

West Salem Middle School Student and Parent Handbook

Revised July 2024

WEST SALEM MIDDLE SCHOOL HANDBOOK TO MIDDLE SCHOOL STUDENTS, PARENTS & GUARDIANS

The purpose of this handbook is to provide you with information on the West Salem Middle School policies, operational procedures, and course descriptions. The policies incorporated into the handbook will ensure a safe and positive school environment for all students, parents, and staff. For our school to be an effective middle school where all can learn and become successful, it is necessary for students to understand their rights and responsibilities in developing a positive school climate. The handbook will be reviewed and discussed with students by their Advisor at the beginning of the school year. We ask that all parents and guardians review the handbook. If you have any questions regarding the handbook or anything here at school, please contact the middle school office at 786-2090. Recommendations for handbook revisions will be reviewed and acted upon by the West Salem School Board. The West Salem Middle School staff and administration will use the handbook for interpretation of all school policies in a fair and objective manner.

Thank you for your time and cooperation.

Benjamin J. Wopat
Middle School Principal

Serving With Passion to Ignite Creativity, Innovation, & Excellence

****The West Salem School Board reserves the right to update policy. Changes made to Board Policies referenced in this handbook during the school year will be published on the district website.****

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DISTRICT MISSION STATEMENT

Serve with Passion to Ignite Creativity, Innovation, and Excellence

DISTRICT VISION

The West Salem School District is an integral community function providing leadership through service to students, families, staff and the community. Creativity and innovation are hallmarks of the district approach to achieving excellence.

The school district provides innovative programming focused on the personal growth and development of each child. The programming is delivered in small classes by high quality, passionate, dedicated staff members who model integrity and excellence. The staff is committed to facilitating a challenging and relevant curriculum that promotes creativity, a passion for learning and a desire for excellence.

The school district maintains clean, safe efficient and welcoming learning facilities, well equipped for current and future demands. Business operations are founded upon a commitment to good stewardship of resources and transparent communication with parents and community members.

KEY PERFORMANCE INITIATIVES

- Teaching and Learning
- Workforce Engagement & Development
- Communication and Community
- Business Operations

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.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Board Policy 2264: 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. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

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

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. 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.

MIDDLE SCHOOL INFORMATION

MISSION STATEMENT

The mission of West Salem Middle School is to guide students in their personal development with the skills and knowledge needed to meet the challenges of today and tomorrow. The middle school must be a safe and stimulating environment involving the entire community in order to make this possible.

MIDDLE SCHOOL EXPERIENCE

The goal of the West Salem Middle School is to create a school climate that enhances the educational experience for every student during these transitional years. Our staff is dedicated to meeting the developmental needs for each student through a wide variety of educational programs, advisor/advisee activities and co-curricular experiences. Every student in the middle school is encouraged to become actively involved in the middle school and explore as many opportunities as possible.

During the middle school years, students will have new experiences and increased responsibilities. They will be part of a school community that promotes positive self-esteem for all students, protects the rights of all students and staff, and emphasizes courtesy and respect for everyone in school.

MIDDLE SCHOOL FACILITY

The West Salem Middle School was built in 1981 and remodeled during 2017-18 school year. The facility houses grades 5-8. The middle school facilities are in excellent condition due to the continued commitment by our students and staff, who have established a tradition of school pride and a positive environment.

West Salem Middle School has an extremely productive school climate, where staff, students and parents are partners in the student education experience. We welcome the opportunity to explain or answer any questions you may have, or to give you a tour of our school. Please call the middle school to set up an appointment.

A PARTNERSHIP OF SUCCESS - RESPONSIBILITIES OF STUDENT, STAFF, & PARENT

Education at West Salem Middle School is a shared responsibility. Students, parents and staff have specific responsibilities that must be met so that each student will be successful.

As a WSMS STUDENT, it is your responsibility to:

1. Attend school each day and be on time to all classes.
2. Come to school prepared with books, paper, pencils and other materials and completed assignments that you are asked to bring.
3. Obey the appropriate directions of all WSMS staff members.
4. Maintain a positive attitude toward learning and believe in your ability to succeed.
5. Respect yourself and the rights and property of others.
6. Be accountable and responsible for your actions.

The STAFF at WSMS accepts the responsibility to:

1. Provide a quality instructional program in an integrated setting for each student.
2. Provide an orderly classroom and a safe school environment.
3. Develop programs and activities, which will respond to the social, emotional, personal and physical developmental needs of each student.
4. Assist parents in helping their children develop self-discipline, self-respect and self-confidence by being responsible members of the school community.

As the PARENT of a WSMS student, it is your responsibility to:

1. Send your child to school each day on time, well rested, fed, appropriately dressed and prepared with homework assignments and necessary materials.
2. Check your child's homework on a regular basis.
3. Provide your child with suitable study conditions at home.
4. Initiate communication with your child's teachers when you are concerned with your child's work or health.

ADMISSION AND ENROLLMENT FOR SCHOOL

All students must be registered when entering in the fall. Students must reside in the West Salem School District or have applied and been accepted through Open Enrollment Policy 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.

Open Enrollment Policy

Contact the District Office for additional information.

Mid-Year Transfers

If a child transfers from the district sometime through the school year, the child's new home address and the name and address of the new school should be submitted to the school office by the pupil or parent at least two days prior to the date of withdrawal. A checklist outlining school property, including books, must be completed and all items returned before departure.

PROGRAM OF STUDIES

The program of studies for the middle school is designed around a block concept. This means the core classes of Math, English, Reading, Social Studies, and Science are scheduled within the same 3 blocked periods. Elective and Encore courses are scheduled within the 4th block of the day. Students have more elective opportunities as they go up in grade level.

The middle school reports out Panther Pride P.A.W. student behavior ratings on each report card. Each teacher gives feedback to parents and students with a P.A.W. behavior rating for their class. Each teacher gives three behavior ratings for each student using the P.A.W. (Practice Kindness, Always show Respect, Work to do your Best.) The behavior ratings are; 3 = Consistently, 2 = Sometimes, 1 = Rarely. The WSMS classroom P.A.W. conduct rubric will help parents and students see the behavior items being evaluated.



WSMS Conduct Rubric

“The Panther Pride PAWs”

3 - Consistently 2 - Sometimes 1 - Rarely

PRACTICE KINDNESS

Be Polite, Positive, & Helpful

- Use Positive Words
- Considerate of Others
- Positive Attitude
- Encouragement, Support & Empathy of Others

ACT RESPECTFULLY

Exhibit behavior that is Respectful of all people, all places, and everyone’s learning time

- Act Respectful & Be Responsible
- Positive Collaborations
- Resolve Conflicts
- Appropriate Use of School Facilities & Equipment

WORK HARD

Strive for Excellence

- On time for school and class prepared to learn
- Academic Honesty
- Self-advocacy & Initiative
- Quality Work completed in a timely manner
- Critical & Creative Thinking

Hours of the Day: The academic day is divided into the following: Homeroom, 3 Core, Encore, Elective (no electives for 5th grade) and Panther Time.

Advisor / Homeroom

Students will be assigned a teacher who will serve as their Homeroom Teacher the entire time they are in middle school (6-8). Students meet with their Homeroom Teacher at the beginning of each day. The class is fairly small and consists of students from all grade levels. This class structure has a primary purpose of providing a positive support network between your child, their Homeroom Teacher, and fellow students within their homeroom.

