

Emerson Elementary
Family Handbook



2101 Campbell Road
La Crosse, WI 54601

Phone (608) 789-7990
Fax (608) 789-7171

Principal – Brian Oberweiser

(608) 789-6900

boberwei@lacrossesd.org

www.lacrosseschools.org/emerson

Emerson Staff

Teaching staff can be reached before and after the school day at their direct dial number. Calls placed to teaching staff during the school day (8:30 AM to 3:10 PM) will forward to the teacher's voice mailbox to minimize classroom interruptions. Classroom teachers will retrieve voice mailbox messages when they are able. *Please call the office directly if you have an urgent request.*

Classroom Teachers

		Direct Dial #
Jean Ann Burkard	Morning Preschool	789-6912
Jane Erickson	Afternoon Preschool	789-6917
Christina Axness & Stephanie Skemp	Kindergarten	789-6936
Kristine Fischer	Kindergarten	789-6926
Amy Joley	Kindergarten	789-6938
Jill Fink	1 st Grade	789-6918
Elizabeth Ehler-Blum	1 st Grade	789-6915
Nancy Wettstein-Weaver	1 st Grade	789-6939
Jackie Goetsch	2 nd Grade	789-6920
Allison Graumann	2 nd Grade	789-6921
Emilie Clifford	2 nd Grade	789-6908
Julie Hatfield	3 rd Grade	789-6924
Jena Jorstad	3 rd Grade	789-6910
Abby Ryan	3 rd Grade	789-6933
Jean Brady	4 th Grade	789-6913
Kristin Hoeth	4 th Grade	789-6943
Lisa Stundahl	4 th Grade	789-6919
Jennifer Ruetten	5 th Grade	789-6932
Patrick Shay	5 th Grade	789-6935
Summer Elston	5 th Grade	789-6925

Specialists

		Direct Dial #
Erich Boldt	Art	789-6911
Colin Stiemke	Music	789-6930
Shelly Davidson	Physical Education	789-6914
Angie Engebretson	Speech	789-6916
Kelly Masche	EBD	789-6922
Megan Sedlacek	LD	789-6931
Leisa Hanson-Fergot	School Psychologist	789-6923
Connie Wall	OT	789-6940
Joey Fredrick	SDPE	789-7990
Michelle Torgerson	Guidance Counselor	789-6929
Bill Sisson	Strings Teacher	789-7990
Lisa Altreuter	Library/HPL Teacher	789-6907
Hong Xu	ELL Teacher	789-6937

Behavioral Expectations..... 4

Safety Circle – Drop Off & Pickup..... 4

Arrival & Dismissal 6

Bus Transportation..... 6

Walking & Biking to School..... 6

Shuttle to Hamilton Boys & Girls Club & Mathy Center..... 7

Attendance & Absences 7

Leaving School During the School Day 7

Six Day Cycle 7

Inclement Weather Policy 7

School Meals 8

Recess & Lunch Schedule 8

Emergency Contacts..... 9

Building Security 9

Student Lockers 9

Illness/Injury..... 9

Medication..... 9

Health Screening 10

Winter Clothing Policy..... 10

Lost & Found..... 10

Personal Electronic Devices..... 10

Playground Rules..... 11

Digital Learning with iPads..... 11

Student Assistance 13

School Communication 13

Fundraising Appeal..... 13

Physical Education 13

Art 13

Classroom Snacks 13

Party Invitations, Balloons & Bouquets..... 14

Pets in the Classroom 14

Volunteering 14

Behavioral Expectations

- *Be Respectful*
- *Be Responsible*
- *Be Safe*

As part of our “Positive Behavioral Interventions and Supports” (PBIS) process, staff uses evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the rules in a positive manner, we do the following when teaching academics and behavior:

- ✓ Constantly teach and refer to our school-wide expectations.
- ✓ Provide students with more praise than correction (ask your child about “Eagle Feathers”).
- ✓ Talk to students with respect using positive voice tone.
- ✓ Actively engage everyone in the class during instruction.
- ✓ Use pre-correcting, prompting, and redirecting as we teach.
- ✓ Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

If a broken rule is considered a major one (such as fighting, vandalism, harassment, etc.) the child will immediately receive an office referral. If you have questions about PBIS, please feel free to contact the principal or your child’s teacher.

