

# EMERSON

## ELEMENTARY

**Family Handbook**

**2024-2025**



# Table of Contents

Welcome!.....	1
Schedules.....	2
School Policies and Procedures....	7
Community Expectations.....	11
Safety.....	14
Instruction.....	17
Support and Services.....	23





Hello Emerson Families!

My name is Jennifer Almer-Johnson and I am thrilled to be beginning a new year! Please use this handbook to help you find all of our useful information to begin the year. If you have any questions I am here for you.

There is nothing more important than the school experience in bringing our community together. I want to help to make sure that everyone's experience at Emerson is positive, purposeful, and powerful. I want to help build a culture where we "[honor] the everyday moments that make a school a place of care, a home..." (Ewing, 2019)

My Commitments to Our Children, Families, and Staff:

- I will work with you to build a community where everyone feels "a sense of comfort, a willingness to take risks and be oneself, and a feeling of acceptance." (Nasir, et al)
- I will work with you to cultivate a culture of joy. I believe joy must exist for deep learning to endure.
- I will work to honor and focus on the amazing skills and stories we bring with us into learning and education. There is power in creating an atmosphere that "cherishes individuals with particular gifts and skills as a mechanism for growing diversity, and childhood is an excellent time for individuals to focus on those particular gifts and hone them into excellence." (Simpson, 2014)
- I will work with you to help build teaching and learning experiences that are relevant and purposeful and experiences that encourage children to "find their joy and place it at the centre of their lives." (Simpson, 2014)

I believe that we are all leaders, teachers, and learners. And I am so looking forward to continuing this journey learning, leading, and teaching alongside you.

With Much Admiration, Respect, and Joy,  
Jennifer Almer-Johnson  
Principal

[jenniferalmer@burbankusd.org](mailto:jenniferalmer@burbankusd.org)



# BUSD Instructional Calendar

## **Burbank Unified School District K – 12 and Monterey Instructional Calendar for 2024-2025**

### Fall Semester

Independence Day Holiday (All offices and schools closed July 4) .....	Thursday, July 4
District Staff Development .....	August 5-7
Teacher Workdays .....	August 8, 9
Instruction Begins .....	Monday, August 12
Labor Day Holiday (All offices and schools closed) .....	Monday, September 2
Back-to-School Night - Elementary Schools** .....	August 22
Back-to-School Night – Middle Schools** .....	September 4
Back-to-School Night - High Schools** .....	September 5
Minimum Teaching Day for Middle Schools .....	October 9
Veterans Day (All offices and schools closed) .....	Monday, November 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences .....	November 4
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences .....	November 5-8
Non-Instructional Day All Schools .....	November 27
Thanksgiving Holidays (All offices and schools closed) .....	November 28, 29
Final Exam Schedule for Comprehensive High Schools .....	December 17, 18, 19
Minimum Teaching Day for Middle Schools .....	Thursday December 19
Minimum Teaching Day for Elementary .....	Friday, December 20
Semester Ends, Pupil Free Secondary/Shortened Day K-5 .....	Friday, December 20
Winter Recess .....	December 23 – January 3
(All offices and schools closed December 24, 25, 31 and January 1)	

### Spring Semester

School Reopens / Instruction Begins .....	Monday, January 6
Martin Luther King Day (All offices and schools closed) .....	Monday, January 20
Lincoln Holiday (All offices and schools closed) .....	Monday, February 10
President's Day Holiday (All offices and schools closed) .....	Monday, February 17
Minimum Teaching Day for Middle Schools .....	February 19
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences .....	February 24-February 28
Open House - High Schools** .....	March 6
Open House - Elementary Schools** .....	March 5
Open House - Middle Schools** .....	March 13
Spring Recess (All offices and schools closed March 20, 21 ***) .....	March 17-21
School Reopens .....	Monday, March 24
Final Exam Schedule for Comprehensive High Schools .....	May 20, 21, 22
Minimum Day K-12 Semester Ends .....	Thursday, May 22
Teacher Work Day & Check-out .....	Friday, May 23
Memorial Day (All offices and schools closed) .....	Monday, May 26
Juneteenth Holiday (All offices and schools closed) .....	Thursday June 19
Summer School Opens .....	Monday, June 2

\*\* All schools have shortened days the day following Back to School Night and Open House

\*\*\* In lieu of Admission Day

Adopted January 18, 2024 by the Board of Education

Amended April 4, 2024 by the Board of Education

# Emerson Bell Schedule

## RALPH WALDO EMERSON ELEMENTARY SCHOOL 2024-2025 REGULAR WEEKLY SCHEDULE

### NOTE NEW TIMES AND DATES

TK and Kindergarten: 8:30 am - 1:30 pm Monday - Friday

Grades 1 - 2 8:30 am - 2:25 pm Monday, Wednesday, Thursday and Friday  
8:30 am - 2:05 pm TUESDAY

