

2021-2022

West Salem Elementary School

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West Salem, WI 54669

Office - 608-786-1662

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www.wsalem.k12.wi.us

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

Student and Parent Handbook



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

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



Dear Parent/Guardian:

Welcome to the 2021-2022 school year at West Salem Elementary School. We are eagerly looking forward to the upcoming year, and an opportunity for new learning for our students and staff.

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

You are the first and most important teacher in your child's life. That is why we continually solicit your involvement and support. Our goal is to work together with you to provide the best educational program possible for your child. If you have any concerns in the classroom we request you contact the teacher or one of us immediately to resolve any differences. Your support of your child's teacher placement will ensure a strong educational program throughout the school year.

The ultimate purpose of education is to help each student become an effective individual to the best of his/her potential. Developing good work habits and accepting the responsibilities and obligations of the classroom will help students be successful in the future. Parents and staff members must work together to provide a caring environment for our students to help them continue to make social and academic progress.

We are excited to begin the 2021-2022 school year and are so glad you will be a part of it!

Sincerely,

Tami Bagstad
Elementary Principal

Lisa K. Gerke
Elementary Associate Principal

West Salem School District

Non Discrimination Statement and Complaint Procedure

The West Salem School District does not deny admission, participation, or benefits in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact the Pupil Services Director at (608) 786-0700 to file a request. To file a complaint of discrimination write to the Pupil Services Director and Title IX Coordinator at 405 East Hamlin Street, West Salem WI 54669 or call (608)786-0700. The West Salem School District is an equal opportunity provider and employer.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to Heidi Horton. He shall send a written acknowledgement of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeal under 20 USC § 1415 and ch. 115, Wis., Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, such, V, Wisc., Stats. Complaints under 20 USC § 1231e-3 and 34 CFR § 76:780 – 76:782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

Step 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board of the School District of West Salem does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. 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.

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Parent-Student-Teacher-Administrator Compact

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

Parent/Guardian checklist includes:

I will do my best to:

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

Student checklist includes:

I will do my best to:

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

Teacher checklist includes:

I will do my personal best to:

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

Administrator checklist includes:

I will do my personal best to:

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



Board of Education

Catherine Griffin, President
 Tom Grosskopf, Vice President
 Sean Gavaghan, Treasurer
 Chris Peterson, Clerk
 Ken Schlingens, Director
 Robin Fitzgerald, Director
 Erik Peterson, Director

Superintendent

Ryan Rieber

Elementary Administration

Tami Bagstad, Principal
 Lisa K. Gerke, Associate Principal



Administrative Assistants: Jane Frank
 Kathy Stello
 Stephanie Williams

School Counselors: Gayle Lassen (k4-1)
 Jessica Hundt (2-4)

School Psychologist: Andy Kastner

Nurses: Kate Brohmer
 Laurie Nelson
 Jessica Tomten

Food Service: Emily Klunk, Director
 Lynn Strong, Lead
 Anne Bahr
 Irma Gatlin
 Patti Sauter
 Julie Schaub
 Nancy Schlichenmeyer

Custodians: April Monson, Lead
 Jay Clements
 Josue Gatlin
 Jess Hendrickson
 Carrie Niedfeldt

School Forest Consultant: John Sullivan

Speech & Language: Ruby Kerkman
 Allison Boelter

Reading Specialist: Alyssa Harlan

Lead Teachers: Carrie Johnson - Reading
 Heidi Schiefelbein - Math

Art: Nicole Finch
 Kaylin Lotspaih

Music: Lisa Jones
 Kelli Martin

Physical Education: Jake Merrill
 Lindy Meyers
 Amy Tischler

Instructional Aides: Tina Althoff
 Kathy Beshensky
 Michelle Clements
 Anne Garrity
 Lucy Hubbell
 Lucy Jacobson
 Laura Johnsrude
 Allison Klug
 Sherry Kneifl
 Cassie Lueck
 Julie McMakin
 Colene Miller
 Sandy Novak
 Emily Rogge
 Lois Schams
 Kelly Schneider
 Jordyn Schurhammer
 Tracy Sell
 Tina Shaw
 Stacy Simon
 Stephanie Sprehn
 Kim Sullivan
 Kelsey Thomas
 Roxanne Whitehead
 Lisa Yahnke