Safety Circle – Drop Off & Pickup

Emerson’s Safety Circle is located at north end of the building next to the playground.



SAFETY REMINDERS

- ✓ Please drive slowly in the Safety Circle and leave cautiously.
- ✓ Please wait your turn to move up to the Loading Zone (where the yellow lines are). If you are the car directly behind the Loading Zone (where the grass is on your right), you may fill the spot of a car that leaves the Loading Zone.
- ✓ Never park in the Safety Circle – visitor parking is available in the staff lot. You should never leave your car if you are in the Safety Circle, unless you are opening the door for your child in the Loading Zone.
- ✓ Please remind your child to use the passenger-side door to avoid traffic.
- ✓ If it is raining, students will be dismissed to the Safety Circle from inside the building – please remain in your vehicle. This will be a slower process than normal, but the students will be safe and dry as we bring them to you.

NOTICE

“NO PARKING, STOPPING OR STANDING” FOR DESIGNATED AREAS ON CAMPBELL ROAD

- ✓ For the safety of ALL children at Emerson, please be reminded that parking on Campbell Road from 7:30 AM to 4:30 PM on school days by the playground is illegal. The street is clearly marked with road signs for “no parking during school days” and “no stopping or standing during school days”. This regulation is in effect for the safety of ALL children before and after school.
- ✓ Emerson’s safety circle was designed for the safe drop-off and pick-up of children before and after the school day. **Please help us ensure everyone’s safety by using the Safety Circle.** Two-hour parking is available to the north of our playground on Playfield Lane as well as 22nd Street N.
- ✓ Please help us keep traffic controlled by following the parking regulations, using the Safety Circle, and crossing with the crossing guard on Campbell Road to ensure everyone’s safety.
- ✓ Please **do not use the front visitor parking lot** to drop off **before school** or pick up **students after school**. This is a safety hazard with cars backing out of parking spaces or looping through the driveways to enter/exit when students are present. We have witnessed several “near misses”. Again, please use the Safety Circle before and after school. Thank you for your help in keeping the children safe.



Arrival & Dismissal

Playground supervision begins at 8:00 AM. Please do not drop your child off before 8:00 AM unless he/she is enrolled in the YMCA Surround Care program. Students either play on the playground or enter through the playground doors to eat breakfast (served from 8:00 to 8:20 AM). **The first bell to enter the building rings at 8:20 AM.** Students line up with their classroom and are escorted into the building by staff. We request parents to say their goodbyes on the playground and let their child enter the building with their classmates/teacher. Students are expected to be in their classroom when the final bell rings at 8:30 AM. All outside doors are locked shortly after the 8:30 AM bell. If your child arrives late (after 8:30 AM), please bring them to the main office doors to enter the building and ensure they enter safely before you leave. All late students are required to stop in the office for a “Pass to Class” – if the teacher has marked them absent, the “Pass to Class” lets the teacher know the student has checked in at the office.

Students are dismissed at 3:10 PM to the Safety Circle. On Early Release days, dismissal will be at 1:10 PM (no changes to recess/lunch times). **There is no after school supervision.** Children must be on their way home after the 3:10 PM bell. Only those students in the YMCA Surround Care program or scheduled, supervised school activities will be allowed to remain in the building.

Morning Preschool Hours: 8:20 to 10:50 AM
Afternoon Preschool Hours: 12:30 to 3:10 PM

Bus Transportation

Students that live within two miles of Emerson are not eligible for transportation (except for special education students requiring busing). However, Go Riteway (our transportation provider) offers a reduced-price bus route that will transport students to/from school from pre-determined neighborhood stops to assist families who live some distance from school. **All transportation needs must be registered through Go Riteway.** To register your child for transportation, follow [this link](#) or call Go Riteway at (608) 881-6370.

