

EMERSON ELEMENTARY SCHOOL

-Where a love for learning grows-



Student-Family Handbook 2016-2017

Hoquiam School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Jimelle Morgan, Director of Special Services

305 Simpson Ave.

360 538-8291

jmorgan@hoquiam.net

Section 504/ADA Coordinator

Jimelle Morgan, Director of Special Services

305 Simpson Ave.

360 538-8291

jmorgan@hoquiam.net

Civil Rights Compliance Coordinator

Mike Parker, Superintendent

305 Simpson Ave.

360 538-8200

mparker@hoquiam.net

Emerson Elementary School Staff

Staff Name	Title	Phone Number
Marah Gannaway	Principal	(360) 538-8240
Jana Bickar	Office Coordinator	(360) 538-8240
Beth Branshaw	Kindergarten Teacher	(360) 538-8386
Shannon Jacobson	Kindergarten Teacher	(360) 538-8268
Angela Jump	Kindergarten Teacher	(360) 538-8298
Cindi Lu Strode	Kindergarten Teacher	(360) 538-8367
Kara Trimble	Kindergarten Teacher	(360) 538-8256
Kaylee Sinem	Kindergarten Teacher	(360) 538-8362
Heather Atwood	1 st Grade Teacher	(360) 538-8383
TBA	1 st Grade Teacher	
Jacquelynn Cook	1 st Grade Teacher	(360) 538-8387
Karen Cruzan	1 st Grade Teacher	(360) 538-8241
Kelly Jones	1 st Grade Teacher	(360) 538-8308
Kjersten Kellogg	1 st Grade Teacher	(360) 538-8388
Angela Snapp	Special Education Teacher	(360) 538-8396
Cynthia McMillan	Title I (Reading & Math Specialist)	(360) 538-8394
Sue Wayman	LAP (Reading Specialist) & Movement Teacher	(360) 538-8364
Keith Reynvaan	PE Teacher	(360) 538-8240
Lori Watkins	Music/Movement Teacher	(360) 538-8419
TBA	Speech/Language Therapist	(360) 538-8297
Carol Surbeck	Occupational Therapist	(360) 538-8415
Rhianna Laier	School Nurse	(360) 538-8407
Chandrea Byron	Health Clerk	(360) 538-8407
Katie Barr	Communication Specialist	(360) 538-8456
Magdalena Cristo-Frank	ELL (English Language Learners)	(360) 538-8382
Brian Cruzan	Technology Support	(360) 538-8240
TBA	Evening Custodian	(360) 538-8240
Larry McElliot	Custodian	(360) 538-8240
Jeri D'Aprile	Cook	(360) 538-8240
Betsy McElliot	Head Cook	(360) 538-8240
Abby Andersen	Para-Educator	(360) 538-8240
Lacey Burger	Para-Educator	(360) 538-8240
Carleen Carlyle	Para-Educator	(360) 538-8240
Mona Eide	Para-Educator	(360) 538-8240
Alice Ekman	Para-Educator	(360) 538-8240
Marie Englund-Middleton	Para-Educator	(360) 538-8240
Judy Halvorson	Librarian/Para-Educator	(360) 538-8240
Savana Larsson	Para-Educator	(360) 538-8240
Diana McAllister	Para-Educator	(360) 538-8240
Jamie Orama	Para-Educator	(360) 538-8240
Tammy Reynvaan	Para-Educator	(360) 538-8240
Tammy Talevich	Para-Educator	(360) 538-8240
Danielle Weidman	Para-Educator	(360) 538-8240
Rose Whitley	Friendship Room/Solution Center Para-Educator	(360) 538-8240
Andrea Williams	Para-Educator	(360) 538-8240

E-mail:

First Letter of First Name and Last Name followed by @hoquiam.net

For example: Lindsey Drake

ldrake@hoquiam.net

Phone Numbers:

During instructional time, teachers will not answer the phone listed by their name. If you have an urgent message or need, please call the Emerson School Office at 538-8240.

