



EMERSON ELEMENTARY SCHOOL

FAMILY HANDBOOK



***Every Child
Every Day***

EMERSON ELEMENTARY STAFF**2009-2010****LEVEL****TEACHER**

Preschool	Ms. Zahursky, Ms. Roten, Ms. Seablom, Ms. Sessions
Kindergarten	Ms. Starr
Kindergarten	Ms. Intihar
Kindergarten	Ms. Karcher
Grade 1	Ms. Budzar
Grade 1	Ms. Ginley and Ms. Katona (job share)
Grade 1	Ms. Gerg
Grade 2	Ms. Fell
Grade 2	Ms. Vivolo
Grades 2/3 Discovery Program	Ms. Karabinus
Grade 3	Ms. Pollarine
Grade 3	Ms. Peters
Grade 4	Ms. Mollison
Grade 4	Mr. Shields
Grade 4	Ms. Fox
Grade 5	Ms. Kuzmickas
Grade 5	Ms. Little
Grade 5	Ms. Germaine
Grades4/5 Discovery Program	Ms. Nakonecznyj
Music	Mr. Fitz
Art (2nd Quarter)	Ms. McQuay
Physical Education (1,3,4 Quarter)	Mr. Harter
English as a Second Language (ESL)	Ms. Olender
Intervention Specialist	Ms. Schiazza
Intervention Specialist	Mr. Henry
Intervention Specialist	Ms. Giallourakis
Intervention Specialist, STARS Program	Ms. Harvey
Educational Assistant, STARS Program	Ms. Neubert
Educational Assistant, STARS Program	Ms. Dombroski
Educational Assistant	Ms. Balmer
Educational Assistant	Ms. McDonald
Title I Teacher	Ms. Pekarik
Title I Teacher	Mr. Zigman
Title I Teacher	Ms. Heckman- Spear
Title I Teacher	TBD
Media Specialist	Ms. Bunsey
Media Assistant	Ms. Harrah
Parent Resource Coordinator	Ms. Klanac
Speech Pathologist	Ms. Flynn
Guidance Counselor	Ms. Schuckert
Psychologist	Dr. Zbornik
School Nurse	Ms. Lagzdins

Lunch Staff:

Ms. Malinowski., Ms. Liggett, Ms. Plank, Ms. Nichols,

Ms. Rackerd, Ms. Costa- Borick, Ms. Verga

Custodial Staff: Ms. Dunn, Mr. Hoile**Secretary:** Ms. Kufel**Principal:** Ms. Seibel

TENTATIVE 2009 – 2010 CALENDAR

August

11	School Office Opens	
18	Kindergarten Welcome Meeting	6:30
19	PTO Family Kickball Game	6:30
26	First Day of School	

September

2	Parent Night – Grades 1-5	6:30 pm
7	NO SCHOOL- Labor Day	
10	Muffins with Mom	8:15 - 8:45 am
	PTO Meeting	9:00 am
21-25	Spare Change Fundraiser	
23	Market Day Pickup	3:30 – 4:30

October

5-9	3 rd Grade Ohio Reading Achievement testing	
8	PTO Meeting	9:00 am
16	NO SCHOOL- NEOEA	
21	Market Day Pickup	3:30 – 4:30
30	Classroom Parties	2:30
	Pumpkin Patch	6:30pm

November

5	PTO Meeting	9:00 am
11	Evening Conferences	
12 – 13	NO SCHOOL-Conferences	
18	Market Day Pickup	3:30 – 4:30
25-27	NO SCHOOL- Thanksgiving Break	

December

17	Market Day Pickup	3:30 – 4:30
18	Classroom Parties	2:30
21	Winter Break Begins	

January

5	School Resumes	
8	PTO Movie Night	6:30
14	PTO Meeting	9:00 am
	School Concert, Grades K-2	6:30
19	NO SCHOOL- Martin Luther King Day	
23	NO SCHOOL- End of 1 st Semester	
27	Market Day Pickup	3:30 – 4:30

February

11	Doughnuts with Dad	8:15 – 8:45
	PTO Meeting	9:00
12	Classroom Parties	2:30
15	NO SCHOOL-Presidents Day	
24	Market Day Pickup	3:30 – 4:30
26	PTO Variety Show	6:30