Walking & Biking to School

Emerson participates in the “[Safe Routes to School](#)” program. Children are encouraged to walk or bike to school. Crossing guard locations in the neighborhood are located at:

- Main St. & 21st St.
- Losey Blvd. & Crowley Place
- Campbell Rd. at Emerson

SAFETY REMINDERS

- ✓ Use crosswalks and crossing guards whenever possible.
- ✓ Wear a bike helmet when biking (*if you cannot afford a helmet, please consult with our school social worker*).
- ✓ Use the bike rack near the school playground to store bikes during the school day.
Bike locks are encouraged – we are not responsible for stolen bikes.
- ✓ Walk bikes across the crosswalks and on school property.
- ✓ Carry rollerblades, scooters and skateboards on school grounds and keep them in your locker during the school day.

Shuttle to Hamilton Boys & Girls Club & Mathy Center

If your child is a member of the [Boys & Girls Club](#), a shuttle bus is available after school to the Hamilton and Mathy sites. The shuttle is provided at no charge, but parents must register their child with Go Riteway – either on-line or by phone.

Attendance & Absences

Please call the school office attendance line by 9:00 AM (789-7990, choose option 1). The attendance line is available 24/7. Please report your child's name, teacher, and reason for the absence. If we have not heard from a parent/guardian by 9:00 AM, the office will attempt to make contact. If we are unable to reach a parent/guardian, further contact attempts will be made (emergency contacts, home visit, etc.).

A student absence without notification or a valid reason is considered unexcused. When a child reaches five (5) or more unexcused absences (all or part of a day), referrals may be made to appropriate agencies (law enforcement and/or child protective services).

If your child's health seems to be interfering with his/her attendance at school, our school nurse and health assistant are available to work with families. Our school guidance counselor also assists families to eliminate barriers that make getting to school difficult.

Leaving School During the School Day

If your child must leave during the school day, a parent/guardian or someone listed on their emergency contacts can sign them out in the school office. We will only release your child to you or those people you have designated as "Emergency Contacts". Leaving prior to 1:10 PM is considered a half day absence. Parents are asked to communicate with their child's teacher about early pick-ups. Whenever possible, please attempt to schedule doctor and dental appointments after school hours.

For planned absences (vacations, special events, etc.) please fill out the [Absence Notification](#) form and return it to school at least one day before the absence. Forms are also available in the office. [State law 118.15\(3\)\(c\)](#) states that a child may not be excused for more than 10 days in a school year. Please keep this in consideration when planning absences for your child, including medical appointments.

Six Day Cycle

The La Crosse School District operates on a six day cycle. Therefore, students will not always see specialists (art, music, gym) on the same day each week. The day of the six day cycle is noted daily on Emerson's website.

Inclement Weather Policy

Students will be indoors for recess when it is raining, when the temperature is **0 degrees or colder** or when the wind chill temperature is **-5 degrees or colder**. If we have inclement weather in the morning (before 8:20 AM), students will enter the building and go to the gym.

School Meals

Applications for free/reduced meals are mailed to all families prior to the start of the school year. If you did not receive an application, copies are available in the school office or can be [downloaded](#) at the district's website. **If your income changes during the school year, we encourage you to complete an application.**

An elementary student breakfast is \$1.60 and lunch is \$2.80. The meal includes a beverage. Additional milk can be purchased for \$.50 per carton. Reduced prices are \$.30 for breakfast and \$.40 for lunch. Menus are included in our monthly newsletter and are available on-line at <https://schools.mealviewer.com/school/Emerson>.

Each student is issued a Personal Identification Number for their account. This number needs to be memorized and used only by your child. Teachers will assist students with their PIN at the beginning of the school year. If a student transfers to another elementary school in the district their PIN will change. Money in their account follows the student within the district.

Payment Options: You can pay by cash, a check made payable to Emerson Elementary, or you can log into [Family Access](#) and pay by e-check or credit card online. There are no fees associated with on-line payment. If you want to use [Family Access](#) and do not know your login or password, please contact the school office. The money deposited into the account may be used for breakfast and lunch. If you pay by check, please indicate the student's name and/or PIN on the check's memo line. If one check is written for more than one student, please indicate how to split the funds.