EMERSON ELEMENTARY DAILY SCHEDULE

MORNING	LUNCH/RECESS	AFTERNOON
<u>START TIME</u> 8:30am	10:46-11:16 Strode	<u>CONFERENCE EARLY RELEASE</u> 11:15am
<u>TEDDY BEAR PLEDGE MEETING TIME</u> 8:30-8:35am	10:50-11:20 Branshaw	
	10:54-11:24 Sinem	
	10:58-11:28 Jacobson	
	11:02-11:32 Jump	
	11:06-11:36 Trimble	
	11:10-11:40 Cook	
	11:14-11:44 New 1st	
	11:18-11:48 Cruzan	
<u>BREAKFAST</u> 8:35-9:00am	11:22-11:52 Jones	
	11:26-11:56 Atwood	
	11:30-12:00 Kellogg	<u>END TIME</u> 2:45pm

Emerson Elementary Specialist Schedules

PE Mr. Reynvaan	M	T	W	TH	F
12:00-12:30	Branshaw	Branshaw	Trimble	Trimble	Sinem
12:30-1:00	Strode	Strode	Atwood	Atwood	Jump
1:00-1:30	Cook	Jacobson	X	Cook	Jacobson
1:30-2:00	Cruzan	TBA	X	TBA	Cruzan
2:00-2:30	Jones	Kellogg	X	Kellogg	Jones

Movement & Music Mrs. Watkins	M	T	W	TH	F
12:00-12:30	Sinem	Trimble	Jacobson	Branshaw	Cook
12:30-1:00	Atwood	Cook	TBA	Strode	Atwood
1:00-1:30	Kellogg	Jones	X	Jones	Kellogg
1:35-2:05	Jump	Cruzan	X	Cruzan	TBA

Movement Mrs. Wayman	M	T	W	TH	F	
8:30-9:00						
9:00-9:30						Jump
9:30-10:00						Cook
10:00-10:30						Sinem
10:30-11:00						Cruzan
11:00-11:30	Lunch	Lunch	Jones	Lunch	Lunch	
11:30-12:00	X	X	Strode	X	X	
12:00-12:30	Trimble	Sinem	Branshaw	Sinem	Branshaw	
12:30-1:00	TBA	Jump	Kellogg	Jump	Strode	
1:00-1:30	Jacobson	Atwood	Lunch	Jacobson	Trimble	

Emerson Elementary School Mission Statement

Our mission at Emerson Elementary is to provide an early childhood center in which the unique qualities of each child and his or her family are recognized. Our school fosters learning, success, and social and emotional growth by offering developmentally appropriate experiences in a nurturing, stimulating, and safe environment.

Emerson Elementary School Vision Statement

Our staff vision is for every child to be in a place where a love for learning grows.

Hoquiam School District Mission Statement

Hoquiam School District will provide a high quality education for all, tailored to the unique abilities of each student to ensure their successful life pursuits.



Emerson Elementary Learning Standards

Emerson Elementary in conjunction with the State of Washington follows the Common Core State Standards for learning. The major focus of instruction at the Kindergarten and 1st grade level is to build foundational skills for literacy and mathematics, while also providing instruction in science and social studies.

Students entering Kindergarten benefit from the WaKIDS program. The program emphasizes family connections and provides an assessment to assess students' social-emotional, physical, language, cognitive, literacy, and mathematical skills. Our teachers at Emerson also focus on student progression in all of these areas.

For more information on the WaKIDS program, visit:

www.del.wa.gov

Response to Intervention

It is the district's policy to ensure that all students receive high quality, scientific, research-based general education core instruction and, as appropriate, strategic and intensive intervention supports matched to student needs.

To achieve this end, the Hoquiam School District will use a process to identify students' challenges early and provide appropriate instruction in an effort to ensure that all students are successful in the general education classroom.

Attendance

- Research shows that children who attend school regularly are more likely to be successful learners and are more likely to graduate from high school.
- The law requires students that are enrolled in a public school attend full time that school is in session. It is the responsibility of the parent to ensure the child is in attendance when school is in session.
- You will be notified by phone or mail after your child has had one unexcused absence.
- After two or more unexcused absences, you will be required to have a conference to determine the causes/solutions to the attendance situation.
- If your child has seven unexcused absences in a month or ten unexcused absences in a school year, the school will file a petition to juvenile court under state law RCW 28A.225.035.
- With these strict laws in mind, please call the school at **538-8240** before 9:00 a.m. each morning that your child will be absent.

