



# **West Salem Elementary School**

475 N. Mark Street - West Salem, WI 54669

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[www.wsalem.k12.wi.us](http://www.wsalem.k12.wi.us)

*Together...every student, everyone, every day!*

## **2025-2026 Student and Parent Handbook**

School District of West Salem:  
**Serve with Passion to Ignite Creativity,  
Innovation and Excellence.**

Any changes made to Board Policies referenced in this handbook during the school year will be published on the district website and changes may be made to this handbook as needed.



Dear Parent/Guardian:

Welcome to the 2025-2026 school year at West Salem Elementary School. We are excited to partner with you and your family in the upcoming year. Our goal is to work with you to ensure that your child learns and grows at high levels in an environment where they feel safe and supported.

The information contained in this handbook is the result of efforts on the part of members of our school staff, district administration, and the West Salem School Board. This handbook has been approved by the West Salem School Board and is a school district policy. Please read through the entire school handbook with your child. We hope that you will find the contents informative and useful.

At West Salem Elementary, our mission is to ensure **ALL** students develop foundational skills and ignite their love of learning. Our commitment to you is that we will work diligently to make sure that West Salem Elementary School is a place where your child is excited to come each day. Their experience here will lay the groundwork for a lifetime of learning and success.

Mr. Alexander and I want to ensure that this school year is the best one yet for your child. If you have concerns in the classroom, we request that you contact the teacher or one of us immediately to work through any issues. When children know that their family and school staff are working as a team to support their academic learning and emotional well-being, they flourish.

Sincerely,

*Alex Hubing*  
Elementary Principal

*Charlie Alexander*  
Elementary Associate Principal

## **Notice Regarding Policy Updates**

The policies and procedures outlined in this handbook are intended to reflect the current practices and expectations of the School District of West Salem. However, please note that some content may be subject to change throughout the year due to updates in local, state, or federal laws, as well as recommendations from legal counsel or governing agencies. The district reserves the right to revise, add, or revoke policies as necessary to remain compliant and responsive. Any significant changes will be communicated to stakeholders in a timely and appropriate manner.

[School District of West Salem Policies and Procedures](#)

# **West Salem School District**

## **NON-DISCRIMINATION POLICY**

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities.

Please refer to policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity for further information.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact Heidi Horton, Pupil Services Director at (608) 786-0700.

To file a complaint of discrimination contact Heidi Horton, Pupil Services Director at (608) 786-0700. The West Salem School District is an equal opportunity provider and employer

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## **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Board Policy 2266:

The Board of the School District of West Salem does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Additional information regarding Board Policy 2266 can be found here:

<https://go.boarddocs.com/wi/wsalem/Board.nsf/goto?open&id=DH3LAP559B29>

The District's Title IX Coordinator(s) is/are:

Heidi Horton Director of Pupil Services 608-786-1064 405 East Hamlin Street West Salem, WI 54669 [horton.heidi@wsalem.k12.wi.us](mailto:horton.heidi@wsalem.k12.wi.us)

Crystal Becker Director of Human Resources 608-786-5302 405 East Hamlin Street West  
Salem, WI 54669 becker.crystal@wsalem.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [www.wsalem.k12.wi.us](http://www.wsalem.k12.wi.us). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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# **IMPORTANT DATES**

## **throughout the school year**

### **Early releases**

October 8  
February 4  
May 6  
May 29

### **No School Days**

September 1  
October 24  
October 31  
November 26-28  
December 24 - January 2  
January 19  
February 20  
March 13  
April 2-4  
May 25

### **Picture Retakes**

September 24

### **Read Like an All-star**

November 13

### **Music Concerts**

November 7 6 (Gr4)  
March 2 (Gr1 and Gr3)  
March 3 (Kdg and Gr2)

### **PE nights**

November 17(Gr4)  
January 8 (Gr3)  
January 15 (Gr2)  
March 19 (Gr1)  
March 26(Kdg)

### **Parent/Teacher Conferences**

October 21 & 23  
March 10 & 12

### **Snow make up days**

April 2

**Note:** Should more than one school day be lost due to school closing, students and teachers will attend school on the following makeup dates:

First day missed will be waived

Second day missed will be made up on **April 2**

# Parent-Student-Teacher-Administrator Compact

The School District of West Salem envisions the highest level of success for every individual and is strongly committed to reaching this goal through developing family-school-community partnerships that promote shared responsibility. To accomplish this goal, parents, students, teachers and administration need to work together as a team to make education a positive experience in our children's lives.

## Parent/Guardian checklist includes:

### I will do my best to:

- Send my child to school on time every day with the exception of illness or family emergency.
- Encourage and maintain high standards of achievement and behavior for my child.
- See that my child has the necessary school supplies throughout the school year.
- Allow time for reading/learning/fitness activities.
- Provide a quiet place and time for study (homework), encourage my child's efforts and be available for questions.
- Find out how my child is progressing in school by reviewing schoolwork, attending conferences and programs.
- Encourage good reading habits by reading with my child.

## Student checklist includes:

### I will do my best to:

- Be at school on time every day.
- Work as hard as I can on my school assignments.
- Follow the school and classroom rules and expectations.
- Cooperate with and respect other students and adults.
- Discuss school experiences and activities with my parents and family.
- Ask questions when I don't understand something.



## Teacher checklist includes:

### I will do my best to:

- Provide a positive, safe learning environment to build self-esteem and academic knowledge.
- Communicate school activities and work with families regularly to support students' learning.
- Encourage and maintain high standards of achievement and behavior.
- Vary techniques, materials and instruction to address the individual needs of all children.
- Provide necessary assistance to parents so their children can be successful learners.
- Stay current on recent developments in education.

## Administrator checklist includes:

### I will do my best to:

- Create a welcoming environment for children, parents, community and staff.
- Maintain a positive and safe learning environment.
- Communicate the school's mission statement to parents, students and community.
- Reinforce the partnership between family, school and community.
- Provide opportunities for learning and development for staff, families and community.