March

1-19	TerraNova Testing, Grades 1-4	
11	PTO Meeting	9:00am
24	Market Day Pickup	3:30 – 4:30
25	Elementary Choir Concert	7:00
31	School Concert, Grades 3-5	6:30

April

2 - 9	Spring Break	
12	School Resumes	
15	PTO Meeting	9:00am
19 – May 7	Ohio Achievement Testing, grades 3-5	
28	Market Day Pickup	3:30 – 4:30

May

3-7	Teacher Appreciation Week	
13	PTO Meeting	9:00 am
20	5 th Grade Instrumental Concert	7:00pm
21	All School Chalkfest	
26	Market Day Pickup	3;30 – 4:30
28	Track and Field Day/ Picnic Lunch	
31	NO SCHOOL- Memorial Day	

June

7	Fifth Grade Party	
8	Last Day of School	11:30 dismissal
16	School Office Closes	

TITLE I SCHOOL

Emerson is a schoolwide Title I school. This allows us to have 4 full time teachers to provide additional assistance to our students. These funds also provide for our Parent Resource coordinator. Title I is part of the Elementary and Secondary Education Act of 1965 (ESEA). It is the largest federal education program for elementary and secondary schools. These funds are targeted to high-poverty school districts to be used to provide supplementary educational services- usually in reading/language arts and math- to students who are economically disadvantaged or at risk not to meet the state standards. Services may be delivered in one of two programs: 1) Targeted Assistance, only children who are identified as most at risk of not meeting state standards are served based on a multi-criteria evaluation and 2) Schoolwide, the school has a comprehensive needs assessment from which a comprehensive plan has been created and annually evaluates the effectiveness of the plan. All students in a Schoolwide building may receive services.

Federal laws are reauthorized to ensure that the needs of the grantees are being met. The most current reauthorization of ESEA is *No Child Left Behind* (NCLB). It uses Title I as the primary vehicle for the federal government's expanded influence in education. It is the primary way the federal government holds states and districts accountable for how they spend their federal dollars. For more information go to:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=129&ContentID=2751&Content=72143>

CLASS ASSIGNMENTS

Much time and thought is put into placing students in classrooms that will provide them the best opportunity to grow. Every effort is made to group students with appropriate teachers and classmates. We may, however, need to redistribute students within the first few weeks of school if classrooms are unbalanced due to new enrollment. Parents will be contacted prior to any move.

HOME/SCHOOL COMMUNICATION

It is essential that an open and respectful line of communication exists between home and school. Teachers achieve this through report cards, mid term progress reports, weekly newsletters, graded work, personal notes, phone calls, and meetings. Most grade levels use a "Planner" to communicate assignments and upcoming events. It is the parents' responsibility to check the planner each night. A school wide newsletter, the Chalktalk, comes home monthly to alert you of building wide news. Information is also contained on the Lakewood City Schools website. Just click on Emerson. Do not hesitate to call the office or your child's teacher if you have questions or concerns.

ARRIVAL/DISMISSAL

Breakfast	8:30 – 8:45
First Bell	8:45 All students are strongly encouraged to arrive
Tardy Bell	9:00
Dismissal	3:05

ENTRANCE DOORS

All students enter through the back gym doors in the morning

DISMISSAL DOORS

Walkers: Clifton Doors, Riders: Back parking lot doors

School and Daycare Vans: East Driveway

Students are not permitted on the playground before or after school. We do not provide supervision before 8:30 or after 3:05.

TRAFFIC PATTERN

The back gym doors will open at 8:30. Students are discouraged from arriving before this time because there is no supervision. They must stand in an orderly manner until the gym doors open. All students enter through back gym doors before 8:45. After 8:45 they enter through the back entrance door. The back, main door is locked at 9:00 and students must be buzzed into school. All other doors are locked at all times. Students attending Family Life Daycare before school may enter through a different door. This information will be shared with those families.

Vans transporting handicapped students and vans from daycare providers will use the driveway off of Clifton Boulevard for drop off and pick up. No other students may be dropped off using this driveway.

Parents dropping off and picking up students will be asked to use the Emerson Avenue entrance. Cars may approach the school on Emerson Avenue and make a left or right turn into the driveway. Cars exiting the driveway on to Jackson Avenue will have to make a left turn only. You are encouraged to enter Emerson Avenue from Nicholson instead of Jackson. This will ensure all right hand turns into our parking lot. Cars will then exit and make a left hand turn on to Jackson. This circular traffic pattern will help alleviate backups.

