

Emerson Elementary
Family Handbook



www.lacrosseschools.org/emerson

2101 Campbell Road
La Crosse, WI 54601

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

Principal – Brian Oberweiser
(608) 789-6900 | boberwei@lacrossesd.org

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	1st Grade	789-6918
Elizabeth Ehler-Blum	1st Grade	789-6915
Nancy Wettstein-Weaver	1st Grade	789-6939
Leah Aubert	2nd Grade	789-6943
Allison Graumann	2nd Grade	789-6921
Jean Brady	2nd Grade	789-6913
Julie Hatfield	3rd Grade	789-6924
Jena Jorstad	3rd Grade	789-6910
Abby Ryan	3rd Grade	789-6933
Mee Thao Her	4th Grade	789-6920
Lisa Stundahl	4th Grade	789-6919
Jennifer Ruetten	5th Grade	789-6932
Patrick Shay	5th Grade	789-6935
Summer Elston	5th 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
Adam Pichette	SDPE	789-7990
Michelle Torgerson	Guidance Counselor	789-6929
Bill Sisson	Strings Teacher	789-7990
Lisa Altreuter	Library/HPL Teacher	789-6907
Mary Zong/Janet Schultz	ELL Teacher/TA	789-6937

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Safety Circle – Student Drop Off & Pick Up

Emerson's Safety Circle is located at north end of the building next to the playground. This is Emerson's student drop off & pick up area. Please do not drop off your child at the main entrance on Campbell Road (A doors) for safety reasons.



SAFETY REMINDERS

- Drive slowly in the Safety Circle and leave cautiously.
- Wait your turn to move up to the Loading Zone (where the yellow lines are). Cars directly behind the Loading Zone (where the grass is on your right), should advance forward and fill the spot of a car that leaves the Loading Zone.
- Never park or leave your car in the Safety Circle. Parking is available in the staff lot.
- Remind your child to use the passenger-side door to avoid traffic.
- If it is raining heavily, students will be dismissed to the Safety Circle from inside the building. Please remain in your vehicle. Staff will call your child out when you are in the Loading Zone. This will be a slower process than normal, but the students will be safe.

Building Hours

The office is open during the school year from 7:30 AM to 4:00 PM. School is in session from 8:30 AM to 3:10 PM. Morning preschool hours are 8:20 to 10:50 AM. Afternoon preschool hours are 12:30 to 3:10 PM.

Arrival & Dismissal

Please do not drop your child off before 8:00 AM unless he/she is enrolled in the YMCA Surround Care program. **Playground supervision begins at 8:00 AM.** Staff will monitor the door for children needing to enter to eat breakfast, use the restroom, or visit the health room. Breakfast is served from 8:00 to 8:20 AM. **The entry bell rings at 8:20 AM.** Students line up by classroom and are escorted into the building by staff. **Students should be in the classroom when the final bell rings at 8:30 AM.** All outside doors are locked at 8:00 AM. If your child arrives late (after 8:25 AM), please bring them to the A doors (main entrance on Campbell Road) to enter the building and ensure they enter safely before you leave. Late students are required to stop in the office for a "Pass to Class" to ensure we know they are present, as teachers take attendance shortly after the 8:30 AM bell.

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.

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 requests must be registered through Go Riteway.** To register your child for transportation, visit www.lacrosseschools.org/parents/transportation/ or call Go Riteway at (608) 881-6370.

If your child is a member of the [Boys & Girls Club](#), transportation 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.

Safe Routes to School

Emerson participates in the “[Safe Routes to School](#)” program. Children are encouraged to walk or bike to school. Neighborhood crossing guards are located at:

- Main St. & 21st St.
- Campbell Rd. at Emerson

Please review these safety reminders with your child:

- ✓ Use crosswalks and crossing guards whenever possible.
- ✓ Wear a bike helmet when biking (*if you cannot afford a helmet, please consult with our social worker*).
- ✓ Use the bike rack nearest to the 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.

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 an expectation is not met and considered to be major (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.

Attendance & Absences

Please call the school office attendance line by 9:00 AM (789-7990, choose option 1) if your child will be absent. 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.).

Each year, the School District of La Crosse makes a special effort to ensure that all students fully benefit from their education by attending school regularly. Research shows that missing 10 or more days of school can have a significant impact on student achievement.

Beginning in the 2019-20 school year, students are allotted 10 general absence days per school year. General absences include illness days, appointments without doctor/dentist notes, funerals, parent excused days without principal approval and all other absences. After students reach 10 days, all absences will require a doctor's note or principal approval. If neither is provided, the absence will be marked "unexcused".