The time is spent on additional learning activities (following the SEARCH Institutes 40 Developmental Assets as a guideline), a Monday Morning Meeting format, or community building. Homeroom Program advisors act as teachers, mentors, and study advocates to their advisees. No student transfers are allowed between Homerooms.

Academic Honesty

All school work must represent the efforts of the individual student unless it is an organized cooperative activity assigned by a teacher. Any form of academic dishonesty is prohibited. A progression of academic and/or behavioral consequences may be imposed for violation of this policy. The following list provides examples of academic dishonesty but does not represent all forms of such misconduct.

A student will not:

- Plagiarize written, creative, oral work or work in electronic form. (Plagiarism is using the ideas of another as one's own without proper acknowledgement of the source.)
- Submit work that is not original. (Copying, borrowing, or stealing from another source and giving it as one's own work, and/or re-submitting work from another person is unacceptable.)
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records.
- Submit identical work in more than one course without the prior approval of the instructor. (Students may further develop previous work with prior approval of the instructor.)
- Provide to school officials or teachers notes, signature, or other documents that are forgeries.
- Allow another person to copy one's own work.
- Complete another person's class work.
- Provide another person with the answers on tests or quizzes.
- Steal exams, quizzes, or answer keys from a teacher.
- Use electronic devices to provide assistance on exams or quizzes without the approval of the instructor.
- Use another student's computer login or password.

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 public unless student's parent or guardian denies release of the information.

Academic Program

Students attend **Core Subjects** daily throughout the year. Included are Math, English, Reading, Science, and Social Studies.

Encore Classes are not optional or “elective” classes, but are intended to expose students to a broader subject offering than they might normally choose on their own. Students will attend one Encore class for a 12-week period. Students will then move or “rotate” to the next subject area.

Encore classes include: Grade 5: Art, Music, LMC. Grade 6, 7 & 8: Art, S.T.E.M. (Science, Technology, Engineering, Math) and E.T.C. (Engineering, Technology & Careers).

Healthy Living classes are a combination of physical education and health. 5th grade will have Healthy Living every day. 6th grade will have Health in the Encore rotation and Physical Education class every other day. 7th and 8th grades will have Healthy Living every other day. In physical education, 5th & 6th grade students will participate in street clothes and tennis shoes while 7th and 8th grade students need to wear required uniform.

Elective Classes: Students may choose to take one the following classes for the entire year and attend these classes on a daily basis:

Grade 6: Band, Choir, Band & Choir (alternating days), General Music.

Grade 7: Band, Choir, Band & Choir (alternating days), Soundscapes, and Spanish.

Grade 8: Band, Choir, African Drumming, Creative Computing, Spanish, Art, Robotics, and Panther Creations & Retail.

Panther Time

Our schedule includes a daily 30-minute class period for all students called Panther Time. Panther Time provides opportunities for targeted intervention in reading and/or math for those students who could benefit from additional support in these areas. Panther Time also provides opportunities for teachers to reinstruct learning targets for students who need additional time on a concept, time for students to participate in personalized learning at their own pace, and extension activities that expand upon the concepts of our Allied classes.

WEB

WEB, which stands for “Where Everybody Belongs” is a middle school orientation and transition program that welcomes 5th 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 our 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 5th to discover what it takes to be successful during the transition to middle school and help facilitate 6th grade success.

More and more studies show that if students have a positive experience their first year in middle school, their chance for success increase dramatically. WEB provides the structure for 5th graders to receive support and guidance from 8th 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 your school by providing it with 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.

Scheduling Changes

Only emergency scheduling changes will be done. The student must go through the following steps:

- Student meets with school counselor and expresses concerns. Parents are contacted.
- Student's teacher and school meet to develop strategies to improve the situation.
- Student, teacher, school counselor and parent meet to review the situation and develop interventions.
- Student, teacher, school counselor, parent and principal meet to review the situation and review interventions.
- The building principal makes a final decision.

Scheduling changes for being transferred into a special program: The student will receive a grade if the transfer occurs after the mid-term grade is given. If the student transfers before the mid-term date, then there will be no grade given.

Withdrawal of or change of an elective: This may be done within the first three days of classes after the start of the school year. During the school year you will need to talk to your teacher and one of the school counselors.

COURSE DESCRIPTIONS AND TARGET BASED REPORTING

West Salem Middle School provides a broad range of courses to develop the skills and interests of middle-level learners in a wide range of topics. West Salem Middle School is a target-based grading and reporting school. Teachers provide feedback on each learning target in a course to parents and students via the Skyward gradebook using a score of 3 (Proficient), 2 (Approaching), 1 (Needs Support), or 0 (No Evidence).

Course descriptions and learning targets for each course can be found [here](#) on our website. More information regarding West Salem's target-based grading and reporting is provided [here](#).

CELL PHONES

Reference: Board Policy 5136

Students may not use cell phones or other 2-way communication devices during school hours (7:30-3:10). 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 be automatically be confiscated and a parent will be required to come in to retrieve the phone.

DRESS and ATTIRE

Students are expected to dress appropriately for school. The purpose of our dress code is to maintain the health and safety of our students, minimize distractions, and avoid disruptions of the educational process. Clothing items that are considered unacceptable to wear to school include, but are not limited to, the following:

- Students must wear clothing that provides adequate coverage. As such, students are not allowed to wear clothing that exposes undergarments, midriffs, chest/cleavage, buttocks, or bare shoulders. (For example: strap tops, low cut tops, tops with over-sized neck and arm areas, backless tops, strapless tops, transparent tops, or tube tops.) Tank tops may be worn as long as they are not low-cut, and all undergarments are concealed by straps. (Think “Lasagna” straps vs. “Spaghetti” straps.) Spandex shorts and leggings can be worn, but only if another garment such as regular shorts, skirts or a long shirt cover them. Excessively short shorts or skirts should not be worn. Shoes must be worn at all times in the building and on school grounds.
- The school prohibits apparel that may disrupt the educational process or is determined to be potentially harmful to self or others. This includes but is not limited to attire that is sexually suggestive, offensive, obscene, sexually degrading, racially motivated; or makes reference to alcohol, drugs, tobacco, violence, profanity, discrimination, or otherwise causes a disruption.
- Coats, hats, hoods (all types of head covering including sweat bands), sunglasses, and chains must remain in student lockers during school hours, and may only be worn during the school day as permitted by the building principal or designee. One example would be that hats are allowed at lunchtime during recess.

If a student’s attire is deemed to be unacceptable, they will be asked to change into appropriate clothing. If a student refuses, their parent/guardian will be contacted to bring a change of clothes or the student will be sent home to change. Administration will use discretion to make decisions regarding the appropriateness of each student’s dress and possible consequences for violation of the above policy. At West Salem Middle School we want to spend our days educating students and preparing them to be successful. We recognize that some fashions are appropriate for social settings but are not appropriate for a learning environment. With staff, student, and parent support regarding appropriate attire for school, issues can easily be resolved and uncomfortable circumstances avoided.

HOMEWORK

Focus of Homework - Teachers use homework to introduce or extend a lesson (related), provide enrichment (personal pace and depth), promote practice through repetition (not fatigue) and evaluate and assess understanding (to see what the student has learned and is able to do).

Homework

Parents or students with questions regarding homework are encouraged to check Skyward. Assignments can be found in the message center area. You can also check the Google Classroom app on their iPads and/or the Homework Hotline on our website.

