

EMERSON ELEMENTARY



2021-2022 School Supplement to the District Policy Guide

SCHOOL OVERVIEW

Welcome to Emerson Elementary School!

Dear Families,

Welcome to Emerson Elementary School! We have 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: emerson.mmsd.org.

As we enter the 2021-22 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 where we all continue to "Soar High with Emerson Pride."



Telephone

OFFICE: (608) 204-2000
FAX: (608) 204-0401
ATTENDANCE / SAFE ARRIVAL: (608)
204-2002

Address

2421 E Johnson St
Madison, WI 53704

Website: emerson.mmsd.org

Email: emerson@madison.k12.wi.us

Hours

7:35 Breakfast (No supervision prior to 7:35
- please do not send your child before this
time)
7:45 Walkers/Drop-off arrive
7:50 School Starts - students in classrooms
2:47 Dismissal (1:15 on Mondays for early
release)

KEY POLICIES AND GUIDELINES

Attendance & Arrival

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%. We want all children to be safe and accounted for at all times. Taking the following steps can ensure your child's safety:

1. 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.
2. 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.
3. 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!

Child Care/After School Programs

The **Safe Haven Program** of MSCR provides after school care at Emerson. Care is provided from immediately after school until 5:30pm. For further information contact the Safe Haven Program 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.



Music con Brio has been a proud partner of Emerson for more than a decade. They offer music lessons on string instruments on a sliding scale after school. see <https://www.musicconbrio.org/>

Classroom Placement Procedures

Determining student classroom placement is a complex and lengthy process. In general, we know our students well when making classroom placement decisions. We take many factors into account. These factors include balancing strengths and weaknesses, personality factors, providing a good multicultural mix and a good match with the teacher. We strive for balanced classrooms. Each spring, parents can request 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.

In kindergarten, students will be assigned a *temporary* teacher and classroom to start the year. We will take up to two weeks to learn about students. We will communicate student *permanent* classroom placements to parents by the end of the second week.

Food & Nutrition

Emerson students have the opportunity to eat breakfast at school before the start of the school day. Breakfast service hours are 7:35–7:48 a.m. each morning.

Students are given a minimum of 20 minutes to eat lunch. Students also have a 30 minute recess. Specific lunch and recess times for each grade level are available in the office and provided by teachers.

Communication

VERY IMPORTANT: Please ensure that your student/family information is accurate in Infinite Campus (IC) for regular and emergency communication purposes. IC is refreshed/updated every night.

- School staff use IC to call families
- Typically, the principal will send a monthly family update through School Messenger, which draws from IC.
- Teachers may send classroom updates through school messenger.
- MMSD communications are sent through School Messenger.

Picking up your child during the school day

To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student other than the primary parent listed in Infinite Campus must present a photo ID and the office must be given written or verbal authorization from the parent for that person to pick up the child. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.



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.