**Superintendent**

Ryan Rieber

**Elementary Administration**

Alex Hubing, Principal

Charlie Alexander, Assoc. Principal



**Administrative Assistants:** Mandy Piper  
Stephanie Williams

**School Counselors:** Gayle Lassen (K4-1)  
Jessica Anderson (2-4)

**School Psychologist:** Andy Kastner

**School Social Worker:** Tatiana Wolf

**Nurse:** Allie Gustafson

**ES Health Aid:** Teri Jo Huber

**Food Service:** Emily Klunk, Director  
Michelle Evenson, Lead

Irma Monson

Patti Sauter

Lisa Hudson

Sue Walters

Theresa Stach

**Custodians:** April Monson, Lead  
Jay Clements  
Josue Gatlin  
Jess Hendrickson  
Tyler Crick

**School Forest Consultant:** David Neuman

**Speech & Language:** Jen Tashner  
Stacey Burds  
Saige Tallman -  
Paraprofessional

**Reading Specialist:** Karen Kais

**Interventionists:** Carrie Johnson - Reading  
Kim Rieber - Reading  
Ashley Hanson - Reading  
Heidi Schiefelbein - Math  
Mandi Bahl - Math Aide

**Educational Interpreter:** Beth Hall & Kari Schuster

**Multilingual Teacher:** Terrie Martinson

**Physical Education:** Jake Merrill  
Lindy Meyers  
Amy Tischler

**Paraprofessionals:**

Anne Beyer

Michelle Clements  
Tara Erickson

Sarah Heger  
Angela Hemker  
Nicole Hockert  
Erin Coleman  
Taylor Klemmensen

Sherri Kneifl  
Julie McMakin  
Sierra McKinney  
Colene Miller

Sandy Novak  
Hannah Glass  
Emily Rogge  
Starla Smith  
Kathy Lange  
Tina Shaw  
Stacy Simon  
Lorie Liss  
Kim Sullivan

Heather Wolff  
Lisa Yahnke

**LMC:**

Mary Hundt, Teacher  
Krista Mead, Technology  
Kelly Bringe,  
Paraprofessional  
Lucy Jacobson,  
Paraprofessional

**Art:** Allen Schroeder  
Kaylin Staebell

**Music:** Lisa Jones  
Kelli Martin

**Computer Support:** Trish Ott, Technician

## Pre-Kindergarten through Grade 4 Teachers

### 4K/EC

Karly Baganz, pm  
Megan McConkey,  
am  
Ashley Ranzenberger,  
am & pm  
Jordyn Bruette EC

### Kindergarten

Katie Christianson  
Elisabeth Grams  
Jacki Hickey  
Jennifer Wheeler  
Laura Wagner  
Shelly Passehl

### Grade 1

Chris Antony  
Dayna Baldwin  
Amy Chambers  
Deelyn Christianson  
Amy Reedy  
Emily Richling

### Grade 2

Amanda Flottmeier  
Annie Pearson  
Tracy Hesse  
Rita Schwartz  
Rhea Servais  
TBD

### Grade 3

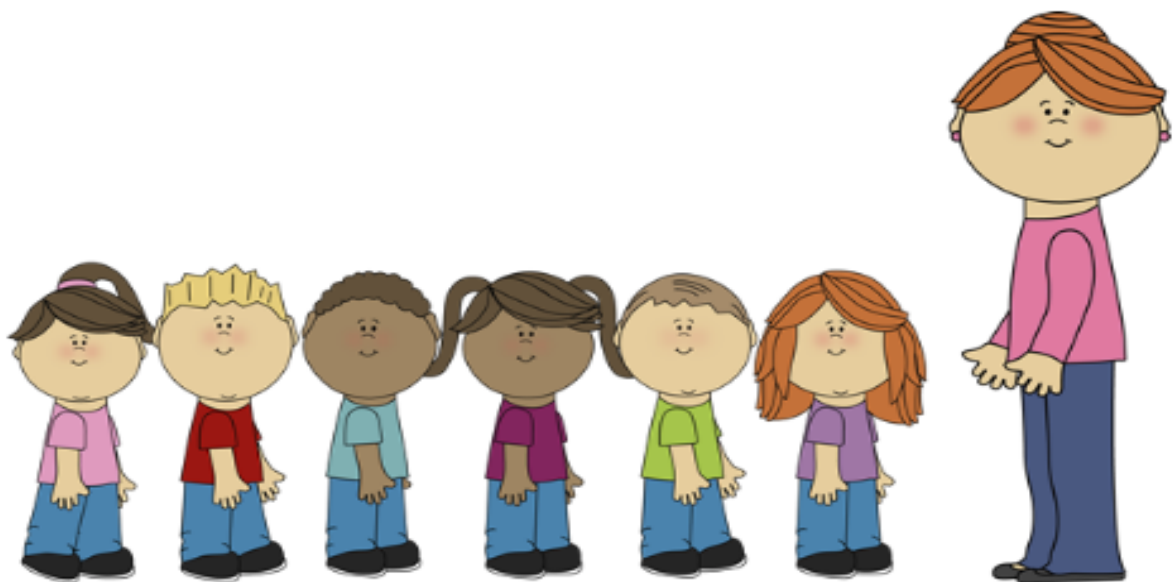
Josh Deml  
Jared Elsen  
Laura Johnsrude  
Erica Mathison  
Ella Cherney  
Heidi Vergin  
Torrie Stencel

### Grade 4

Tara Allind  
Jeremy Hoff  
Andrea Ihle  
Peyton Steiner  
Rebecca Miller  
Kayla Wegner

### Resource Teachers

Kevin Aleckson  
Sabrina Flood  
Ann Garrity  
Amy Schmidt  
Bekah Schomberg  
Jes Olson





## **Admission and Withdrawal - Policy 5112, 5113, 5130, 5410**

### **Admission**

All students must be registered before entering school. Students must reside with their parent(s) or legal guardian in the West Salem School District in order to attend school in West Salem. Students new to the district should have registration completed prior to the first day of school whenever possible. Registration can be done by stopping in at the District office or by calling 786-0700.

### **Open enrollment policy**

Contact the District Office, 786-0700, for additional information.

### **4 Year Old Kindergarten Admission**

Children entering 4 year old kindergarten must be four years old on or before September 1, as verified by a birth certificate. Physical exams are recommended prior to school entry. Contact the elementary office at 786-1662 for additional information.

### **Kindergarten Admission**

Children entering kindergarten must be five years old on or before September 1, as verified by a birth certificate. Physical exams are recommended prior to school entry. For the district's early admission policy, contact the elementary office at 786-1662 for additional information.

### **Class Placement**

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Families are welcome to share pertinent information about their child in an effort to help teachers/administrators to better understand him/her. A 'Student Information Form' can be found on the school website or in the elementary school office and can be completed in paper or electronic form. These forms are due by April 15th. Requests for child placement into specific classrooms will not be accepted; requests to not have a child assigned to a specific teacher however can be made.