Unexcused absences can lead to truancy proceedings. There are many people in our building prepared to help if a student faces challenges in getting to school. We will work collaboratively with families to identify barriers and provide support to overcome attendance challenges.

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 as a courtesy to the teacher so he/she can plan for the absence. Forms are also available in the office.

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 him/her out in the school office. We will only release your child to you or those people you have designated as "Emergency Contacts". If a student leaves prior to 1:10 PM the absence 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.

6 Day Cycle

The La Crosse School District operates on 6 day cycle. Therefore, students will not always see specialists (art, music, gym) on the same day each week. The day of the 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 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. Each 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, his/her 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	Come Inside	Lunch Begins	Return to Class
Kindergarten	11:00	11:25	11:35	12:00
1 st Grade	11:10	11:35	11:40	12:05
2 nd Grade	11:35	12:00	12:00	12:25
3 rd Grade	11:40	12:05	12:05	12:30
4 th Grade	12:00	12:25	12:25	12:50
5 th Grade	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 building 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 1st thru 5th grade will be assigned 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 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.

Students are issued a district iPad (4th-5th grade) 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 classes. In addition, shared iPad and computers are available for student use while at school. District policy 3630.2 (Internet Safety and Acceptable Use) explains all responsibilities and privileges of the internet and digital tools. You will find this on the district webpage or may ask for a copy in the building office. The District Student Handbook summarizes this policy.

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. Building principals work 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 device. 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 backup 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, administration, and each other.
- ✓ District issued cases are to be kept on the iPad. If a student removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPads must be used with a case at all times.
- ✓ 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, 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.

Distribution of iPads

Schools will issue iPads based on a schedule either within the school day, at registration, or after school. See the Voluntary Insurance section.

Collection of iPads

Schools will collect the iPads based on a schedule either within the school day, at the end of the school year or when the student withdraws from the district. Any iPad that is not returned during that time will be considered stolen public property and treated as such.

VOLUNTARY INSURANCE

Voluntary insurance for the iPad is available from the building office during distribution times at each school 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 have 3 weeks after enrolling to pay insurance. After three weeks, the student's record will indicate that voluntary insurance was declined and the parent/guardian is fully responsible for any repairs or replacement if the iPad is damaged/lost/stolen.

Below is a list of replacement costs of the device, case, and power cords for the 2019-20 school year. Screen repair is also listed. Other specific repair costs are listed on the voluntary insurance form.

Item	Cost
iPad Voluntary Insurance Yearly, August to August, non-refundable	\$20
iPad	\$300
iPad Glass	\$100
iPad Power Brick	\$20
iPad Power Cable	\$20
iPad Issued Case (New)	\$30
iPad Issued Case (Used)	\$15

Voluntary insurance covers accidental damage to the laptop; each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.). Subsequent breakage of the same item is the responsibility of the parent/guardian. Repairs/Loss due to negligence is not covered by insurance. Discussion between the building principal and student will result in the determination of accident or negligence except for liquid damage. Examples of accidental and negligent damage are as follows:

Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the laptop is dropped; the student has a laptop in their backpack and someone else grabs the backpack and tosses it down the hall. Accidents are not because the student wasn't paying attention, forgot the iPad in a room or in a car, or thought "nothing will happen to it". Students should notify the building office or school resource officer immediately if the iPad is damaged, lost, or thought stolen. **DO NOT WAIT!** Broken screens or other damage may be harmful to the student.

Negligent damage includes: liquid in the iPad of any amount as no liquid should be by the iPad at any time nor should it be used outside if there is rain or the possibility of rain; iPads/backpacks that are thrown down or sat on by the student; iPads put on the floor in high

traffic areas resulting in being stepped on by student or others; iPads/backpacks left unsecured in areas such as lockers or cars. Any liquid damage to the iPad will result in the iPad being replaced at the parent/guardian cost as liquid damage is not considered accidental.

Cases, power supplies, power cords, or electrical connectors (duckheads) are not covered by voluntary self-insurance. Student/parent/guardian must purchase Apple brand power supplies, power cords, or duckheads from the district or from Apple directly. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad voiding the voluntary self-insurance and will be considered 'missing' at hand-in.

Failure to return any iPad upon leaving the school/district or when requested will be considered theft of public property. Follow through by the School Resource Office or other appropriate legal authorities will be conducted.

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 at Emerson

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.