



# Family Handbook

2016 - 2017

**Emerson**  
SCHOOL



*The policies contained within this Handbook are in summary form and are intended as guidelines for families. These policies are subject to change without prior notice to reflect the needs of the School.*

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# Mission and Philosophy

## **EDUCATIONAL MISSION**

The mission of Emerson School is to provide a whole child, multiple method approach to instruction for gifted and for academically talented students. Emerson School encourages creativity, problem solving, and the development of basic skills, while providing a warm, supportive environment that promotes responsibility for oneself and others.

## **PHILOSOPHY**

Children learn best in a caring environment in which each child's unique gifts and talents are celebrated. People learn with different styles and at different rates. Teachers work to accommodate individual needs, and to foster positive, realistic self-concepts. They work to promote self-reliance and self-discipline in students. In our school, cognitive and creative risk-taking become safe and valued. Our atmosphere encourages mutual respect. Children learn by doing, by being listened to, by participating, and by working together.

In working with gifted and academically talented students, Emerson seeks to teach basic skills, encourage higher-level thinking, and to nurture creativity. We address the needs of the whole child, and recognize the need for children to develop intellectually, artistically, physically, socially, and emotionally. The school endeavors to instill important values, including respect, responsibility, compassion, and honesty. In doing so, we promote the importance of contributing to the Emerson School community and the larger communities in which we live.

## **STATEMENT ON GIFTEDNESS**

The terms "gifted" and/or "academically talented" describe children who possess one or more unusually heightened innate or demonstrated abilities: excellent academic aptitude and/or achievement; sophisticated abstract, creative, or divergent thinking; advanced use of language; an acute sense of perception, strong powers of observation, and/or a keen sense of humor; distinct emotional sensitivity and/or intensity; extraordinary memory; persistence and resilience; motivation and intellectual curiosity; and outstanding talent in the performing and visual arts. The distinctive qualities which these students exhibit in some areas may exist in combination with average aptitude or relative weakness in others. Perhaps not surprisingly, since these students' gifts place them so far ahead of the "norm" in significant ways, uneven (asynchronous) patterns of development tend to characterize this population, and gifted and/or academically talented children tend not to conform to any one stereotype or checklist of traits.

## **ROLE OF GIFTED EDUCATION**

To support our mission, Emerson provides intellectually rich and appropriately challenging curricula, enlightened guidance, and an atmosphere of ongoing support and encouragement. By offering educational programs that emphasize breadth and depth of learning, we build a foundation that can lead gifted and/or academically talented children into balanced development. We recognize that gifted students, like all children, may be affected by learning differences, attention issues, or emotional difficulties which can interfere with self-expression and performance. These children can be susceptible to heightened levels of anxiety because they are often highly aware both of their gifts and of discrepancies between their

strengths and weaknesses. They may expect themselves or may be expected by others to achieve perfection. Emerson's role is to guide all of our students to make maximum use of their potential, to lead happy, engaged, meaningful lives, and to make significant contributions to society.

### **DIVERSITY**

Emerson School strives to make all students, faculty, administrators, and parents feel safe, respected and valued in her/his identity as full members of the school community. We are dedicated to an ever-increasingly diverse learning environment that will best prepare our students to intelligently engage in a complex, globally-interconnected society. At Emerson, diversity is thought of in terms of ethnicity, gender, race, religion, sexual orientation, learning styles, socio-economic status, and family structure.

### **EQUAL OPPORTUNITY SCHOOL**

Emerson School does not discriminate on the basis of race, color, religion, national or ethnic origin, religion, gender, body shape, disability, sexual orientation, or any other basis prohibited by federal, state, or local law in admissions and scholarship programs; the administration of its educational, athletic, artistic, or other school programs; or employment practices.

### **THE EMERSON SCHOOL PARTNERSHIP**

Emerson School is accredited by ISACS (Independent School Association of the Central States). Criteria for accreditation include an adherence to a model of decision making that is outlined in Attachment A. This model outlines how the Board of Trustees, the faculty, parents, and the Head of School work together to assure that an efficient and responsive educational environment is maintained.

The best education occurs in a community in which the student, the teacher, and the parent/guardian work in partnership. Such partnerships involve trust, mutual respect, and common understanding. Positive connections between home and school have a direct benefit on every student's learning. Even though different perspectives are understandable when educating a student, and while conflicts are sometimes inevitable, communication and cooperation are essential in helping that student succeed.

As a school responsive to the needs of each child, Emerson School is a community that requires the resources and commitment of everyone involved. The school offers a challenging and creative curriculum, and also strives to understand and appreciate each student and his/her educational needs. Ongoing communication about how to provide quality education is essential.