### **Withdrawal**

If your family plans to move from the West Salem School District, such information should be sent to the teacher and the office at least one week prior to moving. Student records will be forwarded upon request by the new school.

## **Arrival, Dismissal and Leaving the Building - Policy 5200**

### **Student Arrival**

School starts at 8:00am. Students may arrive no earlier than 7:30am when supervision begins and report to the appropriate location. Students in grades K-2 should report to the south playground (kindergarten side) and students in grades 3-4 should report to the north playground. Students will be supervised once dropped off in the morning and prior to pick up after the school day ends at 3:20pm.

### **Tardiness**

Students entering the building after 8:05am will be considered tardy. Tardiness for reasons other than emergencies will be considered unexcused. For example, running late, oversleeping, and completing homework. If your child is going to be late, please call ahead and notify the office personnel.

### **Before school inclement weather student locations**

If it is raining and/or feels like **0 degrees** or lower the students should report to the following locations:

Grades K Assembly Room

Grades 1, 2, 3 and 4 - to classrooms

### **Student Dismissal**

Dismissal times are: First floor (Kdg & Gr 1) at 3:08, and Second floor (Gr 2-4) 3:10. All bus students will board their bus in front of the elementary. Buses will leave at 3:20pm. If a student misses a bus he/she should report to the office immediately. Parents who come to pick up their children are asked to wait outside for safety reasons and to minimize the disruption to the classrooms. Students taking the second bus home will be supervised in the school with the buses leaving at 3:35pm.

In the event that a parent changes after school plans, please send a note to the teacher and/or call the school office. Please **DO NOT** email the teacher about changes with plans. Students who do not bring a note will be directed to follow the usual procedures for going home. **Call prior to 2pm with any after school changes.**

### **Crossing Guards**

Crossing guards are located between the middle school and elementary school, between the high school and elementary school. Please plan your child's walking route to cross at guarded intersections.

### **Student Drop Off and Pick Up**

Students may be dropped off in the South lot (K-1 students) or North lot (Grade 2 -4 students) in the morning. Drivers are asked to remain in their vehicles and not park along the curb. When dropping off in our South or North lot, please pull as far ahead as possible to the vehicle in front of you. This will help alleviate congestion and keep traffic moving. If parents must leave their vehicles during drop off, they are required to park in one of our parking lots. At the conclusion of the day, students may be picked up in either the South or North parking lots.

The front loop and parking lot are for buses only between the times of 7:15-8:00am and 2:30-3:30pm or whenever buses are present. All other traffic during these times needs to flow through either our South or North parking lots.

### **Leaving the School Building during the day**

Students are not allowed to leave the building during the school day without being accompanied by a parent or guardian. If a parent needs to pick up a student for any reason, please arrange to meet your child in the elementary office. Notify the classroom teacher by sending a note or calling the office.

For your child's safety, no student will be allowed to wait at a door or outside while school is in session.

## Assessments

### Standardized Assessments

Several assessments provide periodic opportunities to measure student learning and growth. Students in grades 4K-4 use assessments from AimsWeb Plus three times per year to measure proficiency in literacy tasks. Students in grades K-4 use assessments from FastBridge three times per year to measure math proficiency. Each spring, students in grades 3 and 4 take the required Wisconsin Forward exam.

### Classroom Assessments

Teachers use a variety of assessment tools in the classroom to better understand each child's progress toward grade-level learning targets. These assessments help identify what students have mastered and where they may need more support. At the end of each trimester, your child's current level of proficiency on each target is shared on the report card using the following scale:

- **3 Proficient:** *"You've Got It!"*
- **2 Approaching:** *"Almost There"*
- **1 Needs Support:** *"Not Yet"*

This scale helps clearly communicate how your child is doing in relation to the skills and concepts expected at this point in the year at their grade level.

## Attendance - Policy 5200

### Attendance Regulation (118.15 Compulsory School Attendance Law)

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### Truancy

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### **Absences**

Parents are requested to call the school between 7:30am and 8:30am whenever a child will be absent from school. You may also leave a voice mail message before 7:30am. If we do not receive a call, the school office will contact you. This is done for the safety of your child, as we, along with you, need to be assured that your child is either at home or at school.

Parents are encouraged to contact the teacher if the child has missed two or more consecutive days of school for the purpose of make-up work.

EXCUSABLE absences are:

- 1) Illness on the part of the student. An excuse from a physician may be requested as necessary.
- 2) Serious illness or death in the immediate family.
- 3) Medical or dental visit.
- 4) Special circumstances provided written parental permission for the absence is given in advance to administration.
- 5) Emergency situations within the family.

UNEXCUSED absences and tardiness: Students who are absent from school with the consent of their parent or guardian, but whose absence does not fall under excusable absences shall be considered unexcused, tardy, or truant. Students who develop a record of unexcused absences will be subject to the State and County Truancy Law that ultimately results in truancy proceedings.

## **Medical Information - Policies 5310, 5320, 5330, 5340, 5341**

### **Immunization Requirements**

State law requires that all children entering a Wisconsin school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B, and varicella (chicken pox). These requirements can be waived only if a properly signed medical, personal or religious exemption is filed with the school.



Questions regarding immunizations should be directed to the school nurse.

When students do not meet the requirements of the law:

1. Parents are notified by a legal notice.
2. If the student is not in compliance by the 30<sup>th</sup> day of school, the student can be excluded from school until they are in compliance.

## **Medication Policy and Procedures**

Please give medications at home whenever possible. If necessary, medication will be administered by the school nurse or other assigned staff during the school day. State statute and school district policy do not permit any prescription medications to be given at school without a written statement signed by the physician and the parent or guardian. **This includes the use of inhalers for students with asthma.** (Students may not use or carry an inhaler without written permission from their physician.)

If your child requires medication at any time during the school day, either prescription or over the counter, please fill out and return a School Medication/Procedure form signed by you, and if prescription medication, by your child's physician. (School Medication/Procedure forms are available from your school nurse, local clinic or on the district website.) Medication needs to be in its original container and properly labeled. **Do not send medication in a baggie or an unlabeled bottle, as it cannot be given.**

During online registration, you will be able to sign off on 'as needed' medications. For scheduled, daily medications, a signed School Medication/Procedure form is needed for each medication and for each child. This form must be signed by a parent and the prescribing provider. If you feel your child may need any over the counter medication during the school year, please check with the school nurse for availability. Availability is not guaranteed. Please send medications if needed. All over the counter medications that are not electronically signed off on at online registration, will also require a signed School Medication/Procedure form. Over the counter medication may not be stored in backpacks.