ATTENDANCE PROCEDURES AND POLICIES

Reference Board Policy: 5200

General Information:

All students are to be in attendance every hour of every day that school is in session. School attendance is the responsibility of students and parents/guardians. It is the responsibility of the parent/guardian to telephone the middle school office at 786-2090 on the day of the absence relative to the reason for the absence. Any absence not cleared up within one day of a student's return to school will be considered unexcused.

According to Wisconsin Statute 118.16(2), it is the responsibility of the school attendance officer, not the parent, to determine whether an absence will be considered excused or unexcused. Also in accordance with Wisconsin Statute 118.16(4), it is the school board's responsibility to set the guidelines for this determination. The West Salem Board of Education has determined that the following reasons for absence will be considered excused:

- Illness on the part of the student;
- Serious illness or death in the immediate family;
- Medical or dental visits;
- Special circumstances (e.g. college visits, family vacations) provided notification is given in advance of the absence as per Wisconsin Statute 118.15 (3)(c);
- Emergency situations within the family.

Students will be allowed the equivalent of 10 full days, which is equal to 70 class periods, to be absent from school during the school year as outlined above. The following absences will **not** be counted towards the 10 full day allowed absences:

- a) Hospitalization (note required from doctor/medical practitioner);
- b) Doctor's orders to not attend school (note is required from doctor/medical practitioner);
- c) School-sponsored field trips and activities (absence must be approved by teachers);
- d) Religious observance (note must be received by the office prior to the absence);
- e) Legal appointments (note required from clerk of court, lawyer, social worker, etc);
- f) Medical or dental appointments (note is required from doctor/medical practitioner upon the student's return from the appointment - if no verification is received the time missed will count toward their 10 full days. **(Students are only excused for the time of the appointment and travel time.)**)

Once a student exceeds the equivalent of 10 days of absence, any further non-school related absences will be recorded as unexcused for the remainder of the school year unless the one of the following conditions is met:

- a) The student has doctor's orders to not attend school (note is required from doctor/medical practitioner);
- b) The student's medical/dental/legal appointments are verified by the practitioner;
- c) The school nurse determines the student is too ill to be in school.

Parent(s)/guardian(s) may be notified in writing when a student has reached the 10 day limit and informed that further absences may be unexcused unless the absence is the result of any of the reasons previously outlined.

Make-up work Following an Absence

Students with excused absences are required to make-up all missed assignments deemed necessary by the individual instructor. Failure to do so will result in the student receiving an “incomplete” grade for the work which may lead to a failing grade for the course. A suggested timeline is to allow two days for each day of excused absence.

Homework for Excused Absences

- If a student misses school, students/parents should check Google Classroom or check the homework hotline to obtain missed assignments.
- After excessive absences, parents will be required to meet with the school counselor, nurse and/or principal.

In accordance with Wisconsin Statute 118.15 (3) (c) All students who will miss school as a result of a family vacation or other planned event such as hunting must be excused in writing or by phone by his/her parent or guardian a minimum of two days before the absence and complete a pre-excused vacation form prior to the absence. A student may not be excused for more than 10 days in a school year under this provision.

Truancy (Unexcused Absences):

All other absences that do not fall within the guidelines stated above are considered to be unexcused and/or instances of truancy. Truancy is defined as any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parents/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law (Wisconsin State Statutes 118.15 and 118.16 (1)C. Parents/guardians will be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail, or telephone of which a written record is kept. Some common examples of absences that will be considered truantries: leaving the building without checking out, skipping classes, over sleeping, etc. If a student is in the school building, but not where they are supposed to be, the student is considered unexcused and will receive consequences.

Consequences for Truancy (Unexcused absence):

Reference: Board Policy: 5200

Students who are truant/unexcused will be assigned detentions according to the following general guidelines: three detentions for 1-2 hours missed; four detentions for 3-4 hours missed; one detention will be added for every additional missed up to 8 detentions per day. Subsequent violations may result in additional consequences and/or loss of privileges. In accordance with state law, municipal code, a truant student may receive a truancy ticket or a social services referral.

Note: It should be noted that implicit on the definitions of unexcused and truants is the understanding that while all truantries are unexcused absences, not all unexcused absences are truantries. The principal or designee will determine on an individual basis whether an unexcused absence is to be regarded as truancy.

Tardies:

Students are expected to arrive to school for each class in a timely fashion. Students are considered tardy if they are late for school or class. Common examples of unexcused tardies are: parents or students overslept, student missed the bus, student’s sibling made them late etc. Noon detentions will be assigned to students with unexcused tardies per the schedule below:

<u>Time Missed</u>	<u>Detentions</u>
Morning Tardy	1
Class Tardy	1

After three unexcused tardies, within a period of twenty school days, the student may receive an after-school detention. If unexcused tardies are ongoing, further disciplinary action and/or principal contact may occur.

Attendance for Students in Athletics and Activities:

Reference: Board Policy 2431

1. Any participant who has an unexcused absence for any part of the school day shall be ineligible to practice and ineligible to compete or participate for that school day.
2. Any participant who is absent from school for any part of the day of an event shall be ineligible to compete/participate unless:
 - a. The absence was due to a school function.
 - b. Permission for the absence has been granted by the administration.
 - c. Extenuating circumstances exist. In such cases, the building principal or designee shall determine whether or not the student shall be ineligible.
 - d. A participant may be gone for a medical/ dental appointment, however to be eligible to participate the appointment must be verified with a note from the doctor.
3. Pre-excused absences under Wisconsin Statutes 118.15(3) are not exempt from this policy.

Physical Education/ Health

Students will have physical education classes that alternate with Health classes. Makeup for missed class: Teachers will inform students of expectations upon their return to school.

EMERGENCY (Fire and Severe Weather)

In the event of an emergency because of fire or tornado, the cooperation of all students is a necessity to ensure the safety of everyone in the building. In preparation for potential emergencies note the evacuation routes for fire and severe weather posted in each of the classrooms. When the alarm for fire or severe weather is sounded, immediately be quiet. Listen to your teacher for directions. Walk to the designated evacuation area quickly and quietly and wait for the all-clear signal. Students will be released when an all clear is issued by the weather bureau.

FAILURES, INCOMPLETE AND RETENTION

Upon receiving an “Incomplete” grade in a class, students have 10 days to make up the incomplete. For failures and retention, please see the Grade Advancement Policy located in the Middle School office.

FINES

The student will be financially responsible for any school property that is lost or damaged. Fines will follow the student through middle school and high school. Failure to pay fines may prevent

the student from participating in the middle school promotion and high school graduation ceremonies.

INCLEMENT WEATHER

During cold weather (wind chill 0 degrees or below) or rainy conditions students will have noon recess indoors. In the event of inclement weather the closing of school will be announced from approximately 6:00-8:00 a.m. over local radio and television stations. They will also broadcast early school closings due to weather. Please do not call the school on such days.

INSURANCE

The school district does not provide an individual student insurance policy.

MEDICAL INFORMATION

Immunization Requirements

State law requires that all children entering a Wisconsin school for the first time 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 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 after receiving the legal notice, the district attorney is notified.
3. If the student is not in compliance by the 30th day of school, the student can be excluded from school until they are in compliance.

