

More and more studies show that if students have a positive experience their first year in middle school, their chance for success increases dramatically. WEB provides the striation for 6<sup>th</sup> graders to receive support and guidance from 8<sup>th</sup> graders who have been through the challenges that middle school poses and understand that the transition to a larger school can sometimes be overwhelming.

WEB also acts as an anti-bullying program for our school by providing a cadre of student leaders who look for bullying behavior and help stop it. WEB gives older students permission to be aware of and report any negative behavior they see, creating a safer school for everybody.

**WEB Leaders Training - August 16-17 from 8:00-1pm**  
**WEB Orientation for 6<sup>th</sup> graders - August 20 from 8:15-11:30am**  
**WEB Orientation for 5<sup>th</sup> graders - August 21 from 8:15-11:30am**

*"Meet Us in the Middle"*

## Registration

Middle School registration will be on Monday, August 13 & Tuesday, August 14 from 12-4pm and 5pm-7pm.

Have your child's school picture taken by Lifetouch and pickup your child's schedule as well as their locker combination(s).

**\*\*You can turn in your child's physical or alternate year card at registration\*\***

### Payment of fees:

*Again this year the RevTrak service fees will be waived for the month of August. Besides the fees, you are also able to pay on your lunch account. Please see page 9 for instructions.*

iPad Insurance - \$25.00

Gr. 5 Class fee - \$20.00

Gr. 6 end of school trip to Jellystone - \$8.00

Gr. 7 School Forest Campout (May) - \$10.00

Gr. 8 class t-shirt - \$10.00

Breakfast is \$1.85 (single entree) \$1.55 for an extra entree

Lunch - \$2.85 (single entree) \$2.55 for an extra entree

*If you are unable to pay online, you will need to bring separate checks or cash to the registration days (August 13 or 14). All fees can be on one check; however Lunch account payments will need to be on a separate check made payable to West Salem School District.*

## iPad

- ◆ iPads will be distributed within the first week of school
- ◆ iPads may be taken home \*please note page 3 of the Technology Use Agreement regarding the iPad insurance.
- ◆ Advisors classroom teachers will review "Standards for Proper Device Care" found on pages 5-7 of the School District of West Salem Student Technology Use Agreement.



# Online Enrollment Verification

Again this year we will have enrollment verification online. This will help ensure that information is updated correctly and in a timely manner.

This letter will outline the online verification process. Online verification can be completed starting August 1st.

To begin go the West Salem School District webpage at <http://www.wsalem.k12.wi.us> at the top banner click on Families then click on Skyward Family Access. If you need your login and/or password please email [lochen.janel@wsalem.k12.wi.us](mailto:lochen.janel@wsalem.k12.wi.us).

Be sure to select your middle school student (a top of page)! The top left of the screen under the word HOME - click on "Online Enrollment Verification" then click on your child's name. If you have more than one child you will need to complete each step for each child. This takes you step by step through registration.

**Step 1 - Verify Student Information** - Select the "Verify Student Information". Here you can request changes to your students information. Once all the information has been updated and **saved** or if no changes need to be made, select the back button (upper right hand side of the screen). **Check the box "I have completed this step"**. You are now done with this step. It is very important to verify this information and make any necessary changes. **We need EVERYONE to complete this step for each student, whether or not you make any changes.**

**Step 2 - Co-Curricular/Emergency info** - check the boxes and type in the required information. Click on the **Save** button then check the box that you completed this step.

**Step 3 - Field Trip Permission/Photography Use** - Select the button "Permission form". Check the box if you wish to give permission to have photos/videos taken of your child. **Save** and check the box that you completed this step.

**Step 4 - Student and Parent Handbook** - Select the button "Student and Parent Handbook". This will take you to the handbook. Please take a moment to read through the handbook. **By checking the Step 4 box you are verifying that you have read this document.**

**Step 5-7 - Student Technology Handbook, iPad Agreement, Student Technology Use and Technology Use Agreement** - Please take a minute to read the handbook with your child. **By checking the Steps 5-7 box you are verifying that you have read the handbook.** By having your child type their name and parent typing their name as well as the date you are saying that you understand the Technology Use Agreement. Click **save**.

**Step 8 - Edmodo Use Agreement** - By having your child type their name and a parent typing their name as well as the date you are saying that you understand the Edmodo Use Agreement. Click **save** and check the Step 8 box.

**Step 9 - Quizlet Use Agreement - Required for 5th & 6th graders only** - By having your child type their name and a parent typing their name as well as the date you are saying that you understand the Quizlet Use Agreement. Click **save** and check the Step 11 box.