Computer Support: Trish Martin, Technician

Title I: Elaine Mott
 Ashley Hanson

LMC: Mary Hundt, Teacher
 Krista Mead, Technology
 Sara Oldenburg, Aide
 Kari Schuster, Aide

Pre-Kindergarten through Grade 4 Teachers

4K/EC

Karly Baganz, am & pm
Jessica Macha, pm
Megan McConkey, am
Ashley Ranzenberger, am & pm
Amber Clark EC

Kindergarten

Katie Christianson
Elisabeth Grams
Jacki Hickey
Jennifer Wheeler
Laura Wagner
Emily Richling

Grade 1

Chris Antony
Dayna Baldwin
Amy Chambers
Deelyn Christianson
Amy Reedy
Torrie Stencil

Grade 2

Dawn Crow
Amanda Flottmeier
Anne Pearson
Tracy Hesse
Rhea Servais
Anne Skaar

Grade 3

Tara Allind
Josh Deml
Rachel Lopez
Erica Mathison
Ella Smith
Heidi Vergin

Grade 4

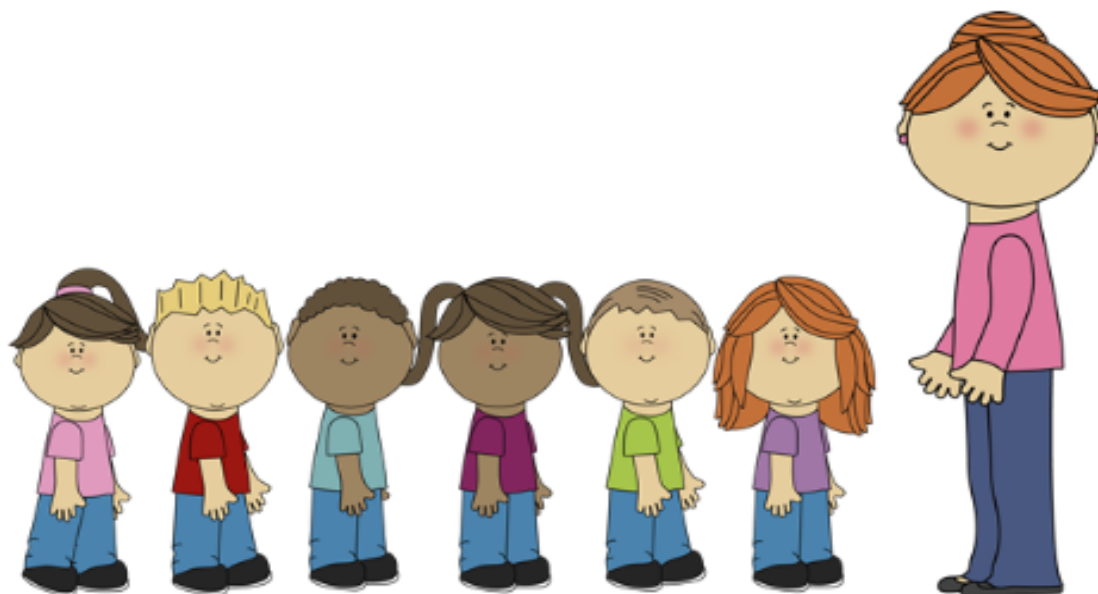
Jeremy Hoff
Andrea Ihle
New Teacher
Rebecca Miller
Rita Schwartz
Kayla Wegner

WSVA

Dana LaFleur, grades
K-4

Resource Teachers

Kevin Aleckson
Jeremy Johnson
Caitlin Kopecky
Brittany LaMere
Amy Schmidt
Jes Schomberg



Admission and Withdrawal

Admission

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

Open enrollment policy – Contact the District Office, 786-0700, for additional information.

4 Year Old Kindergarten Admission

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

Kindergarten Admission

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

Withdrawal

If your family plans to move from the West Salem School District, such information should be sent to the teacher and the office at least one week prior to moving. Parents are asked to complete a Student Withdrawal Form that can be picked up at the Elementary School Office. Student records will be forwarded upon request by the new school.

Arrival, Dismissal and Leaving the Building

Student Arrival

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

Tardiness

Students entering the building after 8:00am will be considered tardy. Tardiness for reasons other than emergencies will be considered unexcused. For example, running late, overslept, and completing homework. **Tardy students should be accompanied to the office by a parent or sent in with a note stating the reason for the tardy.** If your child is going to be late, please call ahead and notify the office personnel.