Medication Policy

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 pink medication form signed by you, and if prescription medication, by your child's physician. (Pink medication forms are available from your school nurse or local clinic.) Medication needs to be in its original container and properly labeled. **Please do not send medication in a baggie or an unlabeled bottle, as it cannot be given.** A new medication form is needed each time the medication is changed, and a new one is needed for each school year. A separate medication form is needed for each medication and for each child. If you feel your child may need any over the counter medication during the school year, it must be supplied by the parent/guardian. Substances that are not FDA approved (i.e. natural products, food supplements) will require the written instruction 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.

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 antibiotic. (Please notify the school office or the school nurse so that we may alert other parents as needed).

NUISANCE DISEASE: head lice, scabies, ringworm- must be treated before returning to school.

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).

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.

Diet Restrictions

If your child has any type of diet restrictions please notify the nurse. Food service is able to make accommodations for students with dietary restrictions only when a student's physician has completed the dietary request form. This form can be found on the District's website under the school nutrition tab or under the health information tab.

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.

NEWSLETTER

A monthly middle school newsletter is published and viewable on our website www.wsalem.k12.wi.us. The objective our newsletter is to keep parents informed of monthly

activities and events that are occurring at the middle school. We post our newsletter to the website as a means of stretching our building budget by reducing our use of the copier, paper, toner, postage, etc. However, if you do not have access to the web, you may request a copy be mailed to you by contacting the middle school office at 786-2090.

NUTRITION PROGRAM

Our school operates nutrition programs serving breakfast (7:15-7:50 A.M.) and lunch (during student's scheduled break). **Breakfast is not available on late start days.** School prepared sack lunches can be purchased whenever your child goes on a school field trip. Students are encouraged to participate in the school nutrition programs. Our programs offer quality, appetizing food choices that meet the Dietary Guidelines for Americans. All students must remain on school grounds at lunchtime. Only those students with passes issued by the office may go home for lunch. Breakfast and lunch prices can be found on the [Nutrition Services webpage](#), which can be located by going to the school district website and clicking on the fork and knife icon in the upper right hand corner.

<https://www.wsaalem.k12.wi.us/content/s/school-district-of-west-salem-school-nutrition-services>

Forms for federally funded free and reduced lunches are available in the school office or can be printed from the school nutrition webpage (click on the fork & knife icon in the upper right of the district website and go to 2024-2025 Free & Reduced Meals Info & Applications). You can also submit a free & reduced application through Skyward Family Access. Enter your username and password. Select just one of your children, and click on the Food Service Tab. Click on the link called "Applications" near the middle of the screen. If experiencing a temporary financial hardship please feel free to reach out to your guidance counselor or the Director of School Nutrition to see if there are funding options available to you.

Unpaid Meal Account Policy

Reference Board Policy: 8500.01 which can be found at the following website -

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

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. The student's household will receive low balance and negative balance notifications via the automated phone/email messaging system. Notifications to families may be copied to the Building Principal, school guidance counselor, and school social worker, and/or school psychologist as deemed necessary.

Non-payment will result in the Interruption of Service. Ala Carte purchases are not allowed to be charged. For purposes of this policy, a milk with a cold lunch is not considered an Ala Carte purchase.

Payments may be made to family meal accounts by sending a check or cash to their child's school, by making online payments through Skyward Family Access or by mailing payments to the District Office c/o Nutrition Services, 405 East Hamlin Street, West Salem, WI 54669.

District Wellness Policy

Reference Board Policy: 8510 which can be found at the following website -

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

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.

PARENT CONCERNS

An informal concern should be directed to the involved parties. If the concern is not handled promptly or to the satisfaction of the parent, please submit the concern in writing to the building principal.

PERSONAL PROPERTY

It is the responsibility of parents and staff members to inquire from their insurance carrier as to the insurance coverage needed for personal property that is brought to and/or kept at the middle school. This includes clothing articles, electronic devices, and musical instruments that may be lost, damaged, and/or stolen.

PHONES

Classroom telephones are for staff use only. Students may only use them under direction of a teacher/staff member. The principal or office personnel must give permission before using the phones in the office.

POLICE LIAISON OFFICER

The West Salem District has a police liaison officer.

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, which may help develop these essential practices:

- If your child walks, plan the safest way to get to and from school. Insist that your child take this route at all times.
- Insist that your child go directly home from school.
- Discuss with your child the danger of accepting gifts, rides, or going any place with strangers, or unauthorized adults.
- Help your child see the danger involved in throwing stones, rocks, sand, or snowballs en route to and from school at bus stops or on the school grounds.
- Encourage your child to obey all bus safety rules.

SCHOOL PICTURES

Each year the middle school will have individual pictures taken during our registration in August. Orders are placed online through the picture company website. The pictures will be placed in a school annual, which will be sold at the end of the year.

VISITORS

All visitors must report to the middle school office to register and pick up a name tag upon entering school. All outside doors are locked once school is in session. This is for the protection of students and staff.

Student Visitors - Students are not allowed to bring friends to school.

High School Visitors - High school students are not allowed in the middle school unless under the direct supervision of a staff member. High school students attending athletic events or concerts must be in the gym for the event and not in the halls or building areas.

Parent Visitors - Public schools truly belong to the community. We welcome your interest in our school. Should you wish to visit, please contact the office.

STUDENT LIFE

Awards for 5-6-7-8

Awards are issued to students at awards assemblies. The following awards will be issued to students who earn them:

- Honor Roll Awards - Any student who makes honor roll the first two trimesters of the current year.
- Completion Certificate - Any student who has successfully completed all requirements through 8th grade. 8th graders that do not complete all requirements may receive an unsigned completion certificate.
- Athletic awards
- Music awards
- Awards for enrichment activities
- On – A – Roll award

Dances

Periodically, dances will be held for 5th, 6th, 7th, and 8th graders. Students on restriction status will be ineligible to attend dances. For discipline problems at dances the students may be told to leave, and parents will be notified. Other discipline may follow. The principal or his designee will determine dance suspension. Only students from the West Salem Middle School are permitted to attend. All school rules must be abided by. The Student Council sponsors dances and parents are encouraged to chaperone one dance during the year.

Field Trips

As part of the educational program of our school, students participate in field trips. A written permission slip from the parent is requested before the child is allowed to accompany his/her class on an excursion. Written permission slips are not required for trips within walking distance of the school. All trips are supervised by the teacher and often assisted by chaperones.

Chaperones are defined as parents and/or legal guardians. The building principal reserves the right to choose chaperones based on student needs. Written permission slips are not required for the school forest. Parents/guardians of eighth grade students going to Washington, D.C. are reminded that students must meet certain requirements before they will be allowed to go. Since the class trip is an educational experience, all students not going on class trips are expected to attend school as usual. If a student is not going to be present, they are to follow the vacation guidelines (under attendance) as printed. *The following students will NOT be allowed to go:*

- Any student who has received a total of 4 F's during the first through the mid of the third trimester grading periods (Washington, D.C.).
- Any student who has received a second in-school suspension or one out-of-school suspension.
- Any student who has more than three unexcused absences during the school year.
- If the parents or principal decide against the trip.
- Students who transfer into the district are eligible for the class trip through the mid of the third trimester provided they meet the above qualifications for all school attended during the current school year. In addition, trip payments should equal expectations for other participants.

Honor Roll

An Honor Roll list will be published every Trimester. Students averaging 3.0 or better will be placed on the Honor Roll. Any student averaging 3.5 or better will be placed on the High Honor Roll.

A = 4	B/C = 2.5	D = 1.0
A/B = 3.5	C = 2.0	F = 0
B = 3.0	C/D = 1.5	

Lockers (hallway and physical education) KEEP YOUR LOCKER LOCKED!!!