Substances that are not FDA approved (i.e. natural products, food supplements) will require the written instructions of a medical practitioner and written consent from the student's parent or guardian.

Whenever the school day starts late or there is an early release, medication will be dispensed as usual at the regularly scheduled time. If a change in the schedule needs to be made, please notify the school nurse.

The School District of West Salem is not responsible for the self-administration of medication by pupils who do not have active parental and physician consent on file with the school administration.

## **Health Screenings**

**Vision screening** is done for all elementary grade levels K-4 by trained volunteers. A physician referral is sent home if the child does not pass the screening. If you do not want your child screened, please contact the school nurse.

**Hearing screening** is done on a referral basis. If you do not want your child screened, please contact the school nurse.

## **Student Health Guidelines**

When should your child stay home because of illness?



**FEVER:** greater than 100 degrees; students must not return until they are fever free (without ibuprofen or acetaminophen) for 24 hours.

**VOMITING:** return 24 hours after the last time vomiting.

**DIARRHEA:** return 24 hours after the last bout with diarrhea.

**RASH:** rash that is open and draining or a rash with a fever.

**CONTAGIOUS DISEASE:** strep throat, impetigo, pink eye- return after 24 hours of treatment with antibiotics. (Please notify the school office or the school nurse so that we may alert other parents as needed).

**CHICKEN POX:** child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over. (Please notify the school office or the school nurse so that we may alert other parents as needed). Your child's name will be kept confidential.

### **Illness or injury at school**

Students who become ill or injured at school will be seen in the health office by trained staff. If your child is unable to return to class, a parent will be contacted. For your child's comfort please make arrangements to pick them up as soon as possible.

### **Limited Physical Activity**

It will be necessary to provide the school with a signed and dated doctor's statement in order to excuse a student from physical education or activities because of injury or illness. Please ask your child's doctor to be specific as to the type of activity not allowed and the duration. *The school nurse may excuse a student for one day to allow consultation with the parent and the opportunity for the parent to consult with their doctor.*

### **Latex**

**If your child is allergic to latex, it is important that you inform the school nurse.** We will make every effort to minimize exposure to latex for all students. Only non-latex balloons (i.e. mylar) will be allowed in the school. Non-latex gloves and other medically necessary barriers will be used.

## **STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2025-2026 SCHOOL YEAR**

The following are the minimum required immunizations for students entering each grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

| Age/Grade                   | Number of Doses            |         |          |         |        |        |
|-----------------------------|----------------------------|---------|----------|---------|--------|--------|
| Pre K (2 yrs through 4 yrs) | 4<br>DTP/DTaP/<br>DT2      |         | 3 Polio  | 3 Hep B | 1 MMR5 | 1 Var6 |
| Grades K through 5          | 4<br>DTP/DTaP/<br>DT/Td1,2 |         | 4 Polio4 | 3 Hep B | 2 MMR5 | 2 Var6 |
| Grades 6 through 12         | 4<br>DTP/DTaP/<br>DT/Td2   | 1 Tdap3 | 4 Polio4 | 3 Hep B | 2 MMR5 | 2 Var6 |

### **Pets - Policy 8390**

Pets are not allowed in the school building or on school grounds, unless receiving prior approval of the building principal. Animal visits must directly relate to the school curriculum and have principal approval. **For the health and safety of all students, staff and visitors, please leave your pet at home when visiting or picking up a child at school.**



# Bus Procedures - Policy 8600

## Bus Rider Rules and Disciplinary Action Procedures

### Conduct

Bus riders shall conform to the same standards of conduct which are expected at school. There is a designated seating assignment that will go into effect in the middle of September. Students will be allowed to choose the seat, and can keep the assigned seat as long as there are no behavioral issues. When a student fails to conduct himself/herself in accordance with established rules, the district has a disciplinary procedure called S.O.A.R that can be found on our school website under the transportation (school bus icon) at the top right of the webpage. The bus driver will first try to correct the behavior, then it will be reported to the appropriate leadership staff for further corrective action based on the severity of the infraction. School bus transportation is provided as a service, and may be revoked if the Bus Rider Rules are not followed. Students are to address bus drivers with the same courtesy as they do teachers and other staff.

In addition, bus riders at all times shall:

1. Obey and not distract the bus driver.
2. Be courteous and respectful of everyone on the bus.
3. Respect the bus and others' property and be responsible for any damages.
4. Remain seated unless loading or unloading from the bus.
5. Keep all body parts and items inside of the bus.
6. Use decent and correct language for school.
7. Eat and/or drink as approved by the driver.
8. Keep the bus clean and remove garbage.
9. Maintain a Tobacco and Drug Free Zone.
10. Use personal recording devices, cameras and cell phones as directed by the driver.
11. Follow all bus safety drill procedures.

### Busing Changes

In an effort to provide the safest, most efficient transportation for the students we transport, it is important to have a structured environment for busing.

We will no longer be utilizing permission slips for students to ride the bus to friends houses and non-school related activities. As a parent/guardian, you will need to determine the day to day pick up/drop off locations for busing. Any deviations in your drop off/pick up locations would only be applicable for split families and emergency situations. For any such request, you must first contact the principal/associate principal and they must approve it in advance, then the school will contact us for the approved change.

### [Transportation Questions-](#)





## **Disciplinary Action**

The following procedures shall be used to handle cases of misconduct:

1. The bus driver shall verbally warn the student and file a written report with the principal and transportation director.
2. The building principal and or his or her designee will determine consequences based on severity and frequency of actions.

Minimum: Notify the parent(s) or guardian(s) by oral and/or written notification

Alternative action: Suspend the student from bus riding privileges or issue detention(s) etc.

-or-

Maximum: In school or out of school suspend the student from school or recommend expulsion.

Cross Reference: West Salem School District Policy 443-Rule - Student Conduct Rules and Discipline Guidelines.

Approved: March 22, 2010

## **Conduct**

At WSES, we are a school that practices Positive Behavior Intervention and Supports (PBIS). PBIS is a school-wide framework that is designed to create a more positive environment for students and staff by establishing clear expectations for students and taking active steps in teaching, modeling, and reinforcing appropriate behaviors. Below is a copy of our school wide matrix for our expected behaviors. The three expectations are: Be Safe, Be Responsible, and Be Respectful. Students learn how to do these three things in all areas of our building and out at recess by watching fun videos, watching modeled expected behaviors, and practicing the expected behaviors. We are sharing our matrix with you in the hopes that we can share our common language and expectations between home and school.

