

**WEST SALEM ELEMENTARY
2021 SUMMER SCHOOL
JULY 19 - AUGUST 6, 2021
GRADES K-4 (INCOMING)**

PROCEDURES AND REGISTRATION INFORMATION

The West Salem School District's summer school program will be held July 19 – August 6, 2021 from 8:00-11:30 a.m., and is available to all public and parochial school students who reside within the school district.

Students in grades K – 4 (incoming) will participate in a variety of learning activities to reinforce concepts and skills for the upcoming school year. Movement, music, art, and hands on practice will keep students engaged in learning. Those students who received math or reading support during the school year will be able to receive additional math and/or reading support during this time. K-4 summer school will be held at the elementary school.

Daily Schedule

8:00 Students Arrival
8:25 Bell Rings
11:30 Students Dismissed
11:45 Buses Dismissed

Busing Information

Buses will be assigned to limited designated areas/stops for summer school. Buses will **unload** students in the **front loop** at the elementary school and buses will **load** in the **bus loading zone** at the elementary school. Buses will be dismissed at 11:45. Please contact Monica Quinn at the District Office at 786-0700 to sign up for bus transportation. *There is no busing during June and July swimming lessons.

Student Drop Off and Pick UP

Students may be dropped off and picked up at the elementary school in the south (kindergarten wing) or north (gym side) parking lots. Drivers need to be very alert to children exiting vehicles. Please drive slowly. **The front loop at the elementary is for buses only until 8:30 a.m. or if buses are present.**

Students may arrive no earlier than 8:00 a.m. and go to the following locations:

Grade K-1 ES South Playground
Grades 2-4 ES North Playground

*On the first day, teachers will meet students outside on the playground. Teachers will show students where classrooms are on the first day.

Inclement Weather

Students report to classrooms

Student Safety

Students walking to and from school should stay on designated routes determined by parents and using crossing guard assistance when available. Students must go directly home or to their designated location right after summer school dismissal. Parents should talk to their children about the danger of accepting rides or going anywhere with strangers.

Absences

If your child will be absent from summer school, please call the Elementary School Office (grades K-4) at 786-1662 by 9:00 a.m.

School Meals

Breakfast: Students may choose to have a free school breakfast or bring a breakfast from home. A free “grab and go” breakfast will be available for students to take his/her classroom upon entering the building for summer school.

Lunch: A free “grab and go” cold lunch will be available to students at summer school dismissal. Students will need to wait to eat until they reach their after school destination. Students will not be allowed to eat on the bus.

Please contact Emily Klunk at klunk.emily@wsalem.k12.wi.us or call 786-0700 with any questions regarding the breakfast and lunch programs.

[**CLICK HERE FOR SUMMER SCHOOL MEAL REQUEST SIGN UP**](#)

Student Behavior

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

Registration

Students who currently attend a School District of West Salem public school will register online. Online registration will begin April 28 at 7:00am via Skyward Family Access (please refer to the attached online registration letter for directions). Registration will close on Monday, May 17 at 11:59pm. Please contact Stephanie Williams, Summer School Secretary, at 608-786-1662 for assistance with K-4 registration.

Final Schedules

If you have signed up for transportation, that information will be mailed home in early July. Final schedules can be viewed, including the classroom assignments, via Skyward Family Access the week prior to summer school.

Registrations after the last day of school:

Please contact Stephanie Williams via email at williams.stephanie@wsalem.k12.wi.us This email will be checked once per week after school is out of session.

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

COVID 19 PROTOCOLS DURING SUMMER SCHOOL

Face Masks: TBD

Disinfectant Plan and Process in Buildings

Upon completion of daily routine cleaning, disinfecting of frequently touched surfaces and objects will be required utilizing an approved EPA disinfectant. Lead building custodians will ensure their areas of operation are compliant with the established cleaning procedures.

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:

Eric Jensen
Director of Pupil Services
608-786-1064
405 East Hamlin Street
West Salem, WI 54669
jensen.eric@wsalem.k12.wi.us

Barb Buswell
Director of Human Resources
608-786-5302
405 East Hamlin Street
West Salem, WI 54669
buswell.barb@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.