All students will be assigned a locker individually. Students should not share their combination with other students. Students are not to switch lockers without office approval. Lockers are the property of the school and may be searched at any time. Lockers are to be kept clean. Fines will be issued if a locker is treated improperly. The school/district assumes no responsibility for lost or stolen items. Materials displayed in the locker shall be school appropriate, attached by magnetic fasteners only, no tape, etc. and all material must be removed at the close of the school year.

Lost and Found

Student should label all personal articles. A lost and found is maintained in the commons. Clothes left unclaimed in the lost and found will be given to charity.

Student Council

The student council representatives for the middle school are elected each trimester. Students involved in student council are active in promoting social activities, and helping develop a positive school climate. They have the opportunity to develop leadership skills through a variety of activities.

CO-CURRICULAR PROGRAM

Philosophy

Students in the middle school have several opportunities to participate in activities beyond the classroom. All students involved in co-curricular activities must follow the Middle School Co-Curricular and Code of Conduct policies. The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The co-curricular program is an integral part of this process as it provides certain opportunities and emphasizes definite aims difficult to duplicate in other school activities.

It is the desire of the West Salem School District to generate a program of co-curricular activities that will provide opportunities for the youth of West Salem Schools to develop the proper ideals of sportsmanship, ethical conduct, judgment, leadership skills, self-esteem, problem solving, physical and mental skills. Participation in this program is a PRIVILEGE for which every participant should be willing to make sacrifices deemed necessary to fulfill these ideals. It is with this in mind that a West Salem School District Co-Curricular Code has been enacted by the Board of Education.

The school district shall not discriminate in admission to any program or activity, application of standards, rules of behavior and disciplinary actions or use of facilities on the basis of sex, race,

national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical or mental capability, economic status, emotional or learning disability.

Athletic Participation Philosophy

It is the philosophy of the middle school to encourage participation and skill development in all co-curricular activities. Consequently, sport seasons are shortened to allow exploration in all sports.

Objectives

- To develop within the student the determination and dedication necessary to complete his/her chosen goals.
- To develop the self-discipline necessary for a successful life.
- To develop a willingness to place the good of the Group before the desires of the individual.
- To teach that a penalty follows the violation of a rule.
- To provide a “whole school” interest and activity that will develop school pride in all students.
- To provide opportunities to exemplify and observe good sportsmanship.
- To develop within the students a personal pride that will enable them to do whatever they choose to the best of their ability.
- To provide opportunities for lasting friendships, both with fellow students and opponents.

Definition of Co-curricular Activities

Co-Curricular activities in Group I are events that are not graded, occur outside of the academic day, and are beyond the scope of the academic day. Co-Curricular activities in Group II occur outside of the academic day. However, some portions of these programs are graded and some portions are not graded. A complete listing of Group I and Group II activities, which have been approved by the Board, will be published in the student handbook at the beginning of each school year.

Co-Curricular Activities

- Students have several opportunities to participate in activities beyond the classroom. These include:
 - Forensics (7,8)
 - 5th Grade Choir (5, 6)
 - Instrumental and Vocal solo and ensemble contests (6,7,8)
 - Sports
 - volleyball (7,8), cross-country (6,7,8), football (7,8), basketball (7,8), wrestling (6,7,8) softball (7,8), track (6,7,8)
 - Student Council (5,6,7,8)
 - Trees for Tomorrow (7)
 - Yearbook (8)
 - Odyssey of the Mind (5, 6,7,8)

Middle School Co-Curricular Activities

Group I

Athletics
Forensics
Student Council
Yearbook
Odyssey of the Mind

Group II

Band
Vocal
Drama
Color Guard

Responsibilities

The privilege of participating in the co-curricular program is extended to all students providing they are willing to assume the identified responsibilities, conduct, and academic requirements.

The greatest responsibility is to be a credit to oneself, parents, school, and community.

Therefore, it is required that these participants:

- Meet the academic requirements as set forth in the academic policy.
- Display high standards of social behavior.
- Display proper respect for opponents and those in authority: administration, teachers, coaches, advisors, officials and other school personnel.
- Display a genuine spirit of cooperation.
- Dress with special care when attending a contest.
- Use language, which is socially acceptable; profanity will not be tolerated.
- Return a pledge sheet that is signed by both student and parent/guardian to the building principal before participating in co-curricular activities.
- Return an athletic permit card that is signed by both a licensed physician and parent/guardian to the middle school office before participating in co-curricular activities.

Co-Curricular Code of Conduct

This code is to be followed by all participating in Group I co-curricular activities and Group II non-graded portions of activities. The code is in effect the full calendar year. The West Salem School District has zero tolerance for the use of drugs, alcohol, and tobacco. When students in the Middle School are found in possession of drugs, alcohol, or tobacco, counseling will be provided for the student. The following steps will also be taken:

A. First Offense

1. The student will be suspended for two activities and will be required to practice during this time.
2. The student will be required to participate in the following counseling program directed by the middle school counselor:
 - a. All students involved in the same violation (minimum one group session).
 - b. Individual counseling sessions (minimum two sessions)
 - c. Counseling with the parent(s) and student (minimum one session).
 - d. Regularly scheduled individual counseling sessions for the balance of the middle school year as determined by the counselor.

B. Second Offense

When a Middle School participant violates the drug, alcohol, and tobacco policy the second time:

1. The student will be suspended for four activities, and will be required to practice during this time.
2. The student will be required to participate in the counseling program,

which will be established by the middle school counselor and the drug and alcohol district coordinator to meet the needs of the individual.

C. Third Offense

When a Middle School participant violates the drug, alcohol, and tobacco policy the third time:

1. The Co-Curricular Council will convene to determine consequences. The minimum suspension would be six activities. The council consists of the principal, counselor, advisor, and two designees. The student also has the opportunity to select one staff person for the Council.

D. Violations Carry-Over

Consequences not satisfied within the season of infraction will continue into the next season. Punitive measures will not carry into the High School.

In activities, which have a number of limited performances, the principal may reduce the number of required suspended activities.

Enforcement of the Co-Curricular Code of Conduct Middle School

A. If the violation occurred during a school sponsored function:

1. A written report of any violation must be filed with the building principal or delegate.
2. If the participant is not satisfied with the decision rendered by the building principal or his/her designee, he/she may appeal as outlined by Section VI, Article 3, Parts A and B.

B. If the violation did not occur during a school sponsored function:

1. A written report must be filed with the principal or delegate.
2. If the participant is not satisfied with the decision rendered by the principal or delegate, then he/she may appeal to the co-curricular council. If the participant is not satisfied with the decision of the co-curricular council, then he/she may appeal to the next level of authority as outlined in Section VI, Article 3, Part B.
2. The co-curricular council will consist of five voting members. The council will include three head athletic coaches, one faculty member from the music department and one other co-curricular advisor assigned by the building principal.

C. Students who are serving co-curricular code of conduct suspension will not receive awards during the period of suspension. Awards will be presented to the student upon completion of their suspension or upon 8th grade promotion.

Academic Policy for Middle School

Co-curricular Group I participants will be required to meet academic eligibility requirements. Students who are serving academic co-curricular code suspension will not receive awards during the period of suspension. Awards will be presented to the student upon the completion of their suspension or upon graduation.

A. Student shall be ineligible to participate if he/she receives a failure.

Eligibility shall be determined at mid-trimester and at the end of each trimester.