Grades 3 - 5 8:30 am - 2:45 pm Monday, Wednesday, Thursday and Friday  
8:30 am - 2:10 pm TUESDAY

### CONFERENCE DAY SCHEDULE

(Parent Conference Days – Nov 5-8/Feb 24 – 28)

TK & K : 8:30 - 12:30  
Grades 1-2: 8:30 - 1:25  
Grades 3-5: 8:30 - 1:30

### SHORTENED DAY SCHEDULE

(Day after Back-to-School Night 8/22) (Day after Open House 4/17)

TK & K: NO CHANGE IN SCHEDULE  
Grades 1-2: 8:30 - 2:05  
Grades 3-5: 8:30 - 2:10

### MINIMUM DAY SCHEDULE

(End of Semester 12/20) (Last Day 5/22)

TK & K: 8:30 - 10:55  
Grades 1-2: 8:30 - 12:55 (10 minute recess, 25 minute lunch)  
Grades 3-5: 8:30 - 1:00 (10 minute recess, 25 minute lunch)

### RECESS AND LUNCH SCHEDULE

#### AM NUTRITION/RECESS

Kinder/TK - 9:30 – 9:50

Grade 1 - 9:50 - 10:10

Grade 2 - 10:10 – 10:30

Grades 3 - 10:10 - 10:30

Grades 4 & 5 - 10:30 – 10:50

#### LUNCH

Kinder/TK - 11:00 – 11:43

Grade 1 - 11:30 – 12:13

Grades 2 - 11:45 – 12:23

Grades 3 - 12:00 – 12:43

Grades 4/5 - 12:30 - 1:13

## SCHOOL ARRIVAL

	<u>TIME</u>	<u>GATE</u>	<u>RAINY</u>
<b>TK-5</b>	8:30	Any	Cypress Side Lower San Jose Auditorium Door

## SCHOOL DISMISSAL

	<u>TIME</u>	<u>GATE</u>	<u>RAINY</u>
<b>TK</b>	1:30	Upper Cypress	Same
<b>K</b>	1:30	Auditorium Gate	Auditorium Door
<b>1</b>	2:25/2:05(Tu)	Auditorium Gate	Auditorium Door
<b>2</b>	2:25/2:05(Tu)	Lower San Jose	Same
<b>3</b>	2:45/2:10(Tu)	Lower San Jose	Lower Cypress
<b>4</b>	2:45/2:10(Tu)	Upper San Jose	Lower Cypress
<b>5</b>	2:45/2:10(Tu)	Upper Cypress	Same

ARRANGEMENTS FOR ALTERNATE DISMISSAL LOCATIONS CAN BE MADE  
WITH YOUR CHILD'S TEACHER.

## **ARRIVAL/DISMISSAL**

Arrival gates will not open prior to 8:10 a.m. However, we encourage you to bring your child 10-15 mins before their start time. All students may arrive through any of our gates.

We ask that students **DO NOT enter or exit through the MAIN ENTRANCE.** This area is crowded with adults and staff who need to check-in for safety purposes. We would like students to exit and enter through the gates where there is specific supervision for that purpose.

\*Please note that morning time is not recess time. We will ask students to stand or be seated in their line before the start of the day. This is a great time to relax and focus for the day. They are welcome to read, draw, journal while they wait. We will have journals for students if they don't have their own.

Do your best to pick up your child promptly. **There is no after school supervision other than After School Daze, Around the Bell and Boys and Girls Club.** All students not picked up 15 minutes after dismissal time are brought to the office where we will attempt to reach a parent or guardian. Since our office closes at 4:00 p.m., if we are unable to contact a parent or guardian, we will have no choice but to contact the police to assume custody of the child. The safety and welfare of all students is our primary concern.



## School Policies and Procedures

### ATTENDANCE

***In the state of California, school attendance is mandatory for all students ages six through eighteen.*** In order to provide the best education possible for your child, it is imperative that he or she has regular attendance. Please ensure that your child attends school regularly and on time. (This will not only help your child gain the most from his or her school experience.) *Students who continue to have excessive absences, tardies, or truancies will be referred to the District School Attendance Review Board.*

See the chart below for guidance about keeping your child at home due to illness.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided by the county health office	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

***Attendance is extremely important to your child's success. We will do all we can to create a wonderful environment your child will want to be part of. We want you to be our partners in making sure your child has great attendance.***



