Dear Families,

Welcome to Emerson Elementary School on behalf of the entire school staff and myself! I am honored and excited to be the principal of Emerson and continuing a legacy of strong family-school partnerships. Whether you have been a part of the Emerson Elementary family for many years or are new to us, we look forward to working with you.

Emerson Elementary School is a diverse community of students, staff, and families committed to the following equity vision, developed with staff and community input: *We, the Emerson community, commit to valuing, including, and engaging all students, staff, and families. We commit to supporting all students’ pursuit of dreams, development of full potential, and growth as citizens of our community and the world.* We look forward to working as partners to make this inspiring vision a reality!

This handbook contains information specific to our school as well as general information provided by the Madison Metropolitan School District. It is just one of the number of resources available to parents and students in order to provide information, guidelines, important event dates and summaries of various services. Please take a few minutes to review the handbook and share relevant information with your child as you see fit. If you have questions or concerns about any of the information in the handbook, please call the school office at 204-2000.

All information included in this supplement as well as updated information regarding field trips, volunteer opportunities and classroom newsletters can also be found on our Emerson website: [https://emerson.madison.k12.wi.us](https://emerson.madison.k12.wi.us)

As we enter the 2018-19 school year, the entire Emerson Elementary staff looks forward to establishing a strong educational partnership with you for the benefit of your child. We believe a strong home/school link is vital to your child’s opportunities to be a successful learner. Clear communication between home and school is an essential part of that link.

We anticipate a wonderful year working together, expecting the best, and celebrating our learning. We want this to be a school year we all continue to “Soar High with Emerson Pride.” You are always welcome at Emerson School. Stop in to visit anytime!

Sincerely,

Brad Kose
Principal
Telephone
OFFICE: (608) 204-2000
FAX: (608) 204-0401
ATTENDANCE / SAFE ARRIVAL: (608) 204-2002

Address
2421 E Johnson St
Madison, WI 53704

Web address
https://emerson.madison.k12.wi.us
facebook.com/MMSDEmerson

Emerson Staff (subject to change over summer)
4-year-old Kindergarten.................................................................Carol Peddie
Kindergarten.................................................................................Maria Cavicchio, Tami Kubisz, Cindy Krueger, Jessica Tucci, Nicole Isaacs
First Grade...................................................................................Ashley Potter, Samantha Zimdars, Katie Bell, Nicole Anderson
Second Grade................................................................................Amy Edge, Leah Faherty, Lisa Gutche, Kristine Gallagher
Third Grade...................................................................................Tina Dorschel, Brenda Fujikawa, Karly Korbol, Hannah Lund
Fourth Grade...............................................................................Meg Healy, Michelle Murray, Michelle Silbersack
Fifth Grade....................................................................................Jill Wood, TBD
Special Ed. ....................................................................................Kim Healy, Opal Hoffman, Lisa Wells, Molly Strigel
Art..................................................................................................................Jenny Brown
Physical Education........................................................................Chris Walters, Sara Erickson
Librarian/REACH..............................................................................TBD
Music.................................................................................................Charis Boersma
Strings..............................................................................................Heather Laurila
English as a Second Language (ESL)/Bilingual Resource Teacher (BRT)........Emily Powers, BRT TBD
Bilingual Resource Specialists (BRS)........................................Alejandro Fernandez, Que Vang, Kalsang Kunor
Positive Behavior Support/Reading Interventionist .........................Nicole Lendborg
Reading Intervention Specialist.....................................................Odessa Matson
Instructional Coach ........................................................................Lisa Stein
Psychologist...................................................................................Maggie Pennoyer
Social Worker..................................................................................Caroline Osgood
Speech/Language Clinician.............................................................Carmen Rasmussen
Nurse.................................................................................................Kari Stampfi
Nursing Assistant.........................................................................Billiee Halliday
Special Education Asst.................................................................Julie Benell, Carey Craighill, Leasure Ness, Amanda Kraft,
                                                                  Rebecca Brynelson, Paige Arndt-Blimling, Clarissa Pohlman, Barb Pruitt
Food Service.....................................................................................Diane Allaine
Lead Custodian.............................................................................Shannon Peeler
Custodian.......................................................................................Soraya Thomas
Secretary........................................................................................Sue Esser
Office Educational Assistant .......................................................Monika Buhler
Principal.........................................................................................Brad Kose
Key Policies and Guidelines

Attendance & Arrival Time

Attendance, including being to school on time, is extremely important in your child’s success. Research demonstrates that students with 94% or better attendance are more likely to succeed in schools than students below 94%. This is 10 or fewer absences for the year. We want all children to be safe and accounted for at all times. Taking the following steps can ensure your child’s safety:

1. Be sure to keep all information on your child’s annual questionnaire current. Please update this information whenever it changes.
2. When your child is going to be late or absent from school, please call the school’s Attendance number 204-2002 by 9:00 a.m. the day of the absence. A recorded message will ask you to leave your name, your child’s name, classroom teacher, and the reason for absence or tardiness. The Attendance Phone Line is available 24 HOURS A DAY.
3. If you do not have a phone, please contact the Emerson School Office to let us know a phone number you wish us to call if we need to check on your child.
4. To avoid confusion in trying to determine the whereabouts of your child, please call the Attendance Number as soon as you know your child will be absent or tardy.