REGULAR ATTENDANCE

Regular attendance including arriving to school on time is crucial to student success. Parents will be notified if attendance or tardiness becomes an issue. We will work together to find a solution. Our Parent Resource Coordinator, school counselor, classroom teacher, school nurse, and principal will be the first line of intervention. We will refer excessive absenteeism and tardiness (more than 5 per grading period) to the district attendance officer or outside social service agencies.

NOTIFICATION OF ABSENCE

According to Ohio School law, all absences must be reported to the school. Our attendance telephone number is (216) 529-4309 and operates 24 hours a day. Please state your name, your child's name, grade, teacher's name or room number, and reason for the absence at the message prompt.

After 9:00 a.m. on the day of the absence, use the school office telephone number (216) 529-4254.

Each morning we will call the parents of students who are absent without prior notification of the absence, as we are required to do by law. We use the information you provide on the yellow Parent Notification Card. Please be sure to let us know if you have a change of address or telephone number. We need to be able to reach you quickly in the case of an emergency.

DAYCARE TRANSPORTATION

If your child goes to daycare after school, it is the responsibility of the parent to contact the daycare provider if your child is absent from school and will not attend daycare. This avoids much confusion at the end of the day.

EMERGENCY AND NOTIFICATION FORMS

These forms are sent home in a folder on the first day of school:

1. Parent Notification Cards (2yellow cards). Please return both
2. Emergency Medical Authorization Form
3. Free/Reduced Lunch Application (optional)
4. Photography and Filming Release
5. Blanket Field Trip Permission

****** PLEASE FILL OUT AND RETURN PROMPTLY ******

STUDENT FEES

Fee slips will be sent home on Tuesday following Labor Day. Please make check payable to LAKEWOOD CITY SCHOOLS. There will be a charge for processing any check returned for insufficient funds. This is necessary to cover bank charges to the Lakewood Board of Education.

An application for Waiver of Student Instructional Materials Fees is on the reverse side of the school fee slip. Applications for fee waivers are due to the school office by the end of September.

SICK OR INJURED STUDENTS

Several times during the school day, students come to the office with minor injuries or complaints of stomachaches, sore throats or headaches. If a child does not have a fever, we generally send the student back to class. If the student returns to the office, we make every effort to contact a parent and ask what course you would like us to take with your child. If your child has a rash, you will always be notified and may need to pick up your child. A doctor's note indicating that the rash is not contagious is necessary before a child can return to school. We do not necessarily contact parents every time a student comes to the office, although we do record it. Minor injuries are not always reported to parents. Parents will always be notified in the case of bumps to the head, significant cuts, or bruises.

MEDICATION POLICY

The Lakewood Schools' Medication policy is as follows:

Students who are to take medication at school are required to have the following on file:

1. Release of medical liability form with parent signature (available from the school office).
2. A signed medication card from the physician (available from the school office).
3. Medication must be brought in the original container in which it was dispensed. It is to be given to the principal or designee by the student's parent, guardian, or other person in charge of the student.

Under no circumstances will medication be administered if the appropriate forms, signed and dated, are not submitted. This policy is for any medication – prescription and over-the-counter – prescribed by a physician. (We do not administer over-the-counter medication without a prescription from a doctor.)

DISMISSAL DURING THE SCHOOL DAY

Due to safety concerns, students are not permitted to walk home during the school day. If your child needs to leave due to illness or an appointment, you need to make arrangements to pick up your child.

NOTIFICATION OF CHANGE IN ADDRESS OR PHONE NUMBER

Please alert the office of any change of address or phone number, including contacts that you included on your yellow emergency card. We need to be able to contact you in case of emergency.

SECURITY

The main school door is located at the back of the building. This is the only door that you may use to enter the building. This door locks at 9:00. You must push the buzzer to be admitted to the building after 9:00. **ALL SCHOOL ENTRANCE DOORS ARE LOCKED AT 9:00 A.M.** Please remember to sign in and out on the visitor/volunteer clipboards located in the main office. Thank you in advance for your support of Emerson's security process.