The following are **valid excuses** for student absences or tardies:

- Participation in a school-approved activity
- Medical appointments (including, but not limited to medical, counseling, dental, or optometry)
- Illness, health condition, family emergency or religious purpose
- Pre approved activity agreed upon by principal and parent
- Short-term suspension

The following are **not valid excuses** for student absences or tardies:

- Failure to submit any type of excuse statement to the school
- Any absence other than those indicated above

Request to Stay Inside During Recess or Lunch:

If a student has been ill and parents are requesting that he or she not be allowed outside for recess or noon playtime, a dated note **MUST** be sent to your student's teacher each day.

Tardies:

In the event students are late coming to school, they need to check in with the office. It is important that each student makes every effort to be on time.

Arriving or Leaving Early:

Students must bring a note or parents may call the school office if a student has a medical appointment. No student will be allowed to leave the school grounds without first checking with the office. Parents need to report to the office to sign their child out. Students will be called to the office to meet their parents. Your cooperation is appreciated.

Attendance Law:

Please see RCW 28A.225 or School District Policy 3122 on the Hoquiam School District Website for more information regarding school attendance laws.

Meals

We serve breakfast and lunch at our school. Breakfast is served immediately after the start of the day in the classroom. Breakfast and lunch are free for all students. If your child wishes to bring a lunch from home and purchase milk the cost is \$0.35.

If you have any questions, please feel free to call Emerson School at 538 - 8240.

Communication

Newsletter

Once a month, your child will receive a newsletter with updates and information regarding Emerson Happenings for the month. Please look for this to come home on the first Friday of each month.

Website

The Emerson Elementary School website is on the Hoquiam School District website at hoquiam.schoolwires.net/ You can find the Emerson site under the "Our District" menu, select "Our Schools", and select Emerson Elementary.

Phone Calls

If you wish to call and talk with your child's teacher or another staff member at Emerson, we can't always talk right away due to the nature of our job. Teachers' schedules are very busy even before and after school, and we can't always return phone calls promptly. We will make every effort to return your call within 24 hours. If you have an urgent message, please call the office.

Notes Home

For the most part, we try to send notes home in students' red or green communication folders. These folders are often utilized for homework as well. Please check your child's red or green communication folder nightly and return them to school in the morning. Feel free to send your child's teacher a note in the folder. Other important notes will sometimes be pinned with a safety pin on your child's clothing.

E-mail

E-mail is sometimes a more convenient method of communication. You are welcome to e-mail any staff member as well. Please refer to the staff page for staff e-mail addresses.