1. Based on mid-trimester grades –If a student receives 1-2 failing grades, the student shall not be eligible to participate in co-curricular activities until the teacher indicates a passing grade. As soon as the student is passing he/she will be eligible to participate in activities.

A student who receives 3 or more failures shall not be eligible to participate until: (a) the teachers of those classes indicate a passing grade and, (b) two events or 15 school days have passed, whichever is a shorter period of time. As minimum time has passed, the student will be eligible to participate in activities.

2. Based on trimester grades – If a student receives one or more failing grades, the student will not be eligible to participate in co-curricular activities until: (a) the teachers of those classes indicate a passing grade and, (b) two events or 15 school days have passed, whichever is a shorter period of time. As soon as the student is passing and the minimum time has passed, the student will be eligible to participate in activities. .
 3. During the period of ineligibility, the student will attend the Extended Day Program (EDP) until 4 p.m. each day Monday through Thursday and then report to practice.
 4. Academic restrictions do not carry over from 5th to 6th, 6th to 7th, 7th to 8th, or 8th to 9th grade.
- B. A student will be ineligible to participate for fifteen (15) days, or two (2) activities, if he/she fails a course as a result of an incomplete grade becoming a failure.
- C. A student who is ineligible to participate may not suit up for games/events with the group at away events.
- D. Middle School Grades and Attendance Eligibility.
If a participant has an incomplete grade, the grade must be made up in ten school days or the student will be declared ineligible for participation. A student who has an unexcused absence for any part of the school day will be ineligible to practice and ineligible to compete or participate for that school day. An unexcused absence on the last day of the school week will cause the student to be ineligible for the entire weekend. Any participant that is absent from school more than one hour on the day of an activity will be ineligible to compete/participate unless:
1. Absence was due to a school function or a medical appointment. Verification from physician must be provided upon student's return to school.
 2. Permission for the absence had been granted by the administration.
 3. Extenuating circumstances were involved. The building principal or designee will determine the enforcement of the rule.
- E. Students will become eligible to participate 24 hours after coach receives a signed slip.
- F. Personal Behavior and Conduct Expectations: Conduct PAW grades are checked and reported at every grade report release (progress reports and trimester grades) for all student participants, starting with the first progress reports at approximately 4.5 weeks, and continuing throughout the academic school year. Students receiving an unsatisfactory PAW score of 1 for *rarely* meeting conduct expectations in any category (Practice Kindness, Act Respectfully, Work Hard):
1. Shall miss a minimum of one contest per unsatisfactory PAW score of 1 (starting the day after the grade report release).
 2. May continue to practice at the discretion of the coach/advisor and athletic director.

Athletic Participation – Middle School

A student may participate in one athletic activity at a time. In order to change from one athletic activity to another, he/she must have permission of both coaches involved. When overlapping seasons occur, students may participate in practice of a second activity only if and when released by the director of the original activity.

A student who is dropped from one activity by the coach for disciplinary reasons will be ineligible to participate in any other activity at that time.

No participant will be allowed to miss a practice or contest without the permission of the coach.

- A. Consequences will be left to the discretion of the coach in the case of a missed practice
- B. If a participant misses an event contest without permission, he/she will be suspended for a 15-day period. A second offense will result in suspension for the remainder of the season.
- C. The West Salem Middle School is a member of the WIAA and as such, functions under the guidelines of the district and the WIAA.
 - 1. A student may not participate in or practice for interscholastic athletics until the school has an Examination/Permit Card on file in its office attesting to (a) parental permission, and (b) physical fitness as determined by a licensed physician. NOTE: It is recommended that a student also have dental fitness as attested by a licensed dentist.
 - 2. Unacceptable conduct contrary to WIAA rules will result in the consequences paralleling the consequences outlined in the West Salem Code of Conduct (Section VI of the Board Policy).

School Equipment

Learning responsibility is one of the values gained by participation in co-curricular activities. Care of school equipment and property is the responsibility of the student. The original equipment issued to a participant must be returned at the end of each season. The coach/advisor should be notified if equipment is in need of repair or if a change in size is required. Participants will be financially responsible for lost or damaged equipment.

WSMS CODE OF CONDUCT

Philosophy

It is each student and staff member's right to attend school in a positive, safe and respectful environment, which fosters growth and learning. Behavior that infringes on the rights of even one student or staff member diminishes the experience for the entire student body. Disruptive behavior or influence will be addressed in such a way as to protect the rights of the total student body while developing responsibility in the individual student. General policies have been developed to deal with student behavior that is in conflict with this policy; however, all disciplinary actions are subject to the Principal's best discretion.

The goal of administrative response to student misbehavior shall be to help the student learn proper conduct while protecting the rights of others. Every possible effort to notify and cooperate with parents regarding student behavior will be made.

The middle school Code of Conduct covers students' behavior at school, or in transit to or from all school sponsored activities, including those held at other schools. Students who are unable to meet the Code of Conduct expectations at any time, regardless of physical location, will be regarded in the same manner as if this behavior occurred during the school day in our school.

The principal reserves the right to take action deemed appropriate for each case.

If a student has an after school detention, an in-school or out-of-school suspension, they will be ineligible to participate in extra-curricular activities/practices or game activities for those days. Students who do not respond to the discipline process of the school and continue to have chronic behavior problems will have their behavior records reviewed by the superintendent and school board to determine what course of action is to be taken. If expulsion is recommended, Board Policy #5610 will be followed and expulsion procedures outlined in state law 120.13.

General Provision

- The school building will open at 7:15 a.m for students who are working in the Success Center. Otherwise, the school is open at 7:30. Students who come to school prior to 7:30 will go to the playground areas. On mornings with inclement weather, students will be permitted to wait inside a designated area beginning at 7:30 a.m. Students are not to be in the halls at any other time unless they have a pass from a teacher.
- First period starts at 7:50 a.m. and all students will be expected to be in their appropriate classrooms. Students late for class will be marked tardy. For every tardy a student will receive one noon hour detention. Chronic tardiness may result in after-school detention.
- For their safety, upon arrival at the school grounds, students are expected to remain on campus for the entire school day unless prior approval has been given through the principal's office.
- Bikes should be parked in bicycle racks only. If racks are full, bikes should be parked as near to the racks as possible and off the pavement. For the safety of all staff and students bicycle riding on school grounds is prohibited. All bikes should be locked up to prevent theft. Any student who rides or tampers with another student's bicycle will be subject to discipline under the discipline system and may face criminal action for vandalism.
- We have a CLOSED CAMPUS. Therefore, in order to go home during his or her lunch period a student will need to receive a pass from the office. This must be approved by parent/guardian before a pass will be issued. Passes will be issued to students to specifically go to their own home for lunch.
- Students will not be allowed to bring book bags to classes, A/A or lunch. Any book bag must be kept in the locker. Students will have access to lockers throughout the day. Book bags and lockers can be searched if there is a suspicion of inappropriate materials.
- Students participating in or conspiring with others to engage in any harassing act, which injures, degrades or disgraces other individuals will not be tolerated. All harassment complaints will go through the middle school counselor. A harassment complaint form may be completed. An investigation and appropriate disciplinary actions may occur.