SCHOOL CLIMATE

In order to maintain a productive learning environment, schoolwide and classroom rules have been established. While individual classroom rules may vary a bit, the focus is on the following:

Respect
Responsibility

Expected behaviors are posted in the common areas:

Arrival/Dismissal	Hallways	Cafeteria	Playground
Assemblies	LRC	Office	Bathrooms

These expectations are explicitly taught and reinforced. Recognition for appropriate behavior in these areas is provided throughout the school year.

Classroom teachers will share behavioral expectations and consequences with parents.

A more detailed explanation of Lakewood City Schools Code of Conduct is included in district materials sent home on the first day of school.

TOYS AND ELECTRONICS AT SCHOOL

Students are not permitted to bring toys to school unless specified by the classroom teacher for a special occasion. This includes sporting equipment, trading cards, and electronic games. Unauthorized use of personal electronic devices including, but not limited to, radios, TVs, electronic media players, video cameras, cell phones, tape players/recorders, laser pointers, etc., is prohibited during the school day without permission. Student cell phones are to be turned OFF when coming on campus and should remain OFF until the student leaves campus at the end of his/her school day. Electronic devices invite and are subject to theft, loss, and damage. Staff members may confiscate these items when deemed necessary. Emerson Elementary School is not responsible for the loss, theft, or damage of confiscated items.

BICYCLES

Students may ride a bicycle to and from school. The following guidelines need to be followed:

1. Parents need to be aware that their child is riding his/her bike to school.
2. All bikes that are ridden to school should have a bike license. A bike license consists of a sticker that the police department gives you. If you do not have this, it can be obtained through the police department for \$2.
3. Bike safety must be followed at all times. This means all riders need to wear helmets to and from school.
4. It is strongly encouraged that bikes are locked at all times.
5. Bike riders must walk bikes on school property and through congested areas at dismissal. Bikes are not permitted to be walked or ridden through the parking lot.

SKATEBOARDS, SCOOTERS, ROLLERBLADES

Students are NOT permitted to bring skateboards, scooters, and/or rollerblades to school. This type of sports equipment has the potential to create a danger for the riders as well as other students. Traffic patterns before and after school can be unpredictable and hectic at times. A combination of automobiles, skateboards, scooters, rollerblades, bicycles and pedestrian children and parents could jeopardize the safety of all involved. Please help us to maintain a safe environment for our children.

CAFETERIA PROCEDURES Menus are sent home in the monthly Chalktalk. They can also be accessed on the district website at www.lakewoodcityschools.org.

Breakfast and Lunch Prices

Breakfast: \$1.50

Elementary lunch: \$2.00

Milk: \$.50

Students who qualify will still receive free or reduced breakfast and lunch. The reduced price breakfast will be \$.30 and the reduced price lunch will be \$.40. Applications for these federal programs will be sent home with students on the first day of school or may be picked up in the school office.

Breakfast: 8:30 – 8:45

Students may come every day or on an as needed basis

Students must remain in the cafeteria until the 8:45 bell rings

Breakfast will not be served to students who arrive after 8:45

Students who qualify for free or reduced lunch, qualify for free or reduced breakfast

Lunch: 11:15 – 1:15

Students will have a 45 minute lunch/recess period.

Specific times will be sent home on the first day of school

Students may purchase a hot lunch or pack a lunch

Snacks are also available for purchase

****Students are encouraged to eat their meal, but we cannot require it. We do not allow our younger students to purchase snacks if they have not eaten a good portion of the more nutritious parts of their meal. We will notify parents if we see a pattern of not eating. We cannot heat up food for students.**

LUNCH TIME RULES

The majority of our students do an excellent job in using appropriate behavior during lunchtime. If a student is not able to adhere to school rules during the lunch/recess period, a notice will be sent home. You will need to sign this notice and return it to school the following day. Students may not return to the area of the infraction (cafeteria or playground) until the notice is signed and returned. Please work with us to promote and maintain a safe and healthy lunch and recess atmosphere.

WINTER WEATHER

All students go out for recess unless the temperature is below 20 degrees. Please be sure that your child is dressed appropriately. Students will only be kept in for health reasons if we have a doctor's note.

NAMES ON BELONGINGS

Many jackets, hats, and gloves look alike. Please be sure to mark your child's name on all belongings.