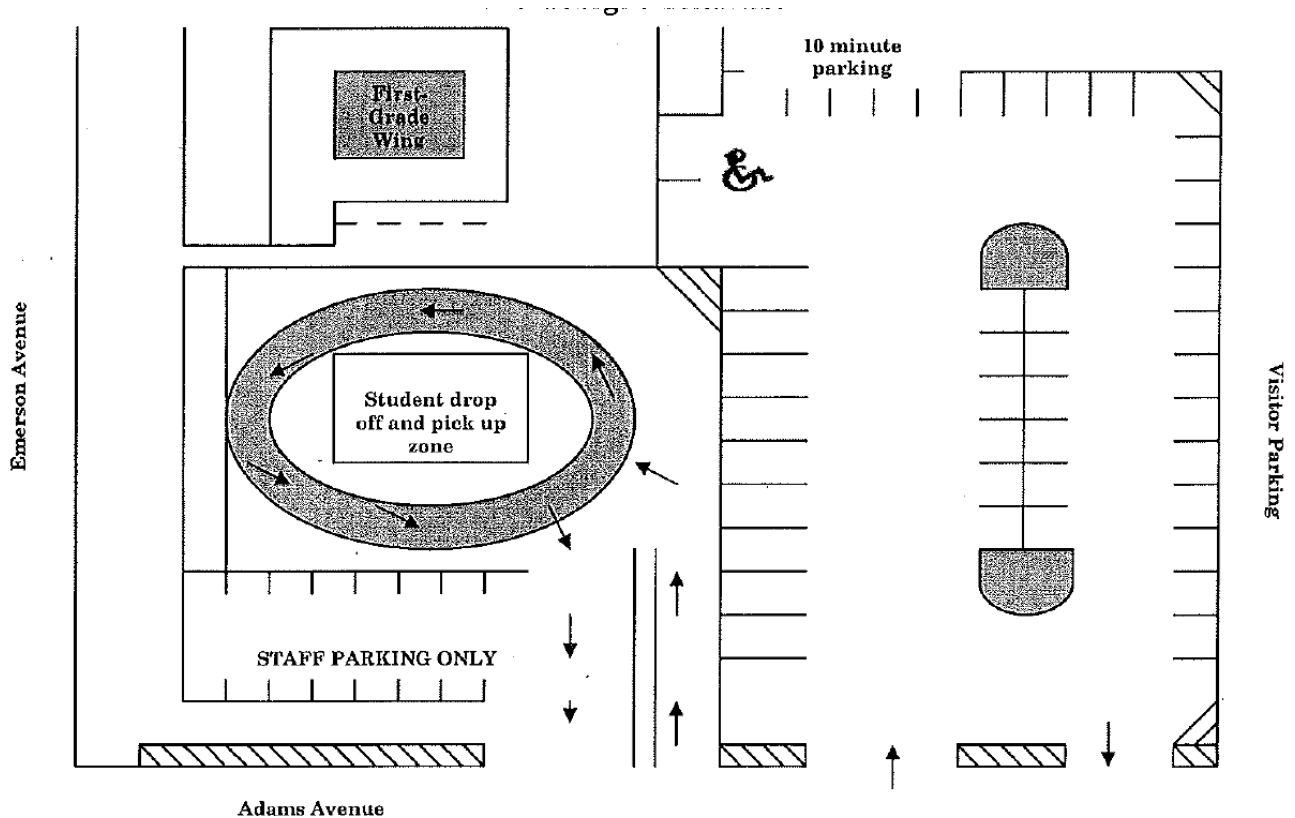
End of the Day

If there is a change in your child's regular schedule, please call the office to let us know as soon as possible. We will get a note to your child indicating the change. Our office is very busy at the end of the day. If you're calling with any change in routine it **MUST** be done before 2:00pm. At the beginning of the school year we provide buttons with students' first and last name and place a colored dot on the button indicating how each child will get home. Wearing these buttons daily for the first part of the school year assists our staff in getting children to the right place.

Student Drop-Off and Pick-Up

Please refer to the Emerson Parking map, located below, regarding specific zones used for parents picking up or dropping off their students. If you are pulling through the round about area in the parking lot to pick up your child:

- Please enter the parking lot slowly and carefully and exit in the same manner.
- Please wait until you arrive at the front of the line and the staff member assists your child as he or she enters the car.
- If you are in the line and not in front or parked in the middle of the round about area and wave your child to the car, we will *not* let them walk alone across the parking lot.
- This also applies to cars parked in the adjacent lot (visitor parking area).
- If you choose to park in visitor parking, please walk to the pick up area to pick up your child.
- Make sure you or your child checks in with a staff member before leaving.
- Students will not be allowed to walk across the parking lot without an adult.



Walkers

Supervision is provided at the stop light corner. Adults will assist students crossing the street at the light. Please encourage your child to cross with the adult at the light or check out with an adult in the gym.

Bus

Students riding the bus will be checked off to make sure they board the correct bus each day. Students will only be allowed to ride a different bus with a bus note indicating parents have called or sent a note to make a change for that day.

Emerson Manners & School Guidelines

The students and staff at Emerson are all expected to be respectful. "Emerson Manners" are posted so all can use a common language of respect. You can help reinforce manners at home by using the following language with your child.