Before school inclement weather student locations

If it is raining and/or feels like 10 degrees or lower the students should report to the following locations:

Grades K Assembly Room

Grades 1, 2, 3 and 4 - to classrooms

Breakfast Procedures

Breakfast is served beginning at 7:30am. Students should report directly to the multipurpose room rather than going to the playground first. Students finishing his/her breakfast in the multi before 7:55am should report to his/her morning location for the remainder of the time. If students are outside and ask to come in for breakfast before 7:45, they may do so. After 7:45, they will need to remain outside until the 8:00am bell, and will be able to receive a grab and go breakfast on their way to their classroom.

Student Dismissal

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

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

Office Hours - School year office hours are 7:15am to 4:00pm.

Crossing Guards

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

Student Drop Off and Pick Up

Students may be dropped off in the South lot (K-2 students) or North lot (Grade 3-4 students) in the morning. Drivers are asked to remain in their vehicles and not park along the curb. When dropping off in our South or North lot, please pull as far ahead as possible to the vehicle in front of you. This will help alleviate congestion and keep traffic moving. If parents must leave their vehicles during drop off, they are required to park in one of our parking lots. At the conclusion of the day, students may be picked up in either the South or North parking lots.

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

Leaving the School Building during the day

Students are not allowed to leave the building during the school day without being accompanied by a parent or guardian. If a parent needs to pick up a student for any reason, please arrange to meet your child in the elementary office. Notify the classroom teacher by sending a note or calling the office. ***For your child's safety, no student will be allowed to wait at a door or outside while school is in session.***

Assessments

Formative Assessment System for Teachers (FAST)

Students in grades K-4 will take the FAST computer-adaptive assessment. FAST is our district assessment measure that students will take in the fall, winter, and spring. The information the teachers receive from the FAST results assist the staff by: identifying the skills and concepts your child has learned; diagnosing your child's instructional needs; monitoring their academic growth during the school year; and making

data-related decisions with regard to student learning. This assessment system will also be used to monitor the progress of students receiving additional support through our Response to Intervention model.

State of Wisconsin Forward Examinations

The federal No Child Left Behind Act requires all states to test all students in grades 3 and 4. We will assess students according to state requirements.

Teaching Strategies Gold (TSG) 4K-Kdg students

Teaching Strategies Gold (TSG) is an authentic, ongoing, observation-based assessment system that we utilize for our 4K and Kindergarten students. This assessment helps in the identification of what matters most for student success at this young age, and as a way to screen early literacy abilities, which meet state requirements. TSG links teaching and assessment, making it easier to provide our students with age-appropriate, high-quality early education. This observation-based assessment occurs throughout the school year.

Fountas and Pinnell (Benchmark Assessment K-4)

Students in grades K-3 will be evaluated in reading and comprehension ability up to three times a year (fall, winter, spring). Fountas and Pinnell is a reliable universal screening that is aligned to Leveled Literacy Intervention (LLI) and determines each child's instruction level for guided reading.

Attendance

Attendance Regulation (118.15 Compulsory School Attendance Law)

All children, between the ages of six and 18 years and children age 5 who attend kindergarten full time, must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse, fall under one of the exceptions outlined in state law, or have graduated from high school. Regularity in attendance is one of the most important factors in school success. It is of the utmost importance that absences from school should be kept to a minimum.

Truancy (Board Rule 431)

Truancy means any absence of part or all of one or more days during which the school attendance officer, building principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Tardiness for reasons other than emergencies will be considered unexcused. For example: running late, overslept, missed the bus and completing homework, etc.

Absences

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

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

EXCUSABLE absences are:

- 1) Illness on the part of the student. An excuse from a physician may be requested as necessary.
- 2) Serious illness or death in the immediate family.

- 3) Special circumstances provided written parental permission for the absence is given in advance to administration.
- 4) Emergency situations within the family.

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

Building Medical Information

Immunization Requirements

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



When students do not meet the requirements of the law:

1. Parents are notified by a legal notice.
2. If the student is not in compliance 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 instructions of a medical practitioner and written consent from the student's parent or guardian.

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

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

Health Screenings

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

Hearing screening is done for elementary grade levels K, 1, 2 and 4 by trained volunteers. A physician referral is sent home if the child does not pass the screening. If you do not want your child screened, please contact the school nurse.

Student Health Guidelines

When should your child stay home because of illness?