Emerson’s 24-Hour Attendance Line: 204-2002
Thank you for your cooperation!

Arrival Times. School Starts at 7:45
Too Early: before 7:30. There is no supervision on the Emerson playground before 7:30 a.m. Please do not send your child to school before this time.

Just Right Eating Breakfast - 7:30-7:40 a.m. Door 3 entry (Dayton St. Circle). Cafeteria Doors close at 7:40, breakfast ends at 7:45.

Just Right Not Eating Breakfast - 7:40 a.m. Students go to classrooms as early as 7:30.

Too late: after 7:45. Tardy bell 7:50; tardy on student record 7:50 or later.

Behavior Education & Social Emotional Learning

In 2013, MMSD changed from an outdated “Code of Conduct” that emphasized punishment and consequences to a more research-based, proactive Behavior Education Plan, that emphasizes proactive teaching and learning and a progressive approach to discipline (repeated misbehavior has greater consequences). This approach helps students develop the social-emotional and behavior skills to be successful. Emerson follows this plan closely, including a system of Positive Behavior Support (PBS) and teaching Second Step, a K-5 social-emotional curriculum. You can read this plan at mmsd.org/bep (see elementary version). All Emerson Students are expected to follow Emerson’s few and simple rules regarding safety and conduct both in the school building and on the playground (the “big three” are be safe, be responsible, be respectful). Students who are moving through the building separate from the rest of their class are issued an official “Eagle” hall pass so staff is assured that someone is aware of the student’s whereabouts.
Child Care

MSCR Afterschool provides after school care at Emerson. Care is provided from immediately after school until 5:30pm. For further information contact MSCR Afterschool at 204-2023.

MOST (Madison Area out-of-School Time) connects families with many out of school programs. www.mostmadison.org.

Other after school care providers are Kindercare (249-3393), Sunny Ridge Kids Child Care Center (244-6098), Play Haven (249-8722), Salvation Army (250-2258) and Goodman Community Center (241-1574). Some providers offer before school care and provide transportation between the center and the school. Parents should contact these programs directly for details.

Classroom Placement Procedures

Determining student classroom placement and creating balanced classrooms is a complex and lengthy process. We take many factors into account when determining where to place a child for the school year. These factors include balancing strengths and challenges, personality differences, providing a good multicultural mix and a good match with the teacher. Each spring, all parents are given an opportunity to provide information they believe will be helpful in this process. As enrollment numbers change up until school starts, parents will typically be notified of class placement around the end of August. This helps “getting it right the first time” as much as possible. In the past, early communication of class placement was later changed due to enrollment changes.

Food, Nutrition, & Wellness

Emerson students have the opportunity to eat breakfast at school before the start of the school day. Breakfast service hours are 7:30–7:45 a.m. each morning.

Students are given a minimum of 20 minutes to eat lunch. Students also have 30 minutes of recess. Teachers will share this schedule at the beginning of the year.

Problem-Solving Process for Concerns

General concerns: If you have a classroom concern, please first talk to the relevant teacher. In general, it helps to work together to understand the underlying issue. Often it helps to presume positive intentions and start by discussing the facts before attempting to identify or solve the problem. If your concern is not sufficiently resolved, please contact the principal. For school-wide concerns, please contact the principal.

Academic or social-emotional concerns: Similarly, if you have academic, social-emotional, or behavior concerns about your child, please first contact your child’s teacher. If there is a pattern of concern, you or your teacher can request a consultation with Emerson’s SSIT or Student Support & Intervention Team for possible next steps.

Technology Use

Like other MMSD schools, Emerson uses a balanced approach to using technology as a powerful tool for learning while being intentional about appropriate screen time. In general, Emerson students are taught and expected to be safe, responsible, and respectful when using technology and follow the District’s Acceptable Use Guidelines (Board Policy 3721). Cell phones are not permitted for students during the school day and will be stored safely in the office until the end of the school day.
School Start/Dismissal: Safety, Traffic, Pick-up & Drop-off

For safety precautions, all adults should check-in the office first. In nearly all cases, students enter the school by themselves. Staff will help students get to class or to the office. Please do not go directly to classrooms.

School Start, Dismissal: Outside drop-off / pick-up guidelines Please be aware that traffic is heavy and backed up before and after school. Thank you for being a role model in patience and safety. Pick-up or drop-off happen at (a) Dayton Street Circle or (b) 7th street. Students should enter/exit cars from the sidewalk. Please do not (a) allow your child to walk on the street or (b) leave your vehicle unattended.