- You're Welcome
- May I?
- Excuse Me
- Thank You
- Please

Emerson has three school wide rules:

1. I am kind to others.
2. I do my best.
3. I work hard to learn.

Social Skills

At Emerson Elementary, we teach children social skills in order to help them learn to get along with others. We encourage them to stop and think if they are making a good choice or a bad choice, and then make a good choice. Additionally, we teach social skills using a book series called Learning to Get Along and we teach the following skills:

- Listen and Learn
- Know and Follow Rules
- Be Polite and Kind
- Share and Take Turns
- Cool Down and Work Through Anger
- Respect and Take Care of Things
- Be Honest and Tell the Truth
- Understand and Care
- Try and Stick with It
- Join in and Play

Check in/Check Out

Occasionally, students need a more detailed plan for learning social skills and appropriate behavior. The check in/check out program at Emerson targets individual behavior goals. At the start of the day, the child gets a tracking sheet with a specific behavior goal and an adult checks in with him or her and provides encouragement and a positive message for the day. Throughout the day, the student gets feedback on the particular behavior goal he or she is working on. At the end of the day an adult checks out with the student to see how he or she did that day with regards to the behavior goal.

Conflict Resolution/Problem Solving

One goal for students at Emerson is to learn to resolve conflicts with peers in a positive and productive manner. We teach students skills that help them solve problems and avoid hitting or hurting another person.