Email messages, phone calls and notes home are used to alert parents of a low balance. For assistance, please call 789-6905 to speak with a member of Emerson's food service staff.

Recess & Lunch Schedule

	Recess Begins	Call Into Building	Lunch Begins	Return to Class
KINDERGARTEN	11:00	11:25	11:35	12:00
FIRST	11:10	11:35	11:40	12:05
SECOND	11:35	12:00	12:00	12:25
THIRD	11:40	12:05	12:05	12:30
FOURTH	12:00	12:25	12:25	12:50
FIFTH	12:05	12:30	12:30	12:55

Breakfast is served from 8:00-8:20 AM.

Parents are always welcome to join their child for breakfast or lunch. **Please refrain from bringing fast food or soda into the cafeteria.** If you will be purchasing a school meal, please have the exact amount of cash (\$2.50 for breakfast and \$3.85 for lunch) for the purchase (no change is available in the cafeteria). The price of your meal can be debited from your child's account, unless your child receives a free/reduced price lunch. Parents of students receiving free/reduced lunch must pay for their meal with exact cash.

Emergency Contacts

If you are not available, it is critical that we are able to contact someone locally who you consider responsible and would be available to pick up your child in the event of an illness/injury, or if school closes early for an unplanned event. Please ensure we have at least one local contact when you register. **If any contact information should change during the school year, please contact the school office or log into [Family Access](#) to make updates.**

Building Security

All school doors are locked during the school day. Parents and other visitors may enter the building through a controlled entrance on Campbell Road to sign in and register as a visitor. All visitors are given a visitor tag to wear while in the building. Emerson staff wear identification badges that clearly identify them as staff to students and parents.

Student Lockers

Students in grades first through fifth will be issued a school locker. School lockers are provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school related materials. Students are not issued locks nor are they allowed to bring locks to school for the purpose of securing the school issued locker.

Illness/Injury

Please use the following guidelines to help determine if your child needs to stay home. Our goal is to protect your child's health and to prevent the spread of illness to others. Your child should stay home if he/she:

- has a **fever** of 100 degrees or greater
- has **vomited** within the last 24 hours *(may return to school 24 hours after the last episode)*
- has had **diarrhea** within the last 24 hours *(may return to school 24 hours after the last episode)*
- has a **rash with a fever** of 100 degrees or greater
- has a **rash that is open and draining**, without a fever
- has **strep throat** *(may return to school 24 hours after beginning prescription medication)*
- has **pink eye** *(may return to school 24 hours after beginning prescription medication)*

Medication

If your child will be taking **non-prescription medication** during the school day, a [medication form](#) must be completed and signed by the parent. All non-prescription medications must be in the original manufacturer's container.

If your child will be taking **prescription medication** during the school day, a [medication form](#) must be completed and **signed by the child's physician and the parent**. Written instructions from the physician are also required. All prescription medications must be in the original manufacturer's container properly marked with the student's name and dosage instructions.

Health Screening

Physical Examinations – Kindergarten students need to have a physical examination prior to entering school. It is also recommended that students entering 4th grade have a complete physical.

Dental Examinations – Kindergarten students are encouraged to have a dental exam prior to entering school. The La Crosse County Seal-A-Smile program is brought to Emerson every October and screens children in 2nd grade. Sealants are offered free of charge to children in 2nd and 3rd grade.

Vision Examinations – The La Crosse County Health Department provides a vision screening program for preschool, kindergarten, 1st, 3rd and 5th grades. This screening is done at school in the fall with the assistance of parent volunteers.

Hearing Screening – Students are screened as needed by the speech/language teacher or at the request of the parent or teacher.

Winter Clothing Policy

All students are strongly encouraged to come to school dressed appropriately for the weather, particularly during the winter months. This would include a hat, mittens or gloves, a winter coat, snow pants and boots. Jackets are required when the temperature is below 50 degrees. All students are also strongly encouraged to wear boots and/or snow pants when the temperature is below freezing during recess for warmth. Boots and snow pants are required for any student wishing to leave the blacktop area when snow is present. The students will be going outside for recess every day, weather permitting. Teachers will make every effort to ensure that the children wear clothing brought to school for outside recess.