Riding bikes: If your child is at least ten (10) years old and wishes to ride a bicycle to school, please request a permission slip from the office. Students are encouraged to wear helmets and must lock their bikes in the rack on school grounds. Bicycles are permitted for the purpose of transportation to and from school only and are not to be ridden during school hours. Please take the time to check your child’s bike to be sure it is in good condition and to review bicycle safety rules with your child. Students are expected to walk their bikes once on school grounds for the safety of other students. Permission slips are available in the school office and must be returned to the office before a child may ride to school. Thank you for making bicycle safety a priority!

Roller skates, roller blades, skateboards and scooters are not permitted on school grounds during the school day.

Transportation

Badger Bus Services will provide transportation service to students living more than 1.5 miles from the school or who are on a hazardous route. Students riding the bus are expected to follow all rules including safety, respect and behavior while going to and from the bus stop as well as on the bus. Badger Bus Service staff may be reached at 298-5471.

Bus route information is located on our school website: https://emerson.madison.k12.wi.us/

Special Events

Emerson holds several special events throughout the year. Family volunteers are always welcome and needed at these events. Please contact the school office or the PTO if you are interested in helping. A large percentage of events scheduled are on the school calendar. Please reference classroom newsletters and the Emerson family newsletter for updates or revisions. You may also call the school office to verify dates/times of the following events

Open House - Come in to meet your child’s teachers and visit their classroom. Learn more about Emerson School by participating in our scavenger hunt. Be prepared, we like to take pictures of our beautiful Emerson Families. Make sure to bring your best smile!

Block Party - We look forward to our 2nd annual Brentwood Block Party in September!

Book Bowl - Fourth and fifth grade students participate in a tri-school, district competition focused on questions based from a dozen books that school teams have read and discussed together.

Book Fair - Sponsored by Emerson’s PTO and the school library, this is an annual fundraising event. Scholastic Books provides books, posters, bookmarks and other items for sale on the day of the fall Parent/Teacher Conference. Students may visit to preview books the day before at the Book Fair set up in the auditorium. All are welcome to come and shop anytime during the Parent/Teacher Conference hours.

Emerson Family Variety Show - Either come to perform or come to watch a wide range of amazing performances. Emerson definitely has talent!
Popcorn Sales - One Friday a month, PTO volunteers make popcorn. The PTO collects an annual donation at the beginning of the year. Proceeds go toward popcorn and PTO projects. Volunteers are needed to pop the corn Thursday after school or Friday mornings from 8:00-10:00 a.m.

Fun Night - This is an annual event sponsored by the Emerson PTO. It features games and prizes for all ages, plus pizza, popcorn, and other refreshments. The entire family is welcome.

Fine Arts Nights K/1, 2/3, and 4/5 - Sponsored through our Music and Art classes, students perform songs and display artwork for families and friends. Each performance is followed by a light reception in the school cafeteria.

Emerson Beautification Day Fall/Spring - Typically 6 weeks into the school year and 6 weeks before the school year ends, Emerson PTO, families and community members join together on a Saturday morning to give the Emerson grounds a good face lift by trimming, cleaning, fixing, building and planting items around the school. Enjoy great breakfast items, taste test the Eagles' Roost Coffee, meet new families/community members and experience some light physical activity all to support the Emerson Beautification Project.

Spelling Bee - Fourth and fifth graders compete for the opportunity to be the Emerson representative at the annual city Spelling Bee.

Science Night - Sponsored by our Downtown Kiwanis partners, families participate in various science presentations provided by many community volunteers. A light supper is provided before the science presentation rotations.

Fun in the Field Day - This very special day occurs during the last week of school to celebrate our Positive Playground. The afternoon begins with a pep rally and then students rotate through stations filled with fun activities to promote a positive playground and an active lifestyle. It is a great way to end the school year.

School Dance - Join us for a great night time event with your family! Enjoy a light supper and dancing to the music from the DJ in the school cafeteria. Students love this special night.

School Picnic - Sponsored by the Emerson PTO, Emerson families and community members come together to enjoy a picnic-style cookout on the Emerson playground. Bring your favorite blanket or lawn chair and celebrate a great school year and summer ahead.

Fifth Grade Graduation - On the last day of school we say "farewell" to our graduating fifth grade students with a special fifth grade recognition and celebration reception.

The PTO and Family Engagement
Emerson School's Parent Teacher Organization (PTO) is comprised of invested parents and staff who want to actively support Emerson's community. You are encouraged to become involved in this organization both by attending the meetings and also by volunteering your time to participate in jointly sponsored events which may include: Family Fun Night, class pictures, classroom volunteers, and fundraising. Meetings are held in the Library from 6-8 p.m. usually on the second Tuesday of each month. Child care is provided. Be an active part of this important group to make a difference in your child's education.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.