LOST AND FOUND

Many unlabeled belongings are placed on our lost and found table in the gym hallway. Unclaimed items are donated to charity at winter break and again at the end of the school year. Please check this table for any missing items. Valuable items will be kept in the office.

BIRTHDAY TREATS/PARTY INVITATIONS

You may send a birthday treat in with your child, but you need to schedule it with the classroom teacher ahead of time. Treats must be easily distributed. Individually packaged treats are the best. The teacher usually sets aside 5-10 minutes at the end of the day. This does not allow anytime for preparation. Check with the teacher to see if any food allergies exist. **Please do not send anything in with nuts.**

Birthday party invitations may be distributed at school only when everyone in the class is included. This helps to avoid hurt feelings.

DISTRICT WIDE TESTING

Lakewood administers a variety of assessments to evaluate student learning. Below are some common terms that you may hear or read about:

Standardized Test – An assessment with directions, time limits, materials, and scoring procedures designed to remain constant each time the test is given, to ensure comparability of scores.

These can measure achievement or ability.

Examples: TerraNova, Ohio Achievement Tests, Inview (Tests Ability – IQ)

Achievement Test

An assessment that measures a student's current acquired knowledge and skills in one or more of the content areas common to most school curricula (for example, reading, language arts, mathematics, science, and social studies).

Ohio Achievement Tests

High stakes tests, the basis for school and district report cards. Students are rated Basic, Limited, Proficient, Accelerated, or Advanced on Ohio Achievement tests. We will take the following tests this year:

Grade 3 – Reading, Math

Grade 4 – Reading, Math

Grade 5 – Reading, Math, Science

Information about Ohio Achievement tests as well as practice and past tests can be found at www.ode.state.oh.us/ You may download the past and practice tests.

TerraNova Achievement Tests – Currently administered in grades 1, 2, and 4. This is a norm-referenced test that permits the achievement of individuals and groups of students to be compared with national performance.

National Percentiles of 25-75 are considered in the average range. A score of 65% would put a student in the upper end of average, while a score of 35% would put a student in the lower end of average.

In View Ability Test - Currently administered along with the TerraNova Tests in grades 1, 2, and 4. This measures one's general capability for performing tasks (I.Q.).

* Placement in the gifted program combines ability (Inview) and achievement scores (TerraNova)

Screening tests – DIBELS (Dynamic Indicators of Basic Early Literacy Skills). This is a quick screen to measure progress in basic literacy skills. We currently administer this screener 3 times each year to all grade levels.

Emerson Elementary PTO

"ENRICHING THE EXPERIENCE"

Our mission: It is the purpose of Emerson PTO to provide all students at Emerson with programs and activities that enrich their educational experience and make Emerson a fun environment for learning. Emerson PTO believes strongly that the elementary years are a critical time for students to establish a life-long love of learning. It is our goal to work in partnership with parents and families, teachers and staff, volunteers and students to make Emerson Elementary an enjoyable place for all.

What we provide for the Emerson community:

- Fall "Welcome Back to School" kickball game
- Fall "Welcome Back" luncheon for the Emerson staff
- "First Day Café" coffee hour for parents
- Muffins with Mom
- Heritage Night: community dinner to celebrate our diverse heritages
- October "Pumpkin Patch" festival
- 4th grade Lego assembly
- All-school educational assemblies
- Art enrichment
- Movie night
- Bingo night
- Variety show
- Donuts with Dad
- Buy one, get one free book fair (not a fundraiser, just a way to get books into our children's hands for a good price)
- Teacher Appreciation week
- Sidewalk Chalk Festival
- Ice cream social
- Funds to reduce the cost of every child's fieldtrip
- Funds to cover 2/3 of the cost of buses for 5th grade outdoor education
- 5th grade graduation party
- 5th grade D.A.R.E (Drug Abuse Resistance Education) reception

How can you help?

- Volunteering your time, any time, will help the school and make your child feel so special!
- Membership and support of fund-raising efforts.
- Non-financial support through programs such as Box Tops, Giant Eagle, Heinen's, Target, and Capri Sun.

For more information, visit us at

<http://www.lkwdpl.org/schools/emersonPTO/index.html>

Emerson PTO Officers 2009-2010

Presidents	Iselin Dimacchia	adimacchia@ameritech.net	521-7537
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