Lost & Found

Please label your child's outdoor clothing, lunch box, backpack, etc. with initials. Found items are placed in a bin outside the cafeteria. Parents are encouraged to check the bin for missing items when they visit. We will attempt to find owners by looking for initials. Unclaimed items that we can use in our health room for students in need will be washed and re-used. All other unclaimed items will be donated to Goodwill after the October and March conferences, as well as at the end of the school year. If you are looking for lost glasses, jewelry, keys, etc., please check with the office.

Personal Electronic Devices

Students are discouraged from bringing personal electronic devices to school. Any personal electronic device that is brought to school should remain off and in the student's backpack. The school is not responsible for any lost or stolen personal electronic device.

Playground Rules

Playground area includes Crowley Park (including gazebo area), the blacktop, and the football field.

- Students are not permitted behind the building by the gym doors/sidewalk, on the safety circle roadway beyond the gate or in the bike rack area.
- Stay out of gardens and trees.
- **No** standing near doorways, on park benches, water fountains, or electrical boxes.
- All “wheels” must be walked while on school property.
- **No** sliding on ice. **No** throwing snow/ice, unless throwing snow at targets along the fence.
- Leave the cut rubber pieces on the ground. Do not throw or dig in them.
- **No** picking flowers or dandelions. **No** pulling on trees.

EQUIPMENT RULES

Students should refrain from interfering (pulling or pushing) with anyone on a piece of equipment.
No climbing on the canopy umbrella.

- *Slides:* Sliding down feet first. Exception is the triple slide – students may go up the middle section. Students cannot sit on any objects (such as backpacks) when sliding. Wait for the person in front of you to be off before going down.
- *Rope Pyramid:* **No** jumping off.
- *Rocks:* Rocks are for climbing – not for standing on or jumping off. Students may sit on the ledge of the biggest rock to slide off and jump off the lower rock.
- *Swings:* **No** jumping off swings. **No** flipping swings around the pole. **No** twisting swings. **No** climbing up swing poles. Tummy swinging is allowed.

Digital Learning with iPads

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive on-line learner and digital community member. We encourage parents/guardians to monitor the use of any iPad that may come home for completing school activities. “[The Bridge](#)” website is a useful guide for parents/students.

Students in 4th and 5th grade are issued a district iPad as an integral part of their education. This means that the student has a responsibility to use the iPad appropriately for educational purposes and to secure it from damage or loss. Doing so ensures the student has the necessary access to digital resources to be successful in all class. In addition, shared iPad and computers are available for student use while at school. [District Administrative Policy 3630.2 – Internet Safety and Acceptable Use](#) – explains all responsibilities and privileges of internet and digital tools. Copies are available in the school office.

STUDENT EXPECTATIONS

- ✓ Students shall follow all district policy and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. The building principal works with each student at the time of the infraction to determine a course of corrective behavior, compensation to the district, or legal action.
- ✓ Students will not share their district username and password with any other person except when asked by a school employee or by their parent/guardians. All information on the district issued iPad is not private information and students should expect adults to review their work and files as necessary.
- ✓ By using personal email or other personal social media/gaming/on-line accounts students should expect these to be accessed if necessary with reasonable cause as identified by the building principal and/or the School Resource Officer.
- ✓ iPads are monitored through internet usage logs.
- ✓ Students should not install any non-district approved apps or services on the iPad. If this is done, students should expect these to be removed at any time by district personnel. Students should be aware of their actions while on-line so that malware and viruses are not brought into the district network.
- ✓ Students should not 'sync' the iPad to any personal phones, iPods, other laptops, etc.
- ✓ Students should use on-line 'cloud' storage to back up any/all files that a student does not want to lose. Devices do fail and, if this happens, any data/files stored on the iPad may not be recoverable and all data can be lost. Students have access to iCloud, OneDrive, and Google Drive for backing up any/all school-related files.
- ✓ Students are issued a district managed Apple ID and email to allow for access to many on-line resources and storage as well as to communicate with teachers and each other. District-issued cases should always be kept on the iPad. If the student removes the case and it breaks, new cases can be purchased through the school office.
- ✓ Students who take the iPad home are to leave the charging cords at home and charge the iPad fully for the next day's use. Doing this ensures the cords are not lost or damaged. Lost/damaged cords can be replaced in the school office. Non-Apple cords are not to be used and will not be accepted during hand-in. Students are to refrain from entering their first and last name, any birthdate, address, or any other personal information on any on-line services. Teachers requesting students to use on-line services will ensure that the on-line site is appropriate for the age of the student and will not request the use of personal information unless the site is approved by the district technology department and has a partnership agreement for use of data with the approved vendor of the on-line service.