**Step 10 - Online Enrollment for Athletics gr.6-8** — please complete if your child is interested in any of the sports

**Step 11 - Co-Curricular Pledge gr. 6-8** - required to complete if your child will be participating in sports

**Step 12 - Concussion Forms** - please read

**Step 13 - Food Service Application**

**Step 14 - Complete Online Verification** - Verify that you have completed ALL the steps. Then click on the button on the bottom right "**Submit Online Enrollment Verification.**"

**This will complete the online portion of your enrollment verification!!  
Thanks for your help with this process!!**

*\*\*\*If you are unable to complete the Online Enrollment Verification ahead of time we will have a limited number of computers set up to help you complete your online enrollment verification at the Middle School on either August 14 or 15 from 12pm-4pm and 5pm-7pm\*\*\**



*"Meet Us in the Middle"*

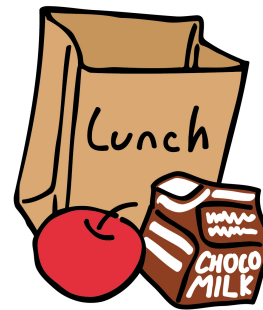


**NEW this year.....Yearbooks order online through Lifetouch.**

**If you are unable to pay online with a credit or debit card, please contact Janel in the office after August 7th.**

**2018-19 Breakfast and Hot Lunch Prices**

Breakfast	K-5	\$1.65
	6-8	\$1.85*
	9-12	\$2.00*
Lunch	K-5	\$2.65
	6-8	\$2.85*
	9-12	\$3.00*



\*extra Entrees are offered at the Middle School and High Schools only - \$1.55 for breakfast and \$2.55 for lunch. Extra Entrees are not covered by the Free and Reduced Meal Plans and requires funds in the account in order to purchase.

The following items will be available to pickup at registration August 13th and 14th:

- ◆ **Medication Permission from (required** for administration of medications at school) see Nurse table
- ◆ **Free/Reduced School Meal Applications** (optional) - can be found online <http://www.wsalem.k12.wi.us/faculty/schoolnutrition>



Did you know your school is a part of the Coulee Region Farm2School program? This program helps connect local farmers with area schools so that fresh, locally grown foods can be served at school meals. In addition, Farm2School encourages children to try new foods & provides opportunities for hands-on nutrition education both in the cafeteria, classrooms and in school gardens. Each month, one local food is selected as the Harvest of the Month. This food is then featured on promotional signage throughout the school, sampled in monthly taste tests featured at cooking classes with area chefs and farmers and of course, served at mealtime! Check out [laxf2s.org](http://laxf2s.org) for family friendly recipes, newsletters and more information!



- August 13 & 14 Registration 12pm - 4pm & 5pm - 7pm
- August 16 & 17 WEB Leader Training 8am -1pm
- August 20 WEB Orientation for 6th graders 8:15 - 11:30am
- August 21 WEB Orientation for 5th graders 8:15 - 11:30am
- August 22 - 24 WSMS Band Camp (gr. 7 & 8)
- August 28 Open House 5pm - 6:30pm
- September 4 First Day - school starts at 7:50am!!!

## Reminder from the...



### **Wisconsin State Law**

**Requirement** ~ Please be aware that the Wisconsin State law requirements are:

Grades 6, 7 & 8:

4 DTP/DTaP/DT/Td, 4 Polio, 2 MMR, 3 Hep B, 2 Varicella (Chicken Pox - dates of illness also acceptable) and 1 Tdap

Any student not up to date by the 30th day of school may be excluded from school by state statute. *What you need to do to avoid exclusion is:*

- \* Provide school with month, day and year of the required immunizations
- \* Have your child immunized

- \* Sign a waiver (available from School Nurse office)

**Pink medication forms** are required for the following:

- \* All prescription medications that need to be given during school, including inhalers carried by students (must be signed by the parent and the physician).
- \* All over the counter medicates that my need to be given during school (must be signed by the parent)

Medication forms are available at all clinics and will be available at registration. Please bring any medications and completed medication

forms to registration. Medication forms and medications can also be dropped off at open house in the nurse's office or main office.

**Reminder: All medications and cough drops must be supplied by the parents.**

At registration, the nurses will be available to verify and obtain health information that may be necessary for emergency purposes. Incoming 6th graders need to provide a copy of their updated immunization record if they have not already done so.





## Online Athletic Registration!!

NEW this year! Athletics Registration is part of our school registration process! Any student planning or even contemplating participating in a sport during the 2018-2019 school year MUST complete the athletics portion of our school registration process.

In addition, students must have a valid physical on file with the main office. Physical forms and alternate year cards are available on the West Salem Middle School Athletic webpage.