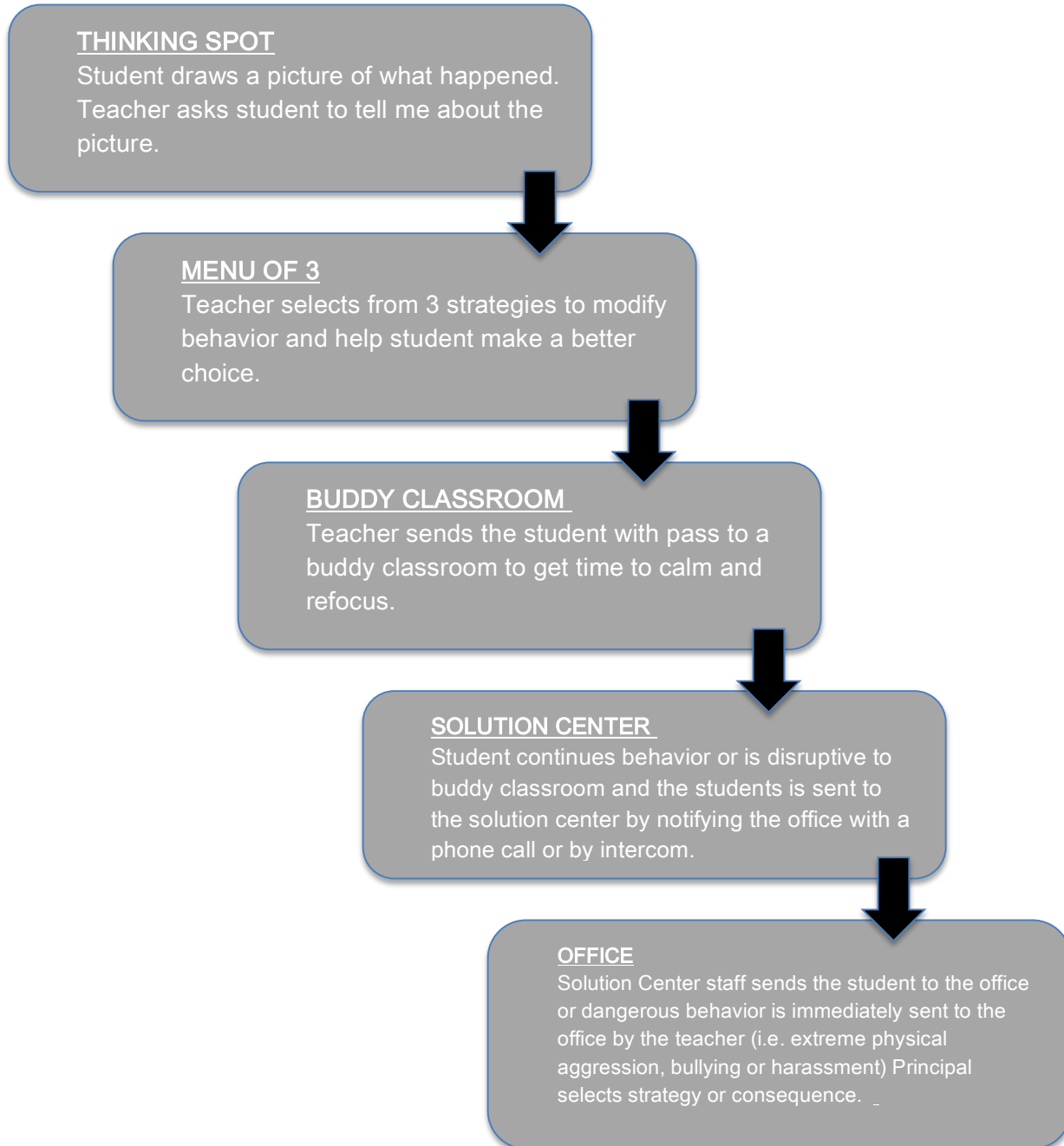
Discipline Policy at Emerson

Administrative discretion shall guide the disciplinary process.

Our belief is that all children will make mistakes, and there is no mistake so great it cannot be fixed. We teach, re-teach, and reinforce positive behaviors. Our goal is to help students fix their mistakes by:

- Telling the truth and take responsibility for their actions
- Helping them find a way to make amends for their actions.
- Helping them make a plan so they do not repeat their mistake.

All staff members follow a school wide behavior management plan outlined below.



Discipline is progressive. Once the teacher has exhausted their discipline procedures within the classroom, the student may be sent to the office. When the student visits the office, administrative discretion will guide the discipline process. The principal may use the following disciplinary actions and discipline decisions are not limited to these options:

- Parent contact via telephone or letter
- Loss of Recess time/stand or sit by the wall
- Stand/sit by the wall for all recesses
- Spend time after school (arranged with the parent) or home for the day (Parent Choice)
- In-House Suspension doing all work and a call to parents
- Home for the day with a out of school suspension and a conference with the parent
- Home for two days with a suspension and a call to parents to set a meeting for the student to re-enter into school

In rare cases, a suspension or expulsion may be considered and discipline procedures may be skipped due to the seriousness of the situation. These are dealt with on an individual basis, with administrative discretion, and according to district policy.

Emerson's goal is to assist students in all areas of their social and academic growth. We believe all students can learn and take every opportunity to teach! Please see Policy 3241 for more information.

Hoquiam Elementary Schools Parent-Teacher Organization, PTO

All of the Hoquiam Elementary Schools have a combined PTO with a busy, dedicated group of parents who genuinely care about the welfare of our school and our students. This group sponsors many of the special activities, which occur throughout the year. Please watch our newsletters for announcement of activities. Everyone is welcome to attend our monthly meetings. They are the first Tuesday of each month at 6:30 pm at Central School in the Library. Meetings are also announced in the school newsletters or on the website.



Volunteers and Field Trips

We welcome those that would like to assist in the education of the students at Emerson Elementary. Any individual that volunteers in the classroom or on a field trip will need to have a background check prior to the event. Please ask in the office for a form to fill out. Please keep in mind this process could take up to a couple of weeks. You must provide a copy of your driver's license. If you would like to volunteer in the classroom, please contact your child's teacher or let us know at the main office.

English Language Learner Program

Emerson Elementary provides students that qualify with an English Language Learner (ELL) Program. This program emphasizes language development through a variety of strategies. Most importantly, they are taught to embrace the process of learning while retaining their pride in their cultural heritage. For more information regarding this program, please contact Magdalena Cristo-Frank at 538-8382.

Visitors

Visitors are encouraged to visit school with administrative approval. Please call the principal a day in advance to arrange a classroom visitation. All visitors must check in at the office and pick up a visitor's button before entering the halls or a classroom. All visitors must wear a visitor's button or sticker. This identifies authorized visitors for our staff and students.

Library

All students will visit the library once a week. First-grade students will be allowed to take home their library books only if they have filled out a form provided by Mrs. Halvorson, the librarian. Parents or guardians of students will be held responsible for any books lost, stolen or damaged.