Expectations

Students are expected to demonstrate “above the line” behavior that is RESPECTFUL, RESPONSIBLE, and SAFE at all times. Behavior by students that is considered “below the line” puts into jeopardy the safety and well-being of themselves, other students, faculty members or school visitors. Examples of below the line behavior include, but are not limited to, those listed below:

Below the line behavior that inhibits a RESPECTFUL environment

- Rude or inappropriate remarks to teachers or students
- Swearing, quarreling or fighting during school hours or at any school sponsored activity.
- Wearing inappropriate attire, including hats and coats indoors, clothing with inappropriate slogans or symbols, heavy chains and other adornments.
- Inappropriate behavior in a classroom where a substitute teacher is supervising or teaching. These teachers are guests at our school and should be treated as such.
- Gangs are groups of people that define themselves by excluding others from the association. Gangs or any type of behavior that resembles gang activity including drawings, clothing, and / or symbols that refers to gangs, inherently makes others feel uncomfortable and are not conducive to a positive school environment.

Below the line behavior that inhibits a RESPONSIBLE environment

- Inappropriate use, theft, damage or destruction of equipment, property and any other materials belonging to another student, staff member, or the middle school itself.
- Skipping classes.
- Bringing items with unpleasant odors, such as hunting scents, which disrupt the educational climate.
- Tampering with school computers or software programs. Students who do so may lose computer privileges and student/parents will be billed for repairs if a computer technician needs to be hired to correct the problem.
- Use of I-pods, Gameboys, MP3 players, CD players, cell phones and other electronic devices that may interfere with one’s ability to be attentive and which may disturb others. These items may be confiscated until claimed by a parent.
- Possession of inappropriate materials that others may find offensive. This includes books, pictures, photographs, or notes that promote inappropriate sexual or violent material.

Below the line behavior that inhibits a SAFE environment

- Running and general “rough housing” in the halls.
- Any “rough” play, including tackle football, throwing snow balls, pushing, hanging from basketball rims, etc. that may cause injury to themselves or a fellow student.
- Roller blades and skateboards also pose injury to students and should be left at home for the safety and well-being of all.

Transportation / School Bus Policy & Procedures

West Salem School District Policy 8600 – TRANSPORTATION.

Bus riders shall conform to the same standards of conduct which are expected of them at school and bus ridership rules.

When a student fails to conduct him/herself in accordance with established school conduct and bus ridership rules, the bus driver shall bring such misconduct to the appropriate administrator's and transportation director's attention by completing a bus disciplinary form. Notification of parents/guardians and due process shall be in accordance with established Board policy.

Bus Rider Rules and Disciplinary Action Procedures will be posted in each bus and school handbook. They will be reviewed annually by the administrative team in April.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

121.52(2)

APPROVED: January 10, 2005 UPDATED: March 22, 2010

School bus transportation is provided as a service. It is imperative for the safety of all students that "above the line" behavior be observed at all times on school busses, regardless of type of transportation being provided, i.e. to and from school, field trips, athletic functions, etc.

Students are expected to address drivers with the same respect and courtesy as classroom teachers or other school staff members.

*Written notices shall be sent home when a special trip is to be taken. Written permission from each student's parent/guardian must be secured before the trip. In the event the student has not returned permission slip, student's parent/guardian will be contacted by phone for permission to go on special trip. Student's not receiving permission may not participate in the trip.

BUS RIDER RULES AND DISCIPLINARY ACTION PROCEDURES

Conduct

Bus riders shall conform to the same standards of conduct which are expected at school. 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 other's 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.

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 consequence based on severity and frequency of actions.

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

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

-or-

Maximum: In school or out of school suspended 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

Cafeteria Policy

Students are responsible to clean up spilled food and take care of all trays and food items at their table. Students who throw food will be required to stay to help clean up the cafeteria and may receive further discipline.

Playground Policy

To ensure the safety and well-being of all students while at recess on the playground, specific behavior expectations are listed below: Aides and Supervisors will follow a progressive system of discipline on the playground:

- Consumption of food or drink outside at noon hour or recess can pose a choking hazard and is not allowed.
- All students must be outside on designated playground areas and may only enter the building with a Hall Pass.
- Students may not play on or use the high school equipment. Examples: high school track and football equipment.

Disciplinary Process

The following steps are the normal progression in dealing with inappropriate behavior.

Steps may be skipped depending upon the severity of the action.

A. Warning

B. Individual teacher/aide handles problem with appropriate consequences that may include detention.

C. Detention

- Detentions are used as a reminder to the student that the inappropriate behavior must stop. A progressive system of office detentions is planned to provide a deterrent to chronic tardiness and misbehavior.
- Depending upon the frequency and severity of their offenses, students may be assigned to one or more days of **before school, noon or after school detention**.
 - Before school detention is in the office.
 - Noon detention will be assigned a location.
 - After school detention operates from 3:10 to 4:00 p.m. Parents are responsible to arrange transportation for detained students. Students may be assigned school service projects to be completed during after school detention.
- In those instances when the assignment of detentions has not served as a deterrent to misbehavior, other consequences, including in-school or out-of-school suspensions and restricted status may be considered.

D. Work-It-Out Form

- Students will be sent to the office after teacher and/or supervision personnel interventions have not worked to stop inappropriate behavior.
 - The student will be sent to the office to complete a Work - It - Out form.
 - Once the form is completed, one copy will be sent home with the student for the parents to sign and is to be returned to school the next morning.

- One copy will be given to the student's advisor, who will schedule a conference.
- After the student conference with the teacher, the student will be allowed to return to class.
- Each time a student is sent out of the classroom to the office, they receive a "Step".
- STEP PROGRESSIONS:
 - STEP 1 office referral
 - STEP 2 office referral with one noon detention
 - STEP 3 office referral with one after school detention
 - STEP 4 office referral with in-school suspension (two of the following: before school, noon and after school)
- If a student does not have an office referral for twenty school days, they will have a clear discipline record.

Procedure for Principal Referral

Principal referrals are for serious discipline problems. Students will be sent directly to the principal office. Students with serious behavior problems will receive one or more of the following: before school detention, noon detention, after school detention, in-school and/or out-of-school suspension. If the student's conduct is a criminal offense, the police department may be called to assist the school personnel. A principal referral does not eliminate any of the Work - It - Out steps.

The following is a list of serious offenses, which require principal referral:

- **Tobacco:** the use or possession of tobacco in any form on school property or at any school sponsored activity.
- **Drug and / or alcohol:** the use, possession, transfer, or being under the influence of drugs, alcoholic beverages, or any substance on school property or at any school sponsored activity. The possession of drug paraphernalia may also result in suspension from school. This includes over - the - counter drugs. This includes any "look alike" items.
- **Insubordination / non - compliant:** the failure to respond to, or carry out a reasonable request by a staff member.
- **Gross Misbehavior:** the act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, or the act of threats to staff members or to other students.
- **Intimidation:** interference with the normal school operation by threat of force or violence.
- **Weapons:** the act of possessing, using or threatening to use any weapons, which includes guns, bullets, knives, chains or any instrument capable of inflicting bodily injury. Police will be contacted on all weapon incidents. Look-a-like weapons are NOT allowed at school.
- **Arson:** The attempting to burn any building, or part of any building, structure or property.
- **Vandalism:** the act of willful destruction of school property or property belonging to others.
- **Stealing:** acquiring property of another without permission
- **Forgery:** the act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

- **Battery/Fighting:** an act to cause immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm upon another. Examples: Closed fist attack, biting, kicking, pushing student into a wall, intentional spitting on another, breaking other's skin, possible exposure to disease. If bodily injury occurred, the police will be contacted according to school board policy.