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

VOMITING: return 24 hours after the last time vomiting

DIARRHEA: return 24 hours after the last bout with diarrhea

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

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

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.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2021-2022 SCHOOL YEAR

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

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

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

Pets (School Board Policy 384)

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



Bus Procedures

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 others' property and be responsible for any damages.
4. Remain seated unless loading or unloading from the bus.
5. Keep all body parts and items inside of the bus.
6. Use decent and correct language for school.
7. Eat and/or drink as approved by the driver.

8. Keep the bus clean and remove garbage.
9. Maintain a Tobacco and Drug Free Zone.
10. Use personal recording devices, cameras and cell phones as directed by the driver.
11. Follow all bus safety drill procedures.

Disciplinary Action

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

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



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

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

-OR-

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

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

Approved: March 22, 2010

Conduct

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

WEST SALEM ELEMENTARY PANTHER POWER RULES

Expectations	All Settings	Hallways & Stairwells	Bus	Recess	Lunchroom	Bathrooms	Arrival & Dismissal	Classroom
BE SAFE	<ul style="list-style-type: none"> Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Stay behind person in front of you Low speed Eyes forward Touch every step Hold handrail 	<ul style="list-style-type: none"> Stay seated Keep hands & objects inside the bus 	<ul style="list-style-type: none"> Use equipment as intended Stay in designated area <p><i>Inside recess:</i></p> <ul style="list-style-type: none"> Walking feet 	<ul style="list-style-type: none"> Stay behind person in front of you in line Eat your food only Stay in seat Feet under the table 	<ul style="list-style-type: none"> Wash with soap and water Water stays in sinks (keep floor dry) Feet stay on the floor 	<ul style="list-style-type: none"> Walk in crosswalk Low speed on campus 	<ul style="list-style-type: none"> Use walking feet Sit properly Stay in your space
BE RESPECTFUL	<ul style="list-style-type: none"> Maintain personal space Follow adult directions Show kindness to others Quiet hands and feet 	<ul style="list-style-type: none"> Lips zipped in Quiet Zones Use Handicap button only when necessary 	<ul style="list-style-type: none"> Follow directions from driver or adults Quiet voices 	<ul style="list-style-type: none"> Play by the rules Include everyone Listen to adults <p><i>Inside recess:</i></p> <ul style="list-style-type: none"> Inside voice 	<ul style="list-style-type: none"> Quiet voices Include everyone 	<ul style="list-style-type: none"> Give privacy to others Quiet voice 	<ul style="list-style-type: none"> Obey/listen to adults Wait until dismissed by teacher 	<ul style="list-style-type: none"> Talk when it is your turn Work cooperatively
BE RESPONSIBLE	<ul style="list-style-type: none"> Do your job Keep your area clean Clean up after yourself Accept responsibility for your actions Take care of school property 	<ul style="list-style-type: none"> Stay tight to the right Use lockers, coat racks & hooks as intended 	<ul style="list-style-type: none"> Report unsafe activity to driver Be on time 	<ul style="list-style-type: none"> Dress for the weather Follow line-up procedure Stay on the sidewalk when walking to playground or back inside Help others pick up 	<ul style="list-style-type: none"> Eat first, talk later Raise hand to be dismissed Go directly to class Check and clean up eating area 	<ul style="list-style-type: none"> Be quick Use the 2's! 1 - 2 minutes 2 - 2 hands to wash 3 - 2 pumps of soap 4 - 2 paper towels 5 - 2 points when you throw towels into trash can 	<ul style="list-style-type: none"> Be on time Be prepared Wait in designated area 	<ul style="list-style-type: none"> Be on time and prepared for learning Use materials as intended Be a problem solver

Panther Power Rules... even when no one is watching!

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

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

Weapons

No person is permitted to possess, transmit, or use a weapon or look-alike weapon in the school building or on district grounds. A weapon or look-alike is defined in state statutes and includes, but is not limited to: guns, knives, razors, martial arts equipment, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could create the impression of being capable of inflicting bodily harm.

Alcohol, Tobacco and Other Drugs (School Board Policy 443.1)

No student shall use, possess, distribute, be under the influence of, sell, buy or transfer alcohol or illicit drugs, look-alike substances, or drug paraphernalia while on school premises or while involved in any school-related activity.

The possession, use or the intent to distribute tobacco products by students is prohibited while on school premises or while involved in any school-related activity.