(continued on next page)

## West Salem Elementary Panther Power Rules

| Expectations          | Hallways & Stairwells                                           | Bus                                                                                 | Playground                                                                                                                 | Lunchroom                                                                                          | Bathrooms                                                                                                                                           | Arrival & Dismissal                                                                    |
|-----------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>BE SAFE</b>        | Line Basics<br>Touch every step                                 | Stay seated<br>Keep hands & objects inside the bus                                  | Use equipment as intended<br>Always be in control of your body<br>Stay in designated area                                  | Line Basics<br>Eat your lunch only<br>Stay in seat<br>Feet under the table                         | Wash hands with soap and water<br>Water stays in sinks (keep floor dry)                                                                             | Walk in crosswalk<br>Use walking feet on sidewalks<br>Report to dismissal meeting spot |
| <b>BE RESPECTFUL</b>  | Use Voice Level: 0-1<br>Line Basics                             | Use Voice Level: 0-2<br>Follow directions from driver or adults                     | Use Voice Level: 0-3<br>Play by school rules<br>Practice good sportsmanship<br>Listen to adults                            | Use Voice Level: 0-2<br>Use kind words and actions<br>Use Good Manners<br>Listen to adults         | Use Voice Level: 0-1<br>Give privacy to others<br>Respect school property                                                                           | Use Voice Level: 0-2<br>Wait until dismissed by teacher                                |
| <b>BE RESPONSIBLE</b> | Use lockers, cubbies & hooks as intended<br>Keep hallways clean | Report unsafe activity to driver<br>Be on time<br>Keep track of personal belongings | Dress for the weather<br>Line Basics<br>Line up when bell rings<br>Use sidewalk while transitioning<br>Help others pick up | Focus on eating<br>Raise hand to empty tray<br>Clean up eating area<br>Stay seated until dismissed | <b>Use the 2's!</b><br>- 2 minutes<br>- 2 hands to wash<br>- 2 pumps of soap<br>- 2 paper towels<br>- 2 points when you throw towels into trash can | Be on time<br>Know your before/after school plan<br>Report to breakfast or recess      |

| Body Basics                                                                                                                                                                                     | Line Basics                                                                                                                                                                                                      | Good Manners                                                                                                                                                                     | Voice Level                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>Sit up tall in your space</li> <li>Look at the speaker</li> <li>Lips are closed</li> <li>Use listening ears</li> <li>Hands and feet are quiet</li> </ol> | <ol style="list-style-type: none"> <li>Face forward in a single file line</li> <li>Voice Level at 0-1</li> <li>Hands are by your side</li> <li>Use quiet walking feet</li> <li>Tight and to the right</li> </ol> | <ol style="list-style-type: none"> <li>Say please when asking for something</li> <li>Say thank you when receiving something</li> <li>Say excuse me when you interrupt</li> </ol> | 0 = voices are off<br>1 = a whisper<br>2 = only the person/people next to you can hear<br>3 = everyone can hear you |

Consequences and restitution for poor behavior choices shall be determined by the appropriate school personnel. Disciplinary action, depending on the frequency and severity of the offense, may include the following:

- loss of recess
- parent/guardian contact
- conference with parent/guardian
- meet with administration for serious behavior issues
- in-school suspension
- out-of-school suspension

### **Weapons - Policy 5772**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives. This definition also encompasses look-alike items.

### **Alcohol, Tobacco and Other Drugs - Policy 5512**

No student shall use, possess, conceal, consume, distribute, be under the influence of, sell, buy or transfer alcohol or illicit drugs, look-alike substances, drug paraphernalia, drugs prescribed by a licensed physician to someone other than the student, synthetic drugs or over the counter medication that is not used for its intended purpose, tobacco products, vaping devices or synthetic tobacco products while on school premises or while involved in any school-related activity.

Over the counter medications and medications prescribed to students with proper completed forms must be kept in the office and distributed by appropriate school personnel, unless otherwise authorized. All students must abide by this policy.

### **Bullying - Policy 5517.01**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

### **Consequences of Bullying**

There are many different consequences for a student who bullies another student. Consequences may include, but are not limited to:

- Notifying parents and/or guardians
- Meeting with some combination of bully, victims, parent/guardian, counselor, administrator, or other appropriate individuals
- Reparation, perhaps writing a letter of apology
- In-school suspension
- Out-of-school suspension
- Loss of non-curricular privileges, such as recess, field trips, etc.
- Legal repercussions
- Expulsion

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive to the educational process so that it markedly impedes the day-to-day operations of a school. Such conduct includes but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a district employee or a school board member.

Students who engage in cyberspace harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting cyberspace harassment and/or bullying shall be subject to school disciplinary measures consistent with the District policies and procedures up to and including suspension and/or expulsion.

### **Recess Procedures**

Recess is part of each student's day in Kindergarten through fourth grade. Please do not send notes requesting your child to stay in from recess. During inclement weather recess time will be inside. Children are expected to be dressed in clothing appropriate for daily outside recess. When the temperature during the school day is 0° or above, the students will be outside. When the temperature is 95° or above, the students will be inside. When the temperature is below 50° students need to wear a coat or jacket. Students may use their school issued iPads during inside recess (inclement weather). Students are not allowed to use electronics during outside recess.

The intent of playground recess is to provide an environment for students to engage in active play and safely utilize the equipment provided to them. It is therefore important to keep the following items in mind:

1. Students are to follow the directions of the playground supervisors at all times. Students should report difficulties they are encountering to the supervisors on duty.
2. Students are expected to follow the appropriate safety rules when playing games or using the equipment.
3. Rough play such as tackle football, tripping, kicking or fighting will not be tolerated on the playground at any time.
4. Unacceptable language will not be tolerated on the playground at any time.
5. There will be no throwing of snow on the playground. During the winter months snow sculpting is encouraged and students are asked to respect the sculptures of others that are done.

6. The school provides balls and other equipment for student use. Students may bring items from home but the school is not responsible for lost or stolen items.
7. When the bell sounds ending recess, students are to immediately stop their play activities, pick up materials and equipment, and quietly enter the building.

## **Emergency Situations**

### **Emergency Plans**

West Salem Elementary is prepared for emergencies with evacuation, lock down and shelter-in-place procedures and practices. Fire drills, severe weather drills, and emergency plans are practiced with the students. Students are taught a variety of escape routes as well as specific areas of assignment to report to during these situations.