Board Policies That Relate to Student Conduct and Discipline

Policies can be reviewed on the following website - <http://www.wsalem.k12.wi.us/policies.html>

MIDDLE SCHOOL CO-CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS AND CODE OF CONDUCT - Policy 2431

STUDENT CONDUCT AND DISCIPLINE - Policy 5500

STUDENT ALCOHOL AND OTHER DRUG USE - Policy 5530

STUDENT CONDUCT ON SCHOOL BUSES - Policy 8600

TWO-WAY COMMUNICATION DEVICES - Policy 5136

WEAPONS ON SCHOOL PREMISES - Policy 5772

TOBACCO USE/POSSESSION ON SCHOOL PREMISES - Policy 5512

TOBACCO PROHIBITION ENFORCEMENT PROCEDURES - 5512

PUPIL SERVICES

The West Salem School District offers student services in many areas, which are designed to assist children in their growth and development throughout the grades. The Student Services personnel work closely with classroom teachers and pupils, and are an important part of the total educational program. The Student Services Program in our school includes the following areas:

School Psychologist: The middle 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.

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.

Academic Support

Please review the options below for supporting your child's academics:

Success Center The Success Center is a drop-in center for students to take advantage of when they feel they need to. This supervised opportunity is available before and after school starting at 7:15 and again after school until 4:00.

EDP (Extended Day Program) EDP is available after school from 3:15-4:15. This opportunity provides students independent work time, but in a supervised setting, to help them finish their homework. Most students are signed in by their parents and are expected to attend daily as attendance is taken. It is recommended that students remain in EDP for at least a grading period.

At Home We understand that transportation may be a concern or other factors of life may prevent from taking advantage of the two programs mentioned above. You can help create your own “Success Center” or “EDP” at home by:

- ✓ Checking what the homework is on the Skyward message center and/or Edmodo
- ✓ Creating an environment that is conducive to studying (quiet, distraction-free area, no electronics etc.)
- ✓ Having your child do homework in a monitored are (i.e. kitchen table)
- ✓ Verify homework is complete and quality checking his/her work
- ✓ Monitoring grades on Skyward

School Counselor The middle school has two full time school counselors. The School Counselors at WSMS 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.

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.

Enrichment Opportunities

The West Salem School District seeks to provide students with purposeful and engaging opportunities to deepen learning. Enrichment is provided by classroom teachers through differentiated instruction, during Panther Time through a variety of Allied teachers, and through an accelerated math option in grades 6-8 for students who qualify.

Summer School Summer school is offered to provide enrichment opportunities for students.

Technology refer to student technology use agreement.

*The \$25 iPad fee is now considered and “insurance fee”. By paying this “insurance fee” if equipment is damaged or breaks it will be covered. However if you choose not to pay the

“insurance fee” your child can still take the device home but you will be 100% responsible for the full cost of damages or replacement.

APPEAL/GRIEVANCE PROCEDURES

The School Board has established a procedure for students and parents who think the Conduct Code has been wrongfully interpreted and/or applied to them. The appeal procedures must start within five days after the occurrence of the event by contacting the building principal. Further details will be supplied upon request.

Harassment and/or Bullying of Students

Student Anti-Harassment Policy # 5517 and Bullying Policy #5517.01

Harassment and/or bullying of students will not be tolerated on the West Salem School District property, which includes vehicles and/or at any district sponsored events and or activities held off-site. The School Board considers these actions to be detrimental to the health and safety of students and disruptive to the educational environment. The educational environment is defined as consisting of every activity under the supervision of each school.

For purpose of this policy, harassment and/or bullying are defined as any conscious, willful or deliberate act or attempted act, through the use of words or actions, which are intended to cause fear, intimidation or harm. They may be repeated acts and involve an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as but not limited to: age; natural origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Examples of act of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put-down, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

All form of harassment in cyberspace commonly referred to as cyber bullying is unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology; harassment, teasing, intimidating threatening or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant or social networking site messages, text messages, digital picture or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, cyberspace is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the West Salem School District Policy 411.1 2 Internet, telecommunications networks, computer systems, and embedded processors and controllers.

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.

Any student who believes he/she has been subject to harassment an/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or his or her designee or the District Pupil Services Coordinator who is the Equity Coordinator for the District. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any district employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report such behaviors to the principal and or his or her designee immediately.

Students who engage in harassment an/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment an/or bullying shall be subject to school disciplinary measures consistent with the District policies and procedures up to and including suspension and/or expulsion. West Salem School District Policy 411.1 3

Notice of this policy will be included in all district handbooks and on the district's website and posted on an annual basis in the District newsletter. It will also be distributed to all organizations in the community having cooperative agreements with the public schools.

LEGAL REF.: WI State Statutes Sections 118.13; 120.13(1), 120.44; 895.77(2); 947.0125; 947.013; 948.51(2)

WI State Administrative Code

Title IX Educational Amendments of 1972

Title VII, Civil Rights Act of 1964

Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

APPROVED: June 28, 2010 Harassment that includes: participating in or conspiring with others to engage in harassing acts which purposefully injure, degrade or disgrace other individuals. This includes harassment of staff off of school property and will be handled the same as if the incident happened on school property. School board Policy III Section II Part XIV. It is the policy of the school board of the West Salem School District to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. The school board will not tolerate any form of sexual harassment. Any person who violates this policy will be subject to disciplinary action.

- Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic, or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Reporting procedure: A student who believes he or she has been subjected to sexual harassment by anyone shall immediately file a harassment complaint form with the guidance counselor. The guidance counselor will investigate and report to the principal to determine appropriate action.

WSMS Conduct Rubric Descriptors “The Panther PAWs”
Reporting out on Student Behaviors
(3 - Consistently, 2 - Sometimes, 1 - Rarely)

P	A	W
Practice Kindness	Act Respectfully	Work Hard
<p>Use appropriate and positive words.</p> <p>Be considerate and caring of others.</p> <p>Encourage and offer support to others to do their best.</p> <p>Acknowledge the success of others & show good sportsmanship.</p> <p>Have a positive attitude towards peers/teachers/subject.</p> <p>Show empathy towards others.</p>	<p>Act Respectfully & Responsibly</p> <ul style="list-style-type: none"> • Be honest and truthful. • Keep hands, feet and objects to yourself. • Respect other’s personal space and privacy. • Respect the learning atmosphere of the classroom, model appropriate classroom conduct expectations. • Clean up after yourself. <p>Use a voice volume level appropriate for the situation.</p> <p>Positive respectful collaboration and interaction with peers, teachers, building staff and substitute teachers.</p> <p>Resolve conflicts respectfully.</p> <p>Use school facilities and equipment safely and appropriately.</p>	<p>Academically honest, work is free from plagiarism and/or cheating.</p> <p>Be Prepared to Learn</p> <ul style="list-style-type: none"> • Bring materials needed for class and learning. • Homework/practice completed to the best of your ability. • Use effective listening skills & follow directions. • Use available class time, teacher time & learning resources wisely. • Use technology appropriately for learning, charged and ready to use. • Be organized. (locker, folders, etc.) <p>Use Self-Advocacy Skills</p> <ul style="list-style-type: none"> • Ask for help. • Meet with teachers as needed and per request. • Be prepared for assessments. <p>Critical & Creative Thinking</p> <ul style="list-style-type: none"> • Actively participate in discussions in class and within groups. • Communicate with peers and teachers effectively. • Make an effort to problem solve, stay on-task.