The possession, use, being under the influence of or having the intent to distribute any over-the-counter medication and drugs prescribed by a licensed physician to someone other than the student while on school premises or while involved in any school-related activity is prohibited. Such items prescribed to students with proper completed forms must be kept in the office and distributed by appropriate school personnel, unless otherwise authorized.

All students must abide by this policy. Failure to do so shall result in disciplinary action, which may include parent/guardian contact, a student-parent/guardian conference, suspension and/or expulsion. Students who violate this policy may also be removed from an activity and/or referred to law enforcement officers and/or health, social services or drug abuse treatment agencies.

Bullying (School Board Policy 411.1)

Bullying is never allowed in the school district. Bullying is a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying may involve verbal, physical and/or emotional behaviors.

Examples of bullying -

Emotional or verbal bullying behaviors may include, but are not limited to:

- Intimidating
- Name calling
- Threatening
- Teasing
- Intentionally excluding someone from a group

Physical bullying behaviors may include, but are not limited to:

- Punching
- Slapping
- Spitting
- Shoving
- Making faces
- Making dirty gestures
- Stealing (taking things from someone repetitively)
- Making threatening remarks
- Actions involving a weapon
- Restraining another

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-mails messages
- Website postings
- Text messages
- Instant or social networking messages
- Digital pictures or images
- Blogs or any other messages via cyberspace



Consequences of Bullying

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

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

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

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

Recess Procedures

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

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

1. Students are to follow the directions of the playground supervisors at all times. Students should report difficulties they are encountering to the supervisors on duty.
2. Students are expected to follow the appropriate safety rules when playing games or using the equipment.
3. Rough play such as tackle football, tripping, kicking or fighting will not be tolerated on the playground at any time.
4. Unacceptable language will not be tolerated on the playground at any time.
5. There will be no throwing of snow on the playground. During the winter months snow sculpting is encouraged and students are asked to respect the sculptures of others that are done.
6. The school provides balls and other equipment for student use. Students may bring items from home but the school is not responsible for lost or stolen items.
7. When the bell sounds ending recess, students are to immediately stop their play activities, pick up materials and equipment, and quietly enter the building.

Emergency Situations

Emergency Plans

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

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

Emergency Closing/Late Starts/Early Release

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

Field Trips

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



Nutrition Program

School Lunch

The West Salem School Food Service Program has “family” accounts for all three schools in our district. Families deposit advance payments and the system will subtract the dollar amount of the meals consumed in one day by each student in the family. The system will keep track of whether your family qualifies for free or reduced priced meals and the grade level of each student, enabling it to deduct the correct amount.



Lunch prices are as follows: Gr. K-4 \$2.85 Adult..... \$4.25 Reduced.....\$.40

***USDA food program will continue providing free meals to all students regardless of income through the 2021-2022 school year.*

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

Automated phone calls will be made when your account balance is below \$5.00. If you have questions regarding your account balance, please contact the food service director at 786-3078. Students are required to memorize a four-digit number to punch into the keyboard when they come through the lunch line. This number will remain the same throughout their attendance at West Salem Schools. Register operators have a book with an alphabetized student list (including their lunch numbers) for a back up.

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

Home Lunch

Daily or periodically you may choose to send a lunch from home. If your child would like to buy milk at school they use the same four-digit number to purchase the milk. Fifty cents (50 cents) will be subtracted from your family account. In accordance with our state nutritional standards for all foods sold/served in schools, soda and other beverages with high sugar content are not allowed.

Breakfast

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

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

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

Breakfast prices are as follows: Gr. K-4\$1.70 Reduced.....Free
 ***USDA food program will continue providing free meals to all students regardless of income through the 2021-2022 school year.*

Milk Break

Homeroom teachers provide time each day for a milk break. The cost of the milk is \$.35 and will be deducted from the family account on a daily basis. Milk break milk is free for those who qualify for free and reduced meals. Ala Carte milk (an extra milk with lunch) is \$.50. Choices are white or chocolate milk.

Lunch Breaks

Gr 1	11:00-11:25
Gr 2	11:10-11:35
Gr 3	11:30-11:55
Gr 4	11:40-12:05
Kindergarten	12:00-12:25

District Wellness Policy (Reference: Board Policy 8510)

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

Parent Involvement

West Salem Elementary PTO (Parent Teacher Organization)

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



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

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

Volunteer Program

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

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

Volunteer Rights and Responsibilities

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

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

Personal Property

Electronic Devices (Cell Phones, Games, Music Players, etc.)