VOLUNTARY INSURANCE

Voluntary insurance for the iPad is offered for \$20 during hand-out or when enrolling in the district. Parents/Guardians of students enrolled in August/September have until October 1st to pay the voluntary insurance or to visit with the building principal. New enrollees after September 30th have three weeks from their enrollment date to pay for insurance. If payment is not made within these timeframes, the student's record will indicate that voluntary insurance was declined and the parent/guardian is fully responsible for any repairs or for replacement if the iPad is damaged/lost/stolen. Lost/Stolen iPads will be investigated by the School Resource Officer; some damages may also be investigated by the School Resource Officer.

Student Assistance

We recognize that families experience personal, emotional, and medical problems which can have an adverse effect on their children's behavior, conduct, or academic performance in school. The school becomes concerned when any of these problems interfere with a student's educational program.

Intervention is available through our Pupil Services Team. This may be on an individual basis, small support groups, assessment or referral. For more specific information please contact your child's teacher or the principal.

School Communication

A monthly newsletter is e-mailed to parents the first week of each month beginning in October. If you provided an e-mail address to the district, you will receive our newsletter. Paper copies are available in the brochure rack outside the main office and it is posted on our website.

Fundraising Appeal

Both students and parents have the right to appeal all fundraising. Please discuss your concerns with: 1st) the teacher or advisor in charge of the fundraiser, 2nd) the building principal, 3rd) the Executive Director of Business Services, 4th) the Superintendent.

Physical Education

Your child will participate in a physical education class. To be excused for health reasons, the parent must submit a written excuse addressed to the child's teacher and physical education teacher. If a child needs to be excused from physical education class for more than one day, a note from your child's doctor is required. **All children must wear gym shoes for physical education classes.** Shoes with a white or light-colored sole are preferred as they don't leave black marks on the floor. Shoes must have ties (one lace only) or Velcro closures. Please purchase gym shoes that are appropriate for activities, not designer styles with thick soles and high heels. Absolutely no "wheelie" shoes.

Art

All students need a paint shirt to protect clothing during art class. An old, roomy shirt will work fine. Please write your child's name inside the collar for identification.

Classroom Snacks

Due to food allergies and health/safety concerns, we request that only pre-packaged foods be sent to school with children each day for snack time/birthday treats, etc. To decrease interruptions to classrooms, birthday treats can be distributed in the child's classroom only. Students will not be permitted to hand out their birthday treats to staff or students in other classrooms.

Party Invitations, Balloons & Bouquets

Please refrain from distributing party invitations at school. Balloon and flower deliveries at school are discouraged. Those that are delivered will be given to the child at the end of the school day. Latex balloons are not allowed due to allergies.

Pets in the Classroom

To provide for the safety and welfare of all children in our school, family pets are not allowed in the school or on the playground (before, during or after school). The schools are not able to provide the assurances of appropriate animal vaccinations or the assurance that an animal's behavior will be appropriate to maintain safety in the presence of children. Only classroom pets and service/therapy program animals pre-approved by our building principal will be allowed in Emerson classrooms.

Volunteering

Anybody volunteering in the classroom or chaperoning a field trip is required to complete the [Volunteer Service Application](#). Instructions are also available in the school office.

Processing an application can take up to 14 days. Applicants will receive an e-mail verification upon approval. Please allow time for the approval process in advance of a field trip.