# Attendance & Absence Reporting Procedure

- ★ Please call the office to report your child's absence -(818) 729-1200, **between the hours of 9:00 am - 4:00 pm.** You can also email Julie Hubbell at [juliehubbell@burbankusd.org](mailto:juliehubbell@burbankusd.org).
- ★ Please include in your email or message: ***your child's full name, the date(s) of absence, reason for absence, and your full name.*** If you have reported your child's absence by phone call or email then a note is not necessary.
- ★ Not all absences are excused. If you do not report the reason for your child's absence **within 3 school days** of the absence, it will automatically be an unexcused absence.
- ★ Children are expected to be at school on time. If a child is late they should fill out a tardy slip in the office. **If a child is tardy because of a medical/dental appointment they must provide a note from the doctor's office in order for it to be excused.** Frequent tardiness without a valid excuse may be considered truancy.
- ★ You have access to your student's daily attendance through the parent portal. If you have not set up an account in the parent portal please contact the office to request the information you need to set up an account.
- ★ Excused absences: illness, medical, dental, optometric or chiropractic services, (medical/dental appointments require a note from the medical office to be excused) attendance at the funeral of an immediate family member, court appearance or religious reasons.
- ★ **If your student misses 14 school days (in one school year) due to illness, then a doctor's note will be required to excuse any further absences due to illness.**
- ★ Unexcused absences: family vacations, lack of transportation to school, and illness of someone other than the student.  
*Unexcused absences for more than ten (10) consecutive days **may** result in disenrollment or permit revocation.*

## CHILD CUSTODY ARRANGEMENTS

Please keep the office informed of any child custody issues by providing court orders to the office ASAP. This information will be kept confidential, and in the best interest of the child, will be known by the teacher and those who dismiss children. If these arrangements include an address change of either parent, please update your records in the office.

## HOMEWORK

Emerson recommends that each student read or be read to for 20 to 30 minutes each day. In addition, the School District homework policy **suggests** the assignment of the following amounts of time:

\* Grades K and 1: 10-15 minutes daily

\* Grades 2 and 3: 15-20 minutes daily

\* Grades 4 and 5: 20-30 minutes daily

If your child has unfinished class work, he or she may be required to finish it at home resulting in a longer homework period than listed above. Homework is not ordinarily assigned on weekends or holidays. **It is normal and acceptable that homework practices vary from teacher to teacher and grade to grade.**

## LOST ITEMS

Students' jackets, sweaters, lunch pails, and other loose belongings should be ***labeled with their names in permanent marker***. Please check the school's lost and found regularly during the year for any items that may belong to your child. Small articles are turned into the office. **It is Emerson's policy to donate any items left unclaimed to a charitable organization.**

***This will be done on the first Friday of every month.***

## LUNCH GUIDELINES

Students must bring or get a lunch in the cafeteria daily.

School meals remain free to all students.

*There can be NO sharing of food due to many and varied food allergies.*

Please do not order food to be delivered to your child and refrain from dropping off lunch when possible. If you must drop off a lunch, **please clearly label all drop-off items with first and last name and room #.**

**Due to safety concerns, food delivered from outside companies will not be accepted for students. Group lunches dropped off for friends are not permitted.**

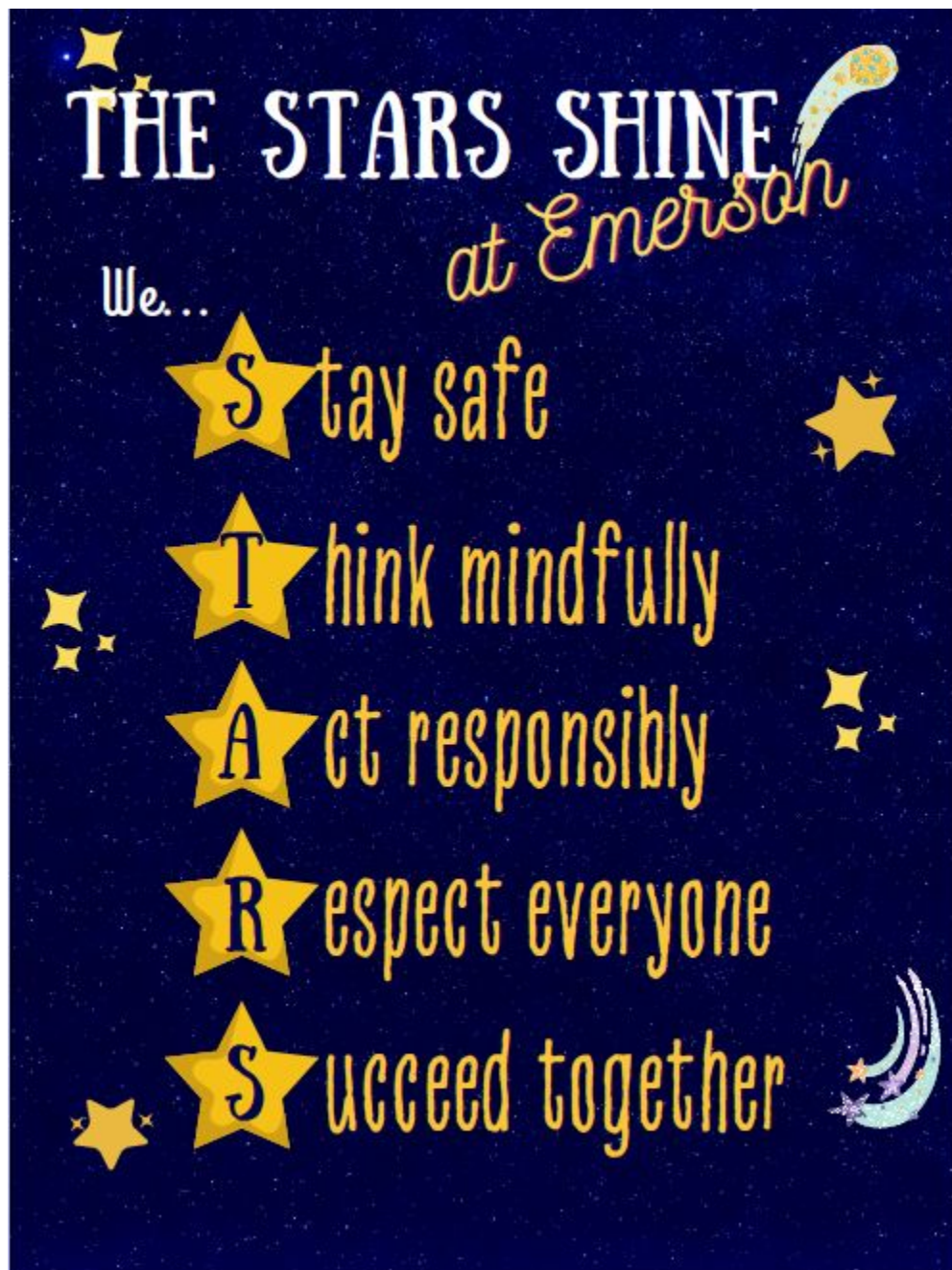
Students can eat for free in the cafeteria if they forget their lunch.