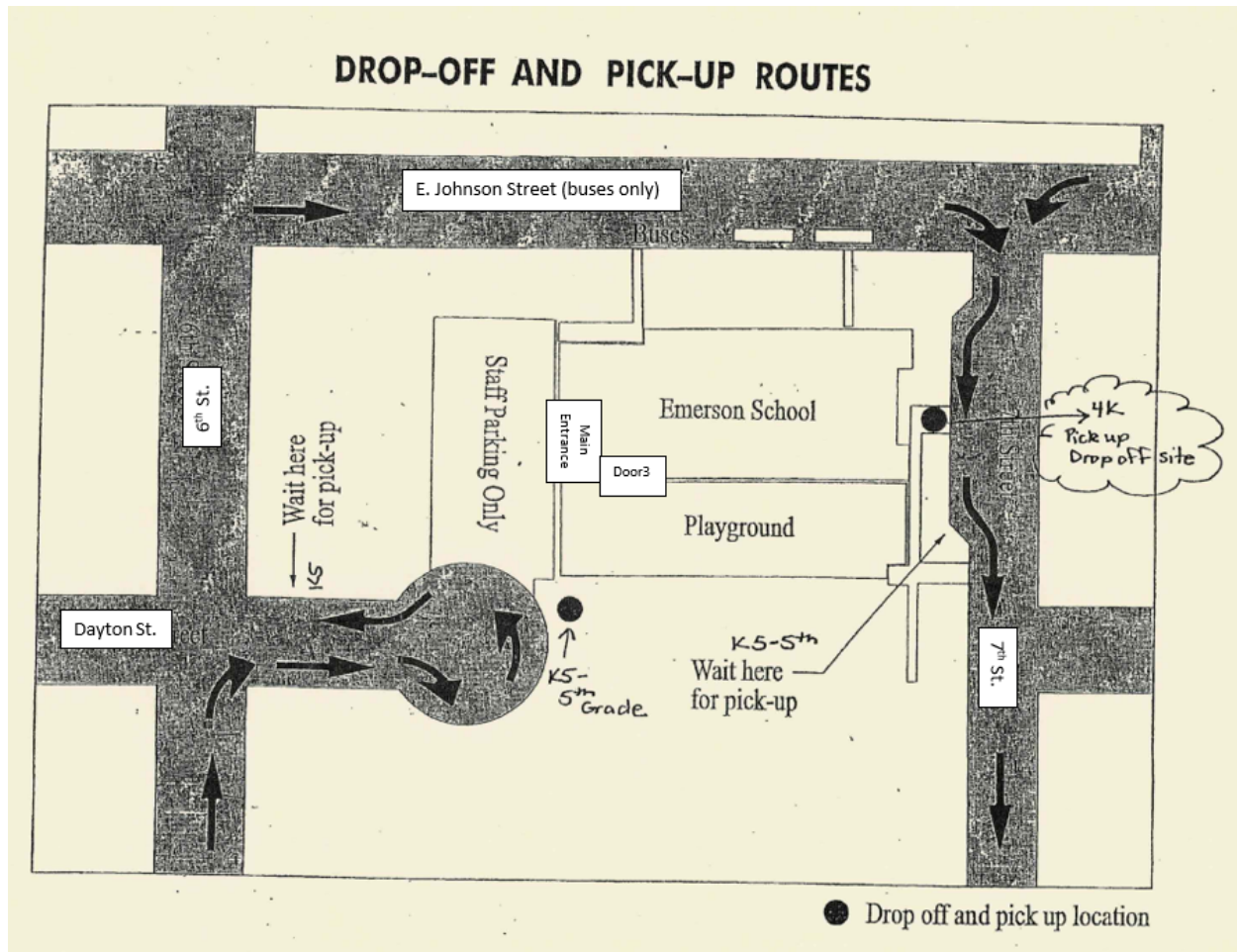
School Start/Dismissal: Safety, Traffic, Pick-up & Drop-off

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.

Yes, traffic patterns are less than ideal. Please keep safety first and make the best of it! A student was killed at another school because he ran into the road to get into a car at dismissal. Please make safety our top priority!

- Option 1 Drop-off/pick-up location: 7th street, school side
- Option 2: Dayton street circle (see map below)
- Option 3: Park on side street and walk student to/from Emerson
- Note: students enter through Door 3 in the morning. After the tardy bell, they enter through the main entrance (Door 3A).

Do	Do not
<ul style="list-style-type: none"> ● wait patiently ● be a role model ● stay in your car until you help your child get into the car ● park legally ● students enter/exit car from the sidewalk side ● students only cross the road in the crosswalk 	<ul style="list-style-type: none"> ● leave your vehicle unattended. You can get a ticket ● idle or run your car while parking for more than 5 minutes. This violates city ordinance and pollutes the air ● park on E. Johnson St. (Buses only) ● double park or park on the non parking side of 7th street ● students enter car in the middle of the road



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 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 staff may be reached at 298-5471.

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



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.

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 positive, be predictable). 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.

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.

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 6-7:30 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.