### 2018-2019 Sports Information

Students may still sign up for fall sports at the co-curricular table at registration.

ALL athletes are required to have the following on file prior to practice:

- \* WIAA physical card dated 4-1-18 or newer

*~If physical is dated between 4-1-17 and 3-31-18 an alternate year card is also required*

- \* Co-curricular Activity and Eligibility requirements and Code of Conduct (completed as part of online athletic registration)

- \* Sport parent & athlete agreement (completed as part of online athletic registration)

Please bring your child's physical card or alternate year card to the co-curricular table at registration. Students will not be allowed to practice until the WIAA physical card (and alternate year card, if required) are on file in the WSMS office and the co-curricular pledge, parent code of conduct pledge, co-curricular registration and WIAA Rules of Eligibility pledge have been completed online.

**If you child is in need of a sports physical PLEASE schedule it early as it is harder to get an appointment as the new school year approaches.**

### **Fall Sports Practices.....**

Conference rule.....Practice can not start until school starts.

Cross Country, Football and Volleyball ~ 1st practice will be on Tuesday, September 4 from 3:30 - 5pm

## **7th & 8th Grade Band & Color Guard Camp**

All students will need to wear comfortable clothes, socks, and athletic shoes

Please bring a bottle for water.

### **Wednesday, August 22**

12:30pm Drummers Report to WSMS Band Room

1:00pm ALL report to WSMS Band Room

4:30pm Camp Ends -

### **Thursday, August 23**

8am - Band Camp @ WSMS

12pm - Camp Ends

### **Friday, August 24**

8am Band Camp @ WSMS

12pm Camp Ends

## **Upcoming Dates....**

**“Band Night” with WSHS Marching Band at Football Game:  
Friday, September 14**

~5:30pm ALL Band & Color Guard (wear orange polo, black pants, black socks, black shoes).  
Band will perform at Halftime of West Salem Varsity Football game.

**Thursday, September 27 - Torch Light Parade in La Crosse**

**WS Homecoming Parade: Friday, September 28**

~2:00pm ALL Band & Color Guard Report. Students wear  
“School Spirit” Orange, Black & White (or uniform)



## Open House - Tuesday, August 28 - 5pm - 6:30pm

### Lockers

Each student will receive a street locker and combination at registration. Just a reminder that lockers are only 12" wide so please keep that in mind when purchasing backpacks. All 7th & 8th graders will also receive a physical education locker and combination at registration and are expected to change clothes for class.

### Panther Time

Our schedule includes a daily 30 minute class period entitled Panther Time. Panther Time was created from our staff's work with Response to Intervention (RTI). The Panther Time has two components: an intervention block and an extension block. The intervention block is an opportunity for the reading and math instructors to re-instruct on a daily basis in the areas that the student needs further support to understand concepts already taught. It may be related to the current instruction or an area of remediation in order for the student to become more successful within the content area. Students are selected by the grade level teachers and stay in the intervention block until they have met the criteria to exit and then will be placed in the extension block. The extension block is an opportunity to expand upon concepts already within the curriculum.

### Assignment Notebooks

5th and 6th graders will receive one assignment notebook at the beginning the school year. All 7th and 8th graders will be using an electronic form of an assignment notebook. Teachers will get them set up during the first week of school.

### Skyward Family Access

Skyward Family Access provides a login/password for every user - be it parent or student. Every family member has his/her own Skyward account. It is important that parents use their own login/password and that students use their own login/password. As an example, students cannot add money to their lunch account using their student login/password nor can they see specific messages posted in the message center directly to parents only. At high school level students will be using their own login/password to enter course requests.

It is imperative that parents DO NOT share their access to Skyward with their student(s). At a minimum, parents will be asked to provide enrollment information on-line. Keeping your password private will prevent your student from having access to change that information during the course of the school year.

If you do not know your login/password please contact Janel Lochen in the office at 786-2090 or send an email to [lochen.janel@wsalem.k12.wi.us](mailto:lochen.janel@wsalem.k12.wi.us).



## RevTrak

### Online Student Fees and Meal Plan Payments

The West Salem School District provides parents an easy way to add money to your student's food service account and to pay for school - related fees. Online payments can be made into food service accounts and for various school fees through Skyward Family access. We are contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.

Parents can make payments online anytime of the day. If your student's food service balance is low, it only takes a few minutes to add money to it by using your VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at <http://www.wsalem.k12.wi.us>

To make online payments the parent will need:

1. MasterCard, Discover or VISA (Debit or Credit card) card number and expiration date
2. Skyward Family Access Login and Password

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to the West Salem School District.