## TRANSFERS AND WITHDRAWALS

Please notify the teacher and the office *at least two days* before your child is withdrawn from school. This will assist us in clearing his/her records and will facilitate the transfer of the student. Any lost or missing school materials must be accounted for before records are sent to the new school.

# Community Expectations

Emerson seeks to build a community that is warm, inclusive, and supportive. We are a PBIS school. This stands for Positive Behavior Intervention and Support. It is our goal to proactively build positive skills for cooperation and building relationships. In this way, all members of our community learn to value and respect each other and our school. **It is an expectation that ALL people on our campus will follow our PBIS pledge.**



# Community Expectations

	Hallways & Stairs	Playgrounds	Library & Computer Lab	Restrooms	Cafeteria	Auditorium
	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>
<b>Stay safe</b>	walk quietly and calmly  walk in a straight line and listen to adult  keep body parts to self	follow game rules  use equipment properly  move safely	walk using quiet feet  sit safely in our chair	do our business, flush, wash & be on our way  keep our feet on the floor	walk to the line keeping body parts to ourselves  sit at the appropriate table	enter & exit by walking  sit correctly in our chair keeping body parts to self
	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>
<b>Think mindfully</b>	keep to the right side  be mindful of yellow dots	drink water and use the restroom if needed  walk to the line when the bell rings	use a shelf marker for books  use a quiet voice and gentle hands	take care of our own needs & use only what We need  wait patiently	keep our voice quiet in line & at the table  eat our own food	use whole body listening  direct our attention to the speaker  use an inside voice
	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>
<b>Act responsibly</b>	walk from one place to another  use an indoor voice if We need to talk	take responsibility for our actions and words  put away equipment	use tools and materials appropriately  return materials to correct spot	use the restroom as a restroom  keep the bathroom clean	eat first, then play  throw away trash  stay seated until dismissed	participate appropriately  follow given directions
	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>
<b>Respect everyone</b>	stay in line  use quiet feet  keep our voice level at zero	speak kindly  listen to adults  respect all games in progress	listen & follow directions  raise hand quietly when We need assistance	keep our eyes, hands and feet to ourselves  allow others to enter and exit peacefully	listen & follow directions from an adult  respect other's food choices	listen quietly to the speaker
	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>	<b>We will...</b>
<b>Succeed together</b>	be a positive role model  kindly remind other to follow the expectations	share and take turns  play with others peacefully	work with others to keep a neat and orderly environment	be a positive role model  take care of our own business	make room for others at the table  nourish our brain & body with healthy foods	enjoy the assembly/s how make good choices  be excellent role models for others



# General School Rules

## **RALPH WALDO EMERSON ELEMENTARY SCHOOL DISCIPLINE RULES**

The following discipline rules were adopted for Ralph Waldo Emerson Elementary School after input from representation of parents, teachers, and school administrators.