It is vital for parents to keep emergency data cards up to date with recent address, phone number and medical information. In the event that any of the above information changes, please contact the school immediately.

### **Emergency Closing/Late Starts/Early Release**

In the event of inclement weather so severe to cause school closing or late start or early release, such will be announced over radio stations. Boys and Girls Club will not open/available for emergency closings (ex – snow day). Scheduled early release days BGC will be open.

## **Field Trips**

As part of the educational program, students participate in field trips. A field trip permission form will be kept electronically on file and will allow students to attend all school field trips. Classroom teachers will notify parents of field trips through classroom newsletters and notes home. All trips are supervised by the teacher and often assisted by parents. Parents/guardians assisting with supervision need to make alternative arrangements for childcare for siblings that are not of school age. Siblings of students cannot attend with the class.



## **Nutrition Program - Policy 8500 & 8510**



### **School Lunch**

The West Salem School Food Service Program has “family” accounts for all three schools in our district. Families deposit advance payments and the system will subtract the dollar amount of the meals consumed in one day by each student in the family.

The system will keep track of whether your family qualifies for free or reduced priced meals and the grade level of each student, enabling it to deduct the correct amount.

For current prices: [Click Here](#)

Parents may send one check or cash for all members of the family. This eliminates the need for separate checks for each child. Meals are to be paid for in advance. **Send lunch/breakfast money in an envelope labeled with your child's name, teacher's name, and grade.** The classroom teacher collects payments at the elementary level each morning. You may also mail payments to: Food Service Dept., 405 E. Hamlin St., West Salem, WI 54669. Or, electronic payments and be made on Skyward Family Access.

Automated phone calls will be made when your account balance is below \$10.00 (normal)/\$3.00 (reduced price) . If you have questions regarding your account balance, please contact the food service director at 786-3078. It is good practice for students to memorize their four-digit number to punch into the keypad when coming through the food line. This number will remain the same throughout their attendance at West Salem Schools. Register operators have a book with an alphabetized student list (including their lunch numbers) for a back up.

Any questions should be directed to Emily Klunk, Food Service Director.

### **Home Lunch**

Daily or periodically you may choose to send lunch from home. If your child would like to buy milk at school they use the same four-digit number to purchase the milk. Sixty cents (60 cents) will be subtracted from your family account. In accordance with our state nutritional standards for all foods sold/served in schools, soda and other beverages with high sugar content are not allowed.

### **Breakfast**

Students arriving between 7:30-7:50am may come into the cafeteria to sit down and enjoy a traditional breakfast and will be kept in the cafeteria for supervision. Students finishing before 7:55am will go outside. Students finishing between 7:55-8:00am will be held in the cafeteria and released to their classroom with the 8:00am bell.

Any student arriving between 7:50-8:00am will be served the Grab-and-Go options. Students arriving between 7:50-8:00am will be kept in the cafeteria for supervision and can begin to eat their bagged breakfast there. If they do not finish, they can take items to the classroom to complete their meal there.

Any student arriving between 8:00-8:15am will only get the Grab-and-Go options. Students arriving after 8:00am will be sent directly back to their classroom after their purchase is made. Breakfast will be served in a brown paper bag for ease of transportation back to the classroom.

For current prices: [Click Here](#)

### **Milk Break**

Homeroom teachers provide time each day for a milk break. The cost of the milk will be deducted from the family account on a daily basis. Milk break milk is free for those who qualify for free and reduced meals. Ala Carte milk (an extra milk with lunch) or a milk with cold lunch, is priced separately. Choices are 1% white or fat free chocolate milk.

For current prices: [Click Here](#)

### **Lunch Breaks**

|              |             |
|--------------|-------------|
| Kindergarten | 12:00-12:30 |
| Gr 1         | 11:00-11:25 |
| Gr 2         | 11:30-11:55 |
| Gr 3         | 11:50-12:15 |
| Gr 4         | 11:20-11:45 |

### **Dietary Restrictions**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have a medical statement, signed by a health care provider who has prescriptive authority indicating the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical statement must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without a medical statement provided that the meal still meets the USDA meal pattern for reimbursement.

### **District Wellness Policy 8510**

The school district has implemented a wellness policy in an effort to ensure and improve the physical well being of our students. The school supports healthy practices by promoting wellness, good nutrition and regular physical activity as a part of the total learning environment. Parents are encouraged to bring healthy snacks for classroom celebrations.

### **Meal Charge - Unpaid Meal account Policy 8500**

Click Here for updated policy:

<https://www.wsaalem.k12.wi.us/content/district/board-of-education/policies-procedures>

## **Parent Involvement - Policy 9210**

### **West Salem Elementary PTO (Parent Teacher Organization)**

All parents are encouraged to become an active member of the West Salem PTO. Meetings are held monthly. Please check the newsletters or website for specific times or visit the PTO on Facebook at [www.facebook.com/wsespto](http://www.facebook.com/wsespto). The PTO sponsors many family-friendly events. It's a great way to meet other families, staff and have fun.



### **Box Top for Education, Milk Moola, Caps for Cash and Labels for Education Programs**

The West Salem PTO coordinates the "Box Top for Education". Box Tops for Education are now collected electronically. Go to <https://www.boxtops4education.com/> for information on how to download the app. All funds raised are invested back into our school for grants, equipment and programming. Please continue to support these causes.

### **Volunteer Program**

The West Salem Elementary School encourages the use of volunteers, as they are a vital part of our school. Many parents and community members work in our LMC providing clerical assistance or working directly with children. Others assist in our classrooms helping teachers and students. If you are interested in sharing your time or know of someone in the community who is, please contact the office at 786-1662.

The safety and well being of the students, staff, and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. Background checks will be conducted prior to the first time the individual volunteers to work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

[Click here](#) for background check form.

### **Volunteer Rights and Responsibilities**



We value your time and assistance and you will be treated with respect and appreciation. We ask that you please:

- Speak to your child's teacher to arrange a time that is mutually convenient for your volunteer work.
- Let the teacher know if you will be delayed or unable to come. This helps the teacher plan.
- Sign in and out of the office and wear a volunteer tag each time you work.
- Let our teachers know if a child is acting inappropriately; the teacher will handle the discipline.
- Inform the secretaries immediately if you are injured while volunteering.
- Do not bring younger siblings into the classroom and/or field trips.
- **Respect the confidentiality of all students and staff. Personal information about children and families must stay at school.**

## Personal Property - Policy 5136

### Personal Communication Devices - Policy 5136

Students may not use cell phones or other 2-way communication devices during school hours (7:30am-3:10pm). If a student is seen with their cell phone, they will be considered in violation of this policy. An exception is if a teacher would request students to use cell phones for an educational purpose. Students violating this policy shall be disciplined in accordance with the established procedures as follows:



*First Offense:* Phone confiscated, warning given and the phone returned to the student at the end of the school day.