### **Students as Partners**

The students who attend Emerson School possess a range of gifts and talents. The Admissions Committee seeks students who would benefit from the kind of education the school offers. The child who gains the most from Emerson has many of the following attributes:

- Respectful of self and others
- Responsible
- Academically capable
- Strong character and integrity

- Actively engaged in learning
- Self-reliant
- Self-confident but not arrogant
- Eager to learn
- Able to make good judgments
- Positive contributor to the life of the school
- Independent, analytical, and reflective thinker
- Self-motivated
- Curious
- Creative
- Able to manage his/her own time
- Hard-working
- Able to make decisions and solve problems
- Interested in a variety of activities and issues
- Effective communicator
- Organized
- Well-rounded

### **The School as a Partner**

Professional educators are attracted to Emerson primarily because of their desire to make a positive difference in the lives of children. The faculty, staff, and administration strive to remain current with educational practices. The school seeks talented and student-centered individuals who hold themselves to the highest standards.

It is Emerson's responsibility to determine curriculum, discipline, and general standards and procedures concerning the functioning and direction of the school. The character of the institution is expressed through many forms, including academics, fine arts, and athletic programs, as well as through community service, health and wellness, and numerous other curricular and extracurricular activities.

The faculty evaluates student progress frequently, and communicates that progress to parents regularly. Teachers strive to understand the whole child, and offer appropriate support to students needing help or enrichment. Such support is most successful when the home and the school are in partnership.

Emerson staff members, no matter what their role, strive to maintain a personable and professional relationship with all of the school's constituents. The resulting community is a dynamic and complex one meant to serve the students' education well.

### **Parents as Partners**

Parents rightly hold high expectations of Emerson School, just as the school holds itself to high standards. They are also typically proud of the school and of their child's successes. A positive relationship with school strengthens the educational partnership, which strengthens students' learning. Parents appreciate the school's belief that education is a high priority in a family's life, which can involve sacrifice as well as gain.

Just as teachers, staff, and administrators strive to be professional, Emerson School parents are expected to maintain a good relationship with the school. They recognize that the more positively they represent Emerson to the community at large, the stronger Emerson becomes for them and their children. They support their children and the school, knowing that the building and maintaining of a community requires resources of many types.

Understandably, there are occasional conflicts and problems, and the faculty and administration want to know when an issue requires attention. Working toward an acceptable resolution with the student's best interest at heart is everyone's goal.

Please know it is your prerogative and duty to call the school to report any and all situations that you believe are concerning, inappropriate, or dangerous. Rest assured that the school would investigate vigorously any reports, since we prize and value the reputation of our school as being a safe, secure, and welcoming environment. At the same time, be prepared to discount rumors: Remember the old adage, "If you only believe half of what your child tells you about school, we'll only believe half of what they tell us about home."

Parents often serve as volunteers at the school and attend a number of their children's activities. They also attend parent-teacher conferences, meet when necessary with faculty and administrators, and participate in a variety of events. Emerson is a small school, and the role that parents play is valued and appreciated.

## The Board of Trustees

The primary duties of the Board of Trustees include hiring and evaluating the Head of School, setting general institutional policies, strategic planning, fundraising, and assessing the school's effectiveness in manifesting the mission of the school.

Board members serve on one or more of the six standing committees. The committees include: Executive, Buildings & Grounds, Finance, Development, Marketing, and Governance.

In addition to committee work, Board members attend full board meetings several times per year starting with a half-day board retreat in September. Newly-elected board members serve for a term of three years and may be re-elected to serve a second three-year term.

## Community Expectations

### **PHILOSOPHY**

In Emerson's caring community, we hope that students will develop self esteem, respect for others, and a cooperative attitude. We live in an environment of strong trust, with high expectations and few rules. We believe that respect for the rights, feelings, belongings, and safety of others should guide the attitudes and behavior of students in all areas of school life. As students prove themselves trustworthy, the school offers them increasing freedom and responsibility.

## **CONDUCT AND RESPONSIBILITIES OF EACH STUDENT AND FAMILY**

### **Conduct**

Our actions, our language, our attire, what we do, what we say and how we appear to others are all a part of what is meant by conduct. The following responsibilities are more than a list of rules; they embody an attitude drawn from the philosophy and approach of Emerson School.

### **Responsibilities**

In order for all students at Emerson School to receive an equal opportunity for quality education and social development, the following expectations for behavior have been established. Students shall follow these basic guidelines in their daily attendance and when representing Emerson during off-campus activities. Behavioral expectations are the same for the After School Program as they are during the school day.

- All students should come to school prepared to be involved directly in their personal, academic, and social development, as well