Appropriate Dress

Emerson Elementary School encourages students to dress comfortably and appropriately for school. Families should consider the weather before choosing clothes each day. At Emerson, we are pleased to have some clothing, including coats donated. If you are in need of a coat for your child, please see the office. Below are the expectations of students attending Emerson School.

All articles of clothing must be free of any references to tobacco, drugs, alcohol, sex, gangs, profanity or anything disruptive to the learning process, implied or explicit.

Teachers will deal with matters of appropriate dress, consulting the principal if needed. Please see Policy 3224 for more information.



Birthday Treats

Parents are invited to bring birthday treats to school to share with the class. These treats must be purchased at a store and come to school in store packaging. In addition, parents need to make arrangements with the classroom teacher one day prior to the delivery of the treats. Please keep in mind some of our students have serious food allergies. Talk with your child's teacher to determine what foods you should avoid.

Toys and Trading Cards

Please keep all toys and trading cards, etc. at home. These tend to interrupt the learning process and take instructional time away from our students. In some cases, parents may be asked to pick up toys from school instead of sending them home with students.

Inclement Weather

In case of inclement weather, call the weather message number at 538-8300. You can also listen to the radio or watch T.V. for information regarding school closure or delay.

Communicable Diseases and Parasites

Please notify the school if your child should contract a communicable disease, such as; head lice, measles or chicken pox. If your child attends school with live head lice, he or she may be sent home. Please keep your child home if he or she has a fever. A notice is sent home with the student explaining the situation and how the child may return to school. Please see Policy 3414 for more information.

Medicines

The parent and physician must complete medication forms if your child is to take medication of any type during school hours. All medication and completed forms must be turned into the office. Medicine must always be in the original container. It will be kept locked in the school office. School staff will supervise the administration of the medication. Copies may be picked up in the office. Please do not send your child to school with any medication

(such as aspirin, cough syrup, etc.). Please see policy 3416 for more information.

Lost and Found

Please label all items belonging to your child with their first and last name. A lost and found area is provided for unlabeled, unclaimed clothing. During conferences, items are placed out for easy identification by parents. Unclaimed items are given to the local clothing bank at the end of the year. Items that are labeled with the student's name are returned to the student without being placed in Lost and Found.

Parent Involvement Plan

Emerson School has developed a parent involvement policy with the parents of our students and staff members. This plan is reviewed and revised annually. A Board-approved district parent involvement policy is available at the District Office. Please see Title I Policy 2108 for more information.

Hat Rule

Students at Emerson are asked to take their hat off when they enter the building. They may store their hat in their backpack and wear it outdoors.

Retention

Retention is a team decision in which parents are 100% in agreement. The team, teacher and parent, will evaluate data concerning their child's school progress, as well as educational and psychological needs.

Bullying and Harassment

Emerson is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act whether or not the impact or results were intended.

Harassing another student by using e-mail or other on line methods is not acceptable and can be subject to school discipline. Cyber-bullying is prohibited.

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. In addition, anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Please see policy 3207 for more information.

Sexual Harassment at Emerson School

Sexual Harassment is an issue that concerns all members of a school environment. Any remarks or behaviors that are unwelcome or uninvited can be considered sexual harassment. These can be in the form of verbal, non-verbal, visual or physical in nature.

All of the behaviors above will be dealt with seriously. Students at Emerson School need to believe that they are in a safe environment and it is the responsibility of school staff to make that a reality for our students.

The Hoquiam School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

See policy 6590 in the district policy manual, which is located in the Emerson School office for complete information regarding Sexual Harassment.

Tobacco Free and Weapon Free Zone

The state legislature has passed laws making state schools both smoke (tobacco) free and gun (weapon) free zones. No individual, either student or adult is allowed to use tobacco products on school property. It is against the law for any individual under the age of 18 years to smoke. Furthermore, state law prohibits any individual (except designated law enforcement officials) from possessing or using guns, look-alike guns or other weapons (including dangerous items of clothing or jewelry) on any school campus. Students who violate the weapon law face possible expulsion from Washington State Schools. Please see procedure 3241 for more information.

Right to an Education

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal.