*Second and Subsequent Offense:* Phone confiscated and a parent must come to school to retrieve the phone.

- After multiple offenses, other consequences may be assigned including but not limited to detentions. Cell phones are strictly prohibited in the locker rooms at all times.
- If a student is found using their cell phone in the locker room, the phone will automatically be confiscated and a parent will be required to come in to retrieve the phone.

Parents are advised that the best way to get in touch with their child during the school day is by calling the office (786-1662).

Students may use their school issued iPad during inside recess (inclement weather). Students are not allowed to use electronics during outside recess. Personal electronic devices may be used for instructional purposes with teacher permission. We emphasize that the school is NOT responsible for lost, stolen or damaged items. Please note that student lockers DO NOT lock. Use of inappropriate websites, games, etc. may result in disciplinary action.

# Programs

## **Library Media Center**

The library program promotes reading and information technology. Students may search the Destiny online library catalog both at school and at home. Destiny indexes all 26,000 library resources including books, magazines, ebooks, playaways, and more. Students also have access to many electronic resources, including online subscription databases that complement the curriculum. The Library program aims to maximize student achievement and contributes to the development of a community of life-long learners.

## **Proper Attire - Policy 5511**

### **Clothing**

Students' clothing should be appropriate for a positive and safe learning environment. Hats and hoods are **not** to be worn in the building. Clothing that causes a disruption to the educational process or the orderly operation of the school will not be permitted. This includes, but is not limited to clothing that:

- has comments, pictures, slogans, or designs that are obscene, profane, lewd or vulgar, OR
- is harassing or threatening to an individual or group of individuals, because of sex, color, race, religion, disability, national origin, or sexual orientation, OR
- advertises alcoholic beverages or tobacco products, OR
- is too revealing (e.g. no tank tops, short shorts & undergarments showing)

Students who come to school inappropriately dressed will be asked to:

- change clothes if they have other clothes at school, OR
- turn clothing inside out if possible, OR
- have parent/guardian bring clothing to school

### **Physical Education Footwear**

To ensure the safety of your child and to preserve the quality of the gym floor, all students are asked to come to physical education class with a clean, non-marking pair of rubber-soled tennis shoes. An extra pair of tennis shoes kept for indoor physical education classes is required and may be kept in the student's locker. Please check to see that shoes have a proper grip on the bottom of their PE shoes. We have had problems with carpet/cloth-type shoe bottoms. They are very dangerous in the gymnasium setting.

### **Recess/Playground Footwear**

Students are not allowed to wear skate shoes for safety reasons. Students who choose to wear flip-flops or sandals without back straps will not be permitted to use the playground equipment at recess. Please send another pair of shoes for playground use if your child chooses to wear sandals or flip-flops.

## Pupil Evaluation - Policy 5421



While pupil evaluation is a continuous process, report cards are prepared and sent home three times each year. Additional progress reports are sent to the parents as needed. The purpose of any school reporting system is to inform the parents/guardians as accurately as possible of their student's progress. Parents/guardians do not need to wait until report cards are issued to inquire about their student's progress. Parents/guardians should feel free to contact the student's teacher or the principal at any time and arrange an appointment to discuss areas of concern.

## Safety

Safety is a habit that is learned only through practice. Parents, as well as teachers, need to continually remind and discuss the reasons for all safety practices with their children. Here are some suggestions that may help develop these essential practices:

1. If your child walks, plan the safest way to get to and from school. Insist that your child take this route at all times.
2. Children must go directly home after school. Students are not allowed to stay after school unless involved in an after school activity. Students are not allowed on the playground until after 3:30pm.
3. Discuss with your child the danger of accepting gifts, rides or going any place with strangers.
4. Help your child see the danger involved in throwing stones, rocks, sand or snowballs enroute to and from school, at bus stops or on the school grounds.
5. Encourage your child to follow all bus safety rules.
6. Please note that for safety reasons, students need to limit their use of skateboards, roller blades or other toys before and after school, as they are a safety hazard at school.
7. For those parents taking children to and from school by automobile, be sure that you avoid areas where bus loading takes place. This needs to be kept open for bus use only. Instruct your children where they will be dropped off and picked up so as not to violate safety rules.

## School Information

### Bicycles

We encourage students to ride their bike or scooter to school (if they are able to do so safely), however, bikes may only be ridden before and after school and must remain locked up or in the bike rack during school hours. Safety is extremely important when riding bikes therefore students are strongly encouraged to obey traffic rules and

regulations, ride with due caution and to wear a bike helmet! Bike racks are located in front of school and by the south playground.

### **Walking School Bus**

West Salem Elementary students interested in walking to school (but are not able to undertake due to lack of supervision) can join in West Salem's Famous Fridays Walking School Bus. We meet at the corner of North Tilson and West Hamlin (in front of St. Leo's church) at 7:25 am Friday mornings. We do not walk in thunderstorms or weather colder than 0 degrees. Students can be dropped off in the church parking lot or anywhere along the route. This is a great way to get a little exercise before school, catch up with friends, and decrease the number of cars in our drop off area!

### **Directory Data**

Directory data information maintained by the district includes: student's name, address, date of birth, major field of study, participation in officially recognized activities in sports, weight and height of members of athletic teams, dates of attendance, degrees, awards received, the most previous school attended, honor roll and list of graduating seniors and other recognition. This information may be made public unless the student's parent or guardian denies release of the information.

### **Homework**

The purpose of homework is to reinforce skills that have been taught at school. Your child should be able to complete assigned activities with limited assistance. We ask that you assist your child by providing structure, organization and encouragement as needed. If your child is struggling to complete homework activities please contact your child's teacher.



Students in kindergarten through second grade will have a limited amount of homework or reinforcement activities. The amount of time for third and fourth grade may vary but should be around 30 minutes per day. If your child needs to spend, on average, more than 30 minutes nightly, please contact your child's teacher to resolve the problem.

The habits and attitudes developed regarding homework at this young age will be carried through to future school years. Hopefully those habits and attitudes will be positive. Again - remember - the key is COMMUNICATION. If you have a question or concern, please keep us informed.

