

**WEST SALEM SCHOOL DISTRICT  
2018 SUMMER SCHOOL  
JULY 23 – AUGUST 10, 2018  
GRADES K-2 (INCOMING)**

**HANDBOOK AND CLASS SCHEDULES**

**Kindergartners: On the Road to Kindergarten  
1st Grade: On the Road to 1st Grade  
2nd Grade: On the Road to 2nd Grade**

The West Salem School District's summer school program will be held July 23 – August 10, 2018 from 8:30-11:35am, and is available to all public and parochial school students who reside within the school district's boundaries.

**Students in grades K – 2 (incoming)** will participate in a variety of learning activities to reinforce concepts and skills for the upcoming school year. Movement, music, art, and hands on practice will keep students engaged in learning. Those students who received math or reading support during the school year will be able to receive additional math and/or reading support during this time. K-2 summer school will be at the elementary school.

**Daily Schedule**

8:00 Student Drop Off  
8:25 Students Report To Classrooms  
11:35 Students Dismissed  
11:45 Buses Dismissed

**Recess Schedule**

9:40-10:00 Grade 1-South  
10:25-10:45 Grade 2-North  
10:05-10:30 Grade K-South

**Snack Schedule**

10:00-10:25 Grade 1  
10:00-10:25 Grade 2  
10:30-10:55 Grade K

**Busing Information**

Buses will unload students in the front loop at the elementary school. Buses will load in the bus loading zone at the elementary. Buses will be dismissed at 11:45. There is no busing during June and July swimming lessons.

Buses will be assigned to designated areas/stops. See information enclosed from the transportation department. Contact Monica Quinn at the District Office at 786-0700 with questions regarding bus transportation.

**Student Drop Off and Pick UP**

Students may be dropped off and picked up in the south (kindergarten wing) or north (gym side) parking lots. The front loop is for buses only. Drivers need to be very alert to children exiting vehicles. Please drive slowly.

**Student Safety**

Students walking to and from school should stay on designated routes determined by parents. Students must go directly home or to their designated place right after summer school dismissal. Parents should talk to their children about the danger of accepting rides or going any place with strangers. During summer school hours, students will be supervised walking between the buildings.

**Student Arrival**

**On the first day of summer school** all students will go to the elementary gym and/or multi-purpose room to meet his/her teacher **at the beginning of each class.**

**On the second day** of summer school and there after students will go to his/her classroom when the bell rings.

**Students may arrive at 8:00 a.m. and go to the following locations:**

Grade K-1	ES South Playground
Grades 2-4	ES North Playground
Grades 5-8	High School Commons

**Incident Weather**

When the flag is out it means that students will be inside due to weather conditions.

**Students will report to the following locations:**

Grade K	ES Assembly Room
Grades 1-4	ES Multi-purpose Room
Grades 5-8	High School Commons

**At the 8:25 bell**, students report to his/her classroom.

**Absences**

If your child will be absent from summer school, please call the Elementary School Office at 786-1662 by 9:00 a.m.

**Snack/Break**

Students may choose to purchase a school prepared snack during the break using his/her 4-digit lunch number or by paying with cash. Free and reduced rates apply for this snack for those who qualify. Students may also bring his/her own snack from home. Cost of school prepared snack is approximately \$1.50 for full price and Free for all Free or Reduced kids. You **MUST** have money in your lunch account. There will be no charging allowed. Ice Cream and other ala carte items will be available for approximately \$1.00 each (**cash only**). Milk will be available for \$0.50.

**Student Behavior**

It is expected that all students behave in a respectful, responsible and safe manner while attending summer school. Misbehavior may result in a student not being allowed to attend summer school.

**Registration**

Students who currently attend a School District of West Salem public school will register online. Online registration will begin April 23 via Skyward Family Access (please refer to the attached online registration letter for directions). If unable to register online, please contact Stephanie Williams, Summer School Secretary, at 608-786-1662 for assistance.

**Final Schedules**

**Transportation information will be distributed in May. Final schedules can be viewed, including the class locations and class fees, via Skyward Family Access the week prior to summer school.**

**Late Registrations (After last day of school)**

Forms are available on the district website ([www.wsalem.k12.wi.us](http://www.wsalem.k12.wi.us)) or at the District Office. Completed forms should be dropped off or mailed to:

West Salem Elementary School  
Attn: Summer School  
475 N. Mark Street  
West Salem, WI 54669

Elementary Office Hours are July 16-20, 9am to 12pm. Call or stop in to register. You may pick up your final schedule during the week of July 16-20 or print a copy via Skyward Family Access.

# On-Line Registration will be available April 23

If you have any questions, or need assistance, please contact Stephanie Williams, Summer School Secretary at 608-786-1662 or [williams.stephanie@wsalem.k12.wi.us](mailto:williams.stephanie@wsalem.k12.wi.us)

**Please note:** If your child does not attend a West Salem public school, you will **NOT** be able to register online. Please contact Stephanie Williams to request further assistance.

1. Start your internet browser
2. In the address line, type: [www.wsalem.k12.wi.us](http://www.wsalem.k12.wi.us)
3. Click the "FAMILY" tab and then click the "SKYWARD FAMILY ACCESS" button
4. Type in your Family Access Login and Password. If you've forgotten your login name and password, click the "Forgot your login/password?" link and an email will be sent to you with your login information.
5. Once you are logged in, click the **Arena Scheduling** button on the left side on the screen.
6. Under the Summer School heading, click on 2018-19 under your child's name.
7. Once you have decided which courses you will be registering for, you may begin scheduling. All classes available for your child's grade level will be shown.
8. Once you find your course, it will display how many seats are still available (Seats Avail column), if it fits in your schedule (Fit column), and displays **ADD** if there are still seats available (Option column). Click on the **ADD** button to add this to your schedule. It will now display that you are enrolled in this course.
9. If you click the "ADD" button for a course that shows "NO" in the Fit column, it will display a warning message.
10. If your registration has taken the last spot for that course, it will show that "ENR" under the "FIT" column and then "CLOSED" under the Seats Avail column.
11. If you decide to "unenroll" from a course, you can click on "REMOVE" under the Option column.
12. Once you have all of your Summer School courses selected, you can click on the Selected Classes tab and view all of your courses.
13. If everything looks correct, you can click the "PRINT SCHEDULE" button to print a copy of your schedule. If it's not printed at this time, you can log into Family Access at any time, click on Arena Scheduling button, select 2018-2019 under your child's name for Summer School, and click on "VIEW/PRINT SCHEDULE". Once on this screen, click the "PRINT SCHEDULE" button.
14. Repeat steps 6-13 for each additional child that you wish to register for Summer School courses.
15. When finished, click the Logout button on the title bar in the upper right corner.

