

COVID-19 Student Handbook Addendum: West Salem Middle School

Board Policy 443: STUDENT CONDUCT RULES AND DISCIPLINE GUIDELINES

The following acts are unacceptable by students attending West Salem School District. Any disciplinary action that follows does not imply or require that a step-by-step progression of increasing severity be employed by an administrator when dealing with a violation. However, there shall be a logical relationship between the severity of the offense and administrative action.

ATTENDANCE (in addition to existing policy and practice)

Reference Board Policy: 431 and 431 Rule, 447.2; Wisconsin Statute on Compulsory Attendance: 118.15

General Information

Parents/Guardians will screen their children at home prior to coming to school. The child must be symptom free AND fever free (100.4 F without Tylenol/Ibuprofen). Parents/Guardians should contact a health care provider if a child is symptomatic. The child may return to school following the guidance of their health care provider.

Children who are sick will stay home. It is the responsibility of the parent/guardian to telephone the high school office at 786-2090 on the day of the absence relative to the reason for the absence. Reported information should include the student's name, symptoms of illness and a contact phone number.

Attendance will be taken by the teacher during the class period. Students are expected to maintain instructional pace in their courses so they remain "on track"; this includes logging into Google Classroom, working on and submitting assignments, participating in course activities and communicating with their teacher. Students who do not maintain adequate instructional pace or do not attend required Zoom classes may be marked unexcused for part or all of that school day.

Students who are unexcused from school or who are not maintaining instructional pace during online learning may be considered truant from school and in violation of Wisconsin's Compulsory Attendance Statute 118.15(1)(a) that requires a child to attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board.

BACKPACKS

Students will be allowed to carry a backpack during the school day. Backpacks will not be allowed in bathrooms during bathroom breaks.

BEFORE SCHOOL

Students should observe social distancing practices outside. A bell will ring at 7:30. At this time, students will be allowed into the building and report to their Homeroom. 5th Graders will enter the building through their Pod entrance. 6th Graders will enter the building through their Pod entrance. 7th Graders will enter the building through the BGC entrance. 8th Graders will enter the building through the front doors.

BREAKFAST

Breakfast is available daily for students. It will be provided in a "Grab – N – Go" format and can be picked up from the lunch room and carried to Homeroom.

CLASSROOM SETUP

Staff will make every attempt to arrange classrooms to maintain 6-foot social distancing guidelines. Seating should be structured to avoid students facing one another.

CLEANING PROCEDURES

Students should use cleaning supplies to clean the desk they used prior to leaving the classroom.

CLOTH FACE COVERINGS

Cloth face coverings are required in the school building. Exceptions will be allowed after communication with administration and the school nurse. This is part of the dress code until further notice. Face coverings that are distracting from the learning process or present a safety risk; displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements; or pertains to drugs, alcohol, or tobacco products are not permitted. An appropriate mask will be provided as needed.

- (1) Minimum Action: Student conference and parent/guardian contact
- (2) Alternative Action: Detention or suspension
- (3) Maximum Action: Expulsion

END OF SCHOOL DAY RELEASE

The school day will end at 3:10. Students who are leaving for the day will exit their grade level assigned entrances only.

HALLWAY LOCKERS

Lockers will be available before and after school and during lunch. Otherwise students should not use a hallway locker during the day.

LOCKER ROOMS

Lockers will be open before school and off limits until the end of the day with the exception of students with PE classes. PE classes will meet first in the gymnasium then be dismissed to change as directed. Staff will attempt to assign lockers with social distancing in mind.

LUNCH

The Nutrition Services Department will provide lunch options that maximize individual packaging of meals. Seating arrangements will be determined with social distancing in mind.

NURSES OFFICE

This office will be the isolation room for students presenting with symptoms who need to remain at school until they can be picked up.

PASSING TIME

“Tight to the Right.” When moving through the hallway, keep to the right.

VISITORS

Reference Board Policy: 860

Essential visitors who are wearing a face covering will be welcomed and recorded in the main office but will not be allowed past the office. Parents picking up their children should remain in their vehicle; students will be released when the parent arrives. Non-essential visits will be limited. Meetings with parents and visitors will be held virtually when possible.