Reference: Board Policy 443.3

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



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

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

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

Programs

Library Media Center

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

Proper Attire

Clothing

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

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

Students who come to school inappropriately dressed or wearing shorts/short sleeves under 50 degrees will be asked to:

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

Physical Education Footwear

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

Recess/Playground Footwear

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

Pupil Evaluation



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

Safety

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

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

School Information

Bicycles

We encourage students to ride their bike or scooter to school (if they are able to do so safely), however, bikes may only be ridden before and after school and must remain locked up or in the bike rack during school hours. Safety is extremely important when riding bikes therefore students are strongly encouraged to obey traffic rules and regulations, ride with due caution and to wear a bike helmet! Bike racks are located in front of school and by the south playground.

Walking School Bus

West Salem Elementary students interested in walking to school (but are not able to undertake due to lack of supervision) can join in West Salem's Famous Fridays Walking School Bus. We meet at the corner of North Tilson and West Hamlin (in front of St. Leo's church) at 7:25 am Friday mornings. We do not walk in

thunderstorms or weather colder than 0 degrees. Students can be dropped off in the church parking lot or anywhere along the route. This is a great way to get a little exercise before school, catch up with friends, and decrease the number of cars in our drop off area!

Directory Data

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

Homework

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



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

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

Parent-Teacher-Child Conferences

Conferences, which include parents, students and teachers, are scheduled in the fall and spring. Parents/guardians will receive a letter indicating how to schedule a conference time. Additional conferences may be scheduled as needed by either the teacher or parent/guardian. The 2021-2022 Conference dates – October 19th and 21st, February 15th and 17th.

Student Locker & Desk Searches

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

Lost and Found

Please label your child's gym shoes, outdoor clothing, lunch box, etc. Doing so will help your child find items that are missing. All articles found will be placed in a central location in the "C" hallway. Items not claimed are donated at the end of each month.



Personal Items and Insurance

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

No Child Left Behind Act / Notice to All Parents:

As a parent of a student at West Salem Elementary School you have the right to know the professional qualifications of the classroom teachers that instruct your child. The No Child Left Behind federal law allows you to request specific information about your child's classroom teachers and requires that your school respond to your request in a timely manner. You have the right to ask for the following information in regard to your child's teachers:

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

Special Services

The West Salem School District offers special services in many areas which are designed to assist children in their growth and development throughout the grades. The Special Services personnel work closely with classroom teachers and students. The Special Services Program in our school includes the following areas:

- A. **Special Education:** The West Salem School District provides programming for students with disabilities in accordance with state and federal law. Students may be referred for a special education evaluation to determine if they are eligible for special education services. Referrals may be made by parents, teachers, social workers, or medical professionals. A comprehensive evaluation will be completed by the school psychologist and members of the special education staff. Parent referrals should be made with the help of the school psychologist. Special education services may include specialized instruction, modifications, or accommodations through the cross-categorical, intellectual disabilities, or emotional behavioral disabilities programs, speech/language therapy, and adaptive physical education.
- A. **School Counseling** - This program offers individual and group counseling, classroom instruction, consultation and/or referral as needed to community agencies.
- B. **Health** - Services of the school nurse and nurse assistant are shared by the district's three schools. A health station in the school supplies the necessary first aid and emergency equipment.
- D. **Reading** - Services of the reading coordinator are available to work with classroom teachers and individual students to meet the individual needs of the students.
- E. **Gifted and Talented Programming** - Services for identified students are provided through regular classroom differentiation, extended programming and assistance to parents. Students are identified through an assessment process.
- F. **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.
- G. **Title I** - West Salem Elementary is a schoolwide Title I School, which indicates all students are eligible to benefit from Title I support and services in reading and math.

School District Board Policies/School District Website

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

Technology

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



Telephones

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

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

Visits

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

Parent visitation is encouraged. Public schools truly belong to the community. We welcome your interest in your school. Parents are encouraged to visit the school at any time after the first two weeks of school. We ask that you do not bring siblings or non-school age children with you to the classroom or on field trips. Parents are welcome to eat lunch with their child at a cost of \$4.25. Other family members are welcome to come for lunch. You may purchase your lunch in the lunch line. Should you wish to visit, we have developed the following guidelines to make your time as enjoyable and productive as possible:

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