### **ARRIVAL RULES:**

#### **FOR GRADES K-5: NO SUPERVISION IS PROVIDED BEFORE 8 AM OR AFTER SCHOOL.**

Students should enter the school grounds no earlier than 8 AM using the attended gates on Kennenth, Cypress and San Jose. Students shall not enter through the office until after 8:30 AM.

#### **FOR TRANSITIONAL KINDERGARTEN, NO SUPERVISION IS PROVIDED BEFORE 8:00 AM and AFTER 1:30 PM.**

#### **FOR KINDERGARTEN, NO SUPERVISION IS PROVIDED BEFORE 8 AM and AFTER 11:53AM FOR EARLY BIRDS AND 9:30AM and AFTER 12:53 PM FOR LATE BIRDS.**

### **GENERAL RULES:**

- Students are expected to be kind and treat others with respect while following the Emerson STARS pledge and PBIS matrices.
- Students must follow the directions given by adults at school.
- Profanity or unkind words in any language are not allowed.
- Fourth and fifth grade students may ride bikes to school. Bikes must be locked at the bike rack.
- Students are to remain on the school grounds until dismissed, then they are to leave promptly. Students are expected to exit through one of the open gates and not use the office for pickup.
- Students must walk in buildings, on ramps, stairways and in hallways at all times.
- Gum, toys, expensive and dangerous objects are not allowed at school.
- Cell phones and digital devices should be turned off until the student is off campus.
- Restrooms are to be used properly, safely while practicing good hygiene.
- Students must take proper care of school property and the property of others.
- Students must wear clothing in accordance with BUSD Dress Code Policy.
- Parking lots are off limits to students and parents at all times.

### **LUNCH SHELTER RULES**

- Students are expected to walk on the yellow line to the cafeteria. Students are expected to be quiet while waiting to enter the cafeteria.
- Students are expected to stay seated at the lunch shelter until they have finished eating and are excused by a supervisor.
- Students must clean up after themselves by putting trash into trash barrels. Student areas need to be free of trash before students are dismissed.

### **PLAYGROUND RULES**

- Students must use equipment properly and safely.
- Play by the rules, be kind and praise others.
- Always treat yard supervisors with respect and follow their instructions.
- Students are expected to keep hands and feet to themselves and may not hurt others.
- When the bell rings students are expected to walk to their lines and wait quietly.
- Chasing, tag and hide-n-seek are prohibited games on the playground.
- Students are expected to report the presence of any unauthorized persons to the yard supervisor or nearest adult.

*Each teacher may also adapt rules, consistent with state laws, Board Policies and these school rules. Students are required to comply with lawful directives by school officials. We appreciate your support of efforts to ensure a safe and orderly school for all students.*

**Approved by Emerson School Site Council on 1/27/2022**

# Safety

## Visitors

- Emerson is a **CLOSED** campus. All visitors must enter through the front office. Only students and staff are permitted to enter/exit through the arrival/dismissal gates.
- Sign in at the front office if you will be going to another part of the campus, whether it be for volunteering, attending a meeting, conference with the teacher, etc.
- Wear a VISITOR sticker at all times.
- Administration and the office staff will not permit visitors to the classroom unless they have been notified in advance of the appointment with the teacher. ***In addition, families will not be permitted to drop things off in the classroom; any items dropped off for students must be left in office. This includes birthday treats.*** Please fully label drop-off items.

## EMERGENCY INFORMATION

Emergency information for each student is maintained in Aeries and is used by the office *in the case of an emergency*. The information is kept confidential and is only used by the office staff.

A change in any of the following should be reported to the school **immediately**:

- Home phone number or address
- Parents' cell or work phone number and address
- Individuals who could be contacted in an emergency
- Serious health problems and medications taken daily

**Please contact the office if someone other than the legal guardian is picking up your child. An emergency contact is not the same as a guardian. We must have permission to release a student to a non-guardian when NOT in an emergency situation.**

The phone number listed as the **primary number** in Aeries, will be called FIRST for all phone calls home during the school day as well as automated calls and emergency text messages. Please ensure that the number listed is NOT a landline and can accept text messages. In addition, parents should list themselves in the emergency contacts as well as other guardians and authorized persons for pickup and care.

## **EMERGENCY PREPAREDNESS**

Monthly fire, earthquake and lockdown drills are conducted during the school year. Teachers are assigned specific areas and duties to keep students safe.

**If there is an emergency or disaster on a school day, the following rules apply:**

### **During School Hours:**

- Your child will be kept AT SCHOOL unless it is unsafe.
- Your child will be released ONLY to persons listed on your school emergency information. Anyone attempting to pick up your child will be asked for identification.
- Your child will be taken to the nearest safe location should it be necessary to evacuate the school. Listen to the following Emergency Broadcast Station to determine this location: **1620 AM**

### **Going to and from School:**

- Your child is to continue on the way to school if they are already going to school.
- If your child rides the bus, the bus driver will go to the nearest school that is safe and remain with the students.
- The school administrator or the designee will then take the responsibility for the students and their safety.
- Your child is to continue their way home if already on the way home.