**Office Hours** - School year office hours are 7:00am-4:00pm.

### **Parent-Teacher-Child Conferences**

Conferences, which include parents, students and teachers, are scheduled in the fall and spring. Parents/guardians will receive a letter indicating how to schedule a conference time. Additional conferences may be scheduled as needed by either the

teacher or parent/guardian. The 2025-2026 Conference dates – October 21st and 23rd, March 10th and 12th.

### **Student Locker & Desk Searches**

The West Salem School District retains ownership and possession of all student lockers and desks. Designated school officials may search a student's locker and/or desk as determined necessary or appropriate without the consent of the student in accordance with school board policy and state statutes. Students shall not put a lock on a locker or desk.

### **Lost and Found**

Please label your child's gym shoes, outdoor clothing, lunch box, etc. Doing so will help your child find items that are missing. All articles known to belong to students in Grades 2, 3, 4 will be placed in 'Grade Level Lost & Found' areas located in each grade level hallway. All other items found and not specifically connected to Grades 2, 3, 4 will be placed in the 'building lost and found' located in the lobby. All articles unclaimed at the end of the month will be donated.



### **Personal Items and Insurance**

Items brought to and/or kept at school may be lost, damaged, or stolen. It is your responsibility to inquire with your insurance carrier as to the coverage needed for any personal items.

### **Every Student Succeeds Act (ESSA)/ Notice to All Parents:**

As a parent of a student at West Salem Elementary School you have the right to know the professional qualifications of the classroom teachers that instruct your child. The ESSA federal law allows you to request specific information about your child's classroom teachers and requires that your school respond to your request in a timely manner. You have the right to ask for the following information in regard to your child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has advanced degrees and if so, the subject of the degrees.
- Whether any teacher's assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

### **Special Services**

The West Salem School District offers special services in many areas which are designed to assist children in their growth and development throughout the grades.

The Special Services personnel work closely with classroom teachers and students. The Special Services Program in our school includes the following areas:

- A. **Special Education:** The West Salem School District provides programming for students with disabilities in accordance with state and federal law. Students may be referred for a special education evaluation to determine if they are eligible for special education services. Referrals may be made by parents, teachers, social workers, or medical professionals. A comprehensive evaluation will be completed by the school psychologist and members of the special education staff. Parent referrals should be made with the help of the school psychologist. Special education services may include specialized instruction, modifications, or accommodations through the cross-categorical, intellectual disabilities, or emotional behavioral disabilities programs, speech/language therapy, and adaptive physical education.
- B. **School Counselors** - The elementary school has 2 full-time School Counselors. They offer services for all students through classroom activities, small groups, and individual meetings with students. The mission of the school counseling program is to: 1) provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social development of all students, 2) be a student advocate who provides support to maximize student potential and academic achievement, and 3) facilitate a support system to ensure all students in the have access to and are prepared with the knowledge and skills needed to be college, career, and life ready. School counselors are prepared to recognize and respond to student mental health needs, assist students and families seeking resources in crisis response, and provide support and assistance to students and families as they navigate crisis and emergency situations.
- C. **School Social Worker:** The School District of West Salem has one full time social worker. School Social workers are a link between the home, school and community in providing direct as well as indirect services to students, families and school systems to promote and support students' academic and social success. They help students assess strengths and needs to problem solve and remove barriers to learning, especially those that stem from outside of the school or arise from mental health challenges. Their work may include providing related services for students with IEPs, conducting social developmental histories, and engaging families through home visits. School social workers act within and between multiple systems levels to provide a continuum of supports to students and systems with a focus on prevention and wellness promotion.
- D. **Health** - The district employs one Registered Nurse and two Health Assistants to serve the health needs across the district. The elementary school health office is staffed by a Health Assistant during the school year. Parameters are defined for providing care and for when the Registered Nurse should be contacted.
- E. **School Psychologist:** The elementary school has a full-time School Psychologist. School psychologists apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. They partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community. School

psychologists also facilitate comprehensive special education evaluations for students suspected of having a disability.

- F. **Title I** - West Salem Elementary is a schoolwide Title I School, which indicates all students are eligible to benefit from intervention support and services, as needed, in reading and/or math.

### **School District Board Policies/School District Website**

All West Salem School District board policies can be found on the school district's website located at [www.wsalem.k12.wi.us](http://www.wsalem.k12.wi.us). [School calendar](#), [calendar of events](#), [newsletters](#), [lunch menus](#) and much more information can be found on the [School District Website](#).

### **Technology**

The elementary school is connected to the Internet through the district technology system. Students and parents are required to sign the Internet/Computer Usage Agreement before students are allowed to use the Internet. If you do not want your child to have Internet access, please contact the principal. All fourth grade students will be given their own iPad and will be required to sign an iPad User Agreement. Insurance is offered.

### **Care of District Property - Policy 5513**

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

### **Telephones**

Telephones in the classroom and office are for staff use only. Students may use the office or classroom telephone in an emergency situation with permission from the classroom teacher, principal or office personnel before using.

Examples of emergencies are: 1. Illness 2. Accident 3. By teacher request 4. Unforeseen situations

### **School Visitors - Policy 9150**

Students are not allowed to bring friends or relatives along to school, the Outdoor Education Center, field trips, etc. In cases of special circumstances, permission may be granted for a visit if an adult accompanies the visitor for a limited amount of time. Permission must be secured from the principal in advance of the visit.

Parent visitation is encouraged. Public schools truly belong to the community. We welcome your interest in your school. Parents are encouraged to visit the school at any time after the first two weeks of school. We ask that you do not bring siblings or non-school age children with you to the classroom or on field trips. Parents are welcome to eat lunch with their child at a cost of \$4.25. Other family members are



welcome to come for lunch. You may purchase your lunch in the lunch line. Should you wish to visit, we have developed the following guidelines to make your time as enjoyable and productive as possible:

1. Please call or send a note to your child's teacher a day or two before your visit. There are days when visiting is not advisable (during achievement testing, etc.). Your child's teacher will also make you aware of special times when you may want to make a point of coming to school.
2. Upon arriving you will be asked to sign in and wear a "visitor" badge. The administrative assistant will direct you to your child's classroom.
3. Check with the teacher about the best place for you to sit in the classroom. It's important to the conduct of classes that visitors aren't a distraction to students in the room.
4. Although your interest is probably prompted by your child's attendance in our school it is important that all students are treated the same. Your presence should not be the cause for your child to be treated any differently than his/her classmates (helping with schoolwork, transporting your child from an activity while others ride the bus, etc.).