### Instructions for Making a Payment

**Log in** to Skyward Family Access

Select "**Food Service**" or "**Fee Management**" from "General Information menu on the left

- For **Food Service**, view balance and select "**Make Online Payment**"
- For **Fee Management**, select "**Make Online Payment**" and select which fee(s) to apply the payment to by clicking on the corresponding "**Pay Charge**" box

Click on the Update payment amount button

Enter the amount you want to pay, Click on update cart

**Enter payment amount** and select "**Pay with Vendor**" and follow the steps to finish your transaction

The West Salem School District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the Pupil Services Director at (608) 786-0700. To file a complaint of discrimination write to: Pupil Services Director at 405 East Hamlin Street, West Salem, WI 54669 or call (608)786-0700. The West Salem School District is an equal opportunity provider and employer.

## Student Accident Insurance

We wish to emphasize that the School District of West Salem does not provide any type of health or accident insurance for injuries incurred by your child at school. Your personal health and/or dental insurance, homeowner's property insurance, or other insurance carried by you will be your primary safeguard for coverage of accidents.

## Note from the Office...

### **School starts at 7:50! Which means students need to be in their first class at 7:50 when the bell rings!**

If your child will be absent from school, please call the office at 786-2090 by 7:50 in the morning. In the event you receive the voicemail, leave a message that includes your child's name, grade and the reason for the absence. If your child is ill, **please be specific with his/her symptoms**. If your child's absence is not called in to the school in a timely manner, it is considered an unexcused absence and consequences may be assigned to the student.



**\*\*You may also call ahead with any pre-planned absences and we will document it so you will not have to call again the day of the absence. Thank you for your cooperation in keeping your child's attendance up to date and informing the school of absences in a timely manner.**

## Homework

Students should expect to have homework in math and reading on a regular basis. Math homework will be an extension of what is learned during class. Students will be given class time to work but most will have to take the homework home to complete it. In reading, students are expected to read and independent reading book nightly for a minimum of 20 min. Most other classes will have homework on an intermittent basis. You should not expect more than an hour of homework nightly. When absent,

## Success Center

The Success Center is a resource room for student's before and after school to receive help from staff who attend various classes in the building and are equipped to walk students through information they may have missed or just do not understand. It is also the place students make up tests and quizzes. It is open from 7am until 7:45am and again from 3:10pm until 4pm. If students attend the Success Center, parents are responsible for transportation to and from school.

## Newsletters

Middle School newsletters can be found on the district website under the Families tab along the top. An e-mail reminder will be sent each month to let you know when it is available along with a link to the actual newsletter. If you would like a hard copy of the newsletter, please let the Middle School office know.



# WEST SALEM SCHOOL DISTRICT 2018-2019 CALENDAR

AUGUST 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018				
M	T	W	T	F
NS	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018				
M	T	W	T	F
1	2	ER	4	5
8	9	10	11	12
15	16	17	18	NS
22	23	24	25	NS*
29	30	31		

NOVEMBER 2018				
M	T	W	T	F
			1	2
5	6	ER	8	9
12	13	14	15	16
19	20	NS	NS	NS
26	27	28	29	30

DECEMBER 2018				
M	T	W	T	F
3	4	ER	6	7
10	11	12	13	14
17	18	19	20	21
NS	NS	NS	NS	NS
NS				

JANUARY 2019				
M	T	W	T	F
	NS	2	3	4
7	8	9	10	11
14	15	16	17	18
NS*	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
M	T	W	T	F
				1
4	5	6	7	NS
11	12	ER	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2019				
M	T	W	T	F
				1
4	5	ER	7	8
11	12	13	14	SD
18	19	20	21	22
25	26	27	28	NS*

APRIL 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	NS
NS	23	24	25	26
29	30			

MAY 2019				
M	T	W	T	F
		1	2	3
6	7	ER	9	10
13	14	15	16	17
20	21	22	23	24
NS	28	29	30	31

JUNE 2019				
M	T	W	T	F
3	4	5	SD	SD
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**First Day of School: September 4, 2018**  
**Last Day of School: June 5, 2019**  
**Graduation Day: May 26, 2019**  
**Early Release Days:**  
 October 3, November 7,  
 December 5, February 13,  
 March 6, May 8  
**October 15: Annual Meeting**

**SERVE WITH PASSION TO IGNITE CREATIVITY, INNOVATION, AND EXCELLENCE**

**NS = No School for students**

**ER = Early Release (Students dismissed at 12:20, Buses leave at 12:30)**

**SD = Snow Day or Make-up dates (March 15 June 6, June 7)**

**\* = Teacher Inservice (August 28 & 29, October 26, January 21, March 29 + 2 Floating)**

11/27/17