### **After a Disaster:**

- Remain Calm.
- Do not call the school telephone system.
- Go to the "Student Release Gate" You will receive the "Student Request/Release" form. Complete the "request" portion and return to school officials. Be prepared to show a picture ID.
- Upon completing the requested form, you will be instructed to proceed to the "Reunion Gate" You will be asked to sign the "release" portion once your child has arrived at the reunion gate. Both of these gates are located on San Jose.

While the release procedures may feel long and involved to all of us, we must ensure the safety of all students!

- In the event of a disaster (fire, earthquake), students will be supervised in designated areas until transportation can be arranged or until students are picked up by their parents.
- In case of danger on the schoolyard, the students will be kept in the classrooms until the school grounds are safe.
- In case of danger in the buildings (fire, gas leak, etc.), the students will leave the buildings and line up on the school ground assembly area.
- In the event of a lockdown, students and teachers will follow appropriate procedures depending on where the threat is located (inside or outside of the building).

### **Children are released only to parents or adults listed on the Emergency**

**Authorization.** It is extremely important that parents keep all their emergency telephone numbers and contact names current with the Stevenson school office. Please call (818) 729-1200 whenever you move or change emergency information for your children.



## **Arrival and Dismissal Safety**

Parking is at a premium at Emerson Elementary. Therefore, we ask that you respect the parking lot reserved for the teachers and staff members. Only members of the staff are to park in the lot on school grounds. ***There are no student drop offs in the parking lot.*** Street parking is available on the streets surrounding the school. These streets include Cypress, Kenneth, and San Jose. Be sure to check the posted signs and make sure it is not street cleaning day. **Please be considerate of our neighbors and do not double park or block driveways.**

## **Traffic Safety**

We have a crossing guard at the corner of Kenneth and Cypress at all arrival and dismissal times. Please urge your child to cross with the guard at all times. Do not allow your children to cross the street to school or to meet you. Please park in a safe location and walk your child across the street.

Please make sure to avoid double parking and calling students to cross the street into traffic. We care deeply about the safety of our community. Please notice and follow all marked signs, announcements, and procedures for safe drop-off and pick-up.

## **CELL PHONE/MOBILE DEVICE POLICY**

BUSD Board policy states that cell phone and ALL mobile devices are not permitted to be on during school hours. Your child may have it in their backpack and turned off at your own risk. We are not responsible for damaged or missing devices. **This includes Apple watches or wrist devices.** If this is violated, the device will be confiscated and can be picked up by a parent in the front office. Thank you for helping students remain focused and present during learning. *Students are NOT permitted to text parents during school hours.* They may use campus phones to communicate if necessary.

## **WHEELS ON CAMPUS**

Bicycles and scooters are not to be ridden on school grounds and must be locked while in the bike racks. **Skateboards and roller blades are NOT PERMITTED on school grounds at any time.**

# Instruction

## Mission

In partnership with families and our community, Emerson provides a safe, inclusive, and diverse learning environment. Emerson School focuses on nurturing academically, socially, and emotionally mindful students.

## **Our School and District Goals for Instruction**

- ★ Our teaching starts with planning units around big ideas and essential questions.
- ★ Our teaching is culturally responsive and joyful.
- ★ Our teaching connects to students interests and activates passions.
- ★ Our teaching supports rich literacy in all content areas.
- ★ From pre-assessment to summative assessment, we use consistent, varied, and ongoing formative assessment to inform instruction and measure student growth.
- ★ In all content areas, we guide all students to construct viable, evidence-based arguments and to critique the reasoning of others.
- ★ In all content areas, we offer students multiple and varied opportunities for collaboration and discourse in order to help them build effective communication skills.

## School and Home

### *Supporting Your Students*

#### At School

##### **Volunteer.**

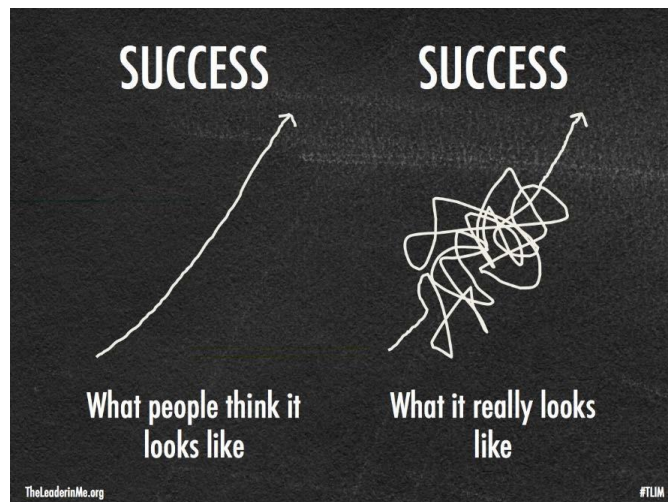
Helping at school or in classes can help you make connections with the PTA/Fundraising Committee, or other parent communities here at Emerson.