Student Conduct

All students are expected to obey all rules at school, during the school day, as well as during any school activities conducted on or off campus. Special rules are also applicable while riding on a school bus. The following rules of conduct provide a guideline for students.

Respect for the Law and the Rights of Others - While in school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property are subject to disciplinary action by the school and prosecution under the law.

Disruptive Conduct - A student shall not intentionally cause a substantial and material disruption of any school operations. Illustrative of the kinds of offenses, including, but not limited to are:

Damage or Theft of Property - A student shall not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury - A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Leaving Campus During School Hours - A student shall not leave the school campus during the school day unless excused by the school office.

Vulgar or Lewd Conduct - Any lewd, indecent or obscene act or expression is prohibited.

Weapons and Dangerous Instruments - A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, or a dangerous weapon.

Student responsibilities and duties- In order to maintain and advance this mission, it is the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of common school district which are adopted pursuant to and in compliance with WAC 180-400-225, and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation(s) of such rules.

Minor conduct violations will result in any or all of the following:

- Conference with the principal
- Recesses on the wall
- Meeting with school officials and parents
- After school time with parent picking the student up
- Classes in the Friendship Room
- Suspension
- Expulsion

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. RCW 28A.600.420

If you have any questions regarding this information, please contact the school. Please see policy and procedure 3240 for more information.

Reporting

At Emerson School we strive to address incidents and deal with them in an appropriate manner. Imperative to this process is prompt reporting of incidents. It is the student's responsibility to ensure an adult is aware of any issues that occur that have not been observed. If a student does not feel the incident has been dealt with to their satisfaction, they have the option of reporting to the principal where it will be investigated further and addressed with the student. Likewise, if a parent hears of an incident from their child upon coming home from school and is not aware of any adult intervention, they are encouraged to call the school and find out if there was a resolution to the problem. Please understand if the school is unaware of problems it is difficult to ensure all incidents are dealt with and that students feel safe at school. It is important to us that issues are dealt with promptly and as they occur.

Release of Student Information

Student records are confidential and they shall not be released other than as provided by law. Please see Procedure 3231 for more information.

School Board Policy and Procedure Reference List

The following additional subjects are addressed in the Hoquiam School Board Policy Manual. A copy of the manual is available on the district website.

- Drug and Alcohol Policy: Procedure 3241
- Nondiscrimination Compliance: Policy 3210
- Student Rights and Responsibilities: Policy 3200
- McKinney-Vento Act, Children or Youth in Transition: Policy and Procedure 3115

Emergency Situations

Emergency drills are held monthly in accordance with state law. Upon the signal of a fire drill, students and staff are immediately to evacuate the building and congregate with their classroom teacher in the field.

Earthquake and Tsunami drills are held during the school year as well. Students are to drop and seek cover under the nearest table or sturdy furniture. When tremors cease, students will congregate with their classroom teacher in the field and proceed up to Lion's Park. In the event of an earthquake or tsunami, please reunite with your child at Lion's Park by the high school.

Three lockdown drills will be held during the school year. Students will be instructed on the procedure within their classroom. If a lockdown were to occur during the student day, nobody will be allowed to enter the building except law enforcement or emergency service providers until the lockdown is over.

Cell Phone Use

Cell phone use, by students at Emerson, is prohibited unless prior arrangements have been made with the principal.



This year, we would like to save paper by sending the newsletter and other information home electronically through e-mail. Information sent home will also be posted on the website. If you do not have an e-mail address, we would be happy to send a paper copy home with your child. Please provide an e-mail address(es) where we can send you newsletters and other information.

E-mail address: _____

E-mail address: _____

- I do not have an e-mail address. Please send home a paper copy of any communication.

How do you prefer to get information about your child's school?

- Paper sent home with student
- E-mail
- Website
- Mail

Parent Form

I have read and discussed the Emerson School Handbook with my child. Please sign at the bottom and return no later than Friday, September 30th. If you have more than one child at Emerson, you only need to sign one form.

I have read and discussed the handbook with my child.

Child's Name: _____

Child's Name: _____

Parent's Name (*Please Print*): _____

Parent Signature: _____

Date: _____

Thank you for taking time to go over this with your child.