##### **Make positive connections with teachers and administrators.**

As parents we are our children's first teachers and have the greatest and most lasting impact on their lives. It is important that we advocate for our children through positive and productive connections with our student's teachers and administrators. Teachers and administrators want to work in partnership with you. Emailing and making appointments to speak to teachers is a good way to open the lines of communication. If you have concerns, remember that a problem-solving approach is always appreciated. When great experiences happen in class and your child is excited, that's a great time to reach out with specific positive feedback.

##### **Listen and share.**

Great connections and ideas are out there.



# School and Home

## *Supporting Your Students*

### **At Home**

#### **Talk.**

Children have a lot going on in their heads. While not all of them will openly share, more than likely they have a lot to say. Asking questions is a good place to start. When you hit on an area of interest stay there for a while. You might be surprised by what you learn.

#### **Listen.**

As parents, we tend to want to jump in and fix things or give advice. Make sure that you are listening to your student's affective needs. The way they want to handle a situation might not be what you would do, but will be effective for them.

#### **Set high expectations for effort and behavior.**

#### **Encourage them to observe others.**

Encouraging children to observe the strengths of others, you can help them to recognize the value of the people around them. They can see the benefit of asking for help or partnership. Focusing on strengths helps kids see the value of relationships.

#### **Encourage goal-setting.**

Help your child by talking about and making small achievable goals.

#### **Use the “talk” of Growth Mindset.**

We know through the research of Carol Dweck and others that there are two prevalent “mindsets” amongst learners. Carol Dweck writes “In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply fixed traits. They spend their time documenting their intelligence or talent instead of developing them. They also believe that talent alone creates success—without effort. They’re wrong.

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment. Virtually all great people have had these qualities.”

#### **Make room for play, creativity, and silliness.**

## School and Home

### We Would Appreciate...

In an effort to reduce classroom interruptions, we ask you to help us by making every effort to set your day's plans with your children BEFORE sending them to school each day. Therefore, we are asking you to help us by:

- **Calling the office to relay messages to your child in case of emergency only.**
- Who is picking them up after school?
- Do they need to walk home?
- Who are they to go home with?
- Do they need to go to Daycare?
- What do they do if it rains?
- Do they have their homework?
- Make sure they take their lunch and **water** with them to school.

These are a few suggestions that can help us keep the important classroom time instructional.

### Stay Connected

You will have lots of opportunities to stay connected to school. We would appreciate it if you:

- Sign-up for your child's teachers and school messaging system
- Read school emails or listen to calls from school
- Reach out to us if you have questions or need help
- Know that we are here for you and your children and we will do our best to help; we ask that you treat all on our campus with kindness and courtesy

# STAR★SUPPLIES

When it comes to supplying our Star Scholars for the new school year we know that families are eager to see what is needed. Rest assured that when your Star is at school they will be supplied with what they need to succeed, however, we always appreciate donations. 😊

On the next page is a list of items teachers would be grateful to have for students to use in the classroom.

This is a list of ***suggested donations***.

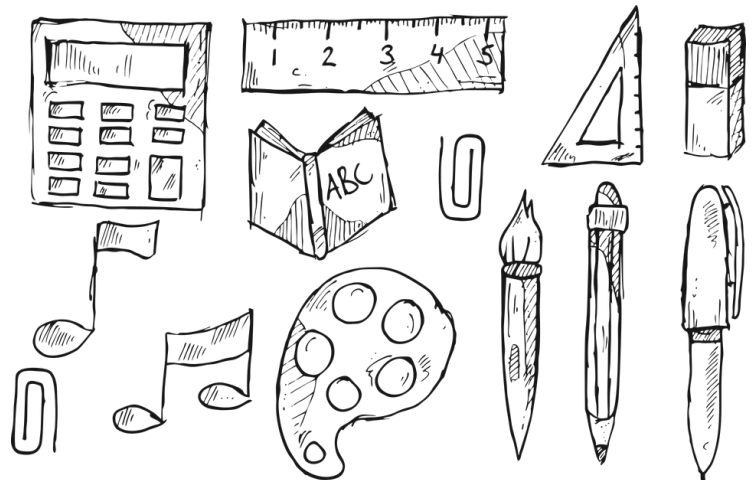
If you are interested in donating items, students may bring them with them anytime and give them to their teachers.

You will also find below a list of necessary items to keep on hand at home to make sure our Stars are able to fully participate in any at-home work they may have. If you have difficulty gathering the necessary supplies at home, we are happy to help you with that. You can reach out to any of our wonderful staff for assistance.

## Basic Supplies for Home

*It is not necessary to have **all** of these items but they would be helpful. A star denotes the most important items.*

Crayons, any style\*  
Colored Pencils, any style  
Markers, any style  
Sharpie, black  
Scissors\*  
Glue\*  
Lined Paper\*  
White Paper  
Construction Paper  
Tape, Scotch and Masking  
Pencils, any style\*  
Eraser\*  
Stapler



## SUGGESTED DONATIONS FOR CLASS

TK/Kindergarten	First Grade	Second Grade
<p>Elmer's Purple Glue Sticks Painter's Tape - any color Pip Squeak Crayola markers Crayola MARKers - any color Paper towels Kleenex Unscented baby wipes Foaming hand soap</p> <p>Any Arts &amp; Craft materials - scrapbook paper, stickers, jewels, googly eyes</p> <p>Counting Collection Materials - anything children will be able to sort/count up to 100 - buttons, pom poms, craft jewels, etc.</p> <p>Black whiteboard markers - any brand</p>	<p>Colored pencils (box of 12) Copy paper - white &amp; colored Glue sticks Elmer's white glue bottle Crayola washable markers (box of 8) 1 box of 12 - Black, Dry-Erase Markers (low odor) Watercolor paint set Twist-up crayons Boxes of tissues Baby wipes (unscented) Ziploc bags (gallon, sandwich or quart)</p>	<p>Crayola washable markers Boxes of tissues Baby Wipes Cleaning wipes Colorful printing paper Card Stock Prang Watercolors - class set Dry erase markers - black and colorful</p>
Third Grade	Fourth Grade	Fifth Grade
<p>2 large pencil erasers 3 - #2 pencils 3 composition books Individual pencil sharpener w/shavings holder 1 box of 12 - Black, Dry-Erase Markers (low odor) Glue sticks Facial tissues Black Sharpie markers - fine point Baby wipes Highlighters - pink, yellow, green</p>	<p>4 folders with pockets 1 box of 12 - Black, Dry-Erase Markers (low odor) 3 spiral notebooks Red marking pens #2 pencils and erasers Glue stick Individual pencil sharpener w/ shavings holder 1 yellow highlighter Old socks (clean) for white board erasers Kleenex Paper towels Baby wipes</p>	<p>Colored pencils 1 box of 12 - Black, Dry-Erase Markers (low odor) Highlighters - 4 colors #2 pencils &amp; erasers Facial Tissue Glue sticks Crayola Crayons Sharpies - all colors Papermate pens - all colors</p>



# Services and Supports

Emerson has a full-service team to support your child. Here are some of the supports and services you may be able to access.

- ★ On Campus Health Services
- ★ Social-Emotional Wellness Support
- ★ Language Learner Support
- ★ Support for Academic Needs
- ★ Gifted and Talented Education Support
- ★ Family Support
- ★ Free Meals for All Students
- ★ Technology for Home
- ★ Full Range of Supports for Special Education
- ★ Library and Computer Lab
- ★ After School Enrichment Options (Fee-Based)
- ★ Parent Community Groups PTA/FC
- ★ Amazing Teachers
- ★ Fabulous Support Staff

We are here to serve you.

Please reach out to us with questions.

**EMERSON**  
**ELEMENTARY**

# Services and Supports

## Who can help you?

In order to have the best communication and service we can, it is helpful to follow these guidelines for who can help you:

### Classroom/Instruction/Behavior/Playground Issues/Homework

Please contact your child's teacher about these issues first. They will be able to help you best. They are going to be the first line of communication because they spend so much of their time with our Stars! If they cannot help you, they will help guide you where to go next. Remember to connect to your teachers messaging system, website, or e-mail group.

### Safety/School Facilities/Schedules/Volunteering

Please contact our amazing office staff if you have any questions about these items. If they can't help you they will direct you to the appropriate person. Remember also to check our school website.

### Parent Connections/Organizations/Volunteering

Please contact our PTA and Fundraising Committees if you need information on these items. Remember also to check out the PTA/FC website and social media accounts.

### When to reach-out to the Principal:

ANYTIME! Please note that I will always ask that you connect with your child's teacher first for any of the issues above. Here are some reasons you might reach out:

- ★ You have a school-safety concern.
- ★ You have ideas for building our school community.
- ★ *After speaking with a teacher*, you would like to continue to discuss your child's needs and how we can work together to address them.
- ★ You have a pressing family situation you need to discuss.
- ★ You want to connect with me to learn more about the school and our plans.
- ★ You want to offer praise for a staff member.
- ★ You need a specific support and would like to discuss what's available.
- ★ You need help understanding how our school community works.

Remember that we are here for you and your children, we are on your team, and we will do our best to help; kindness and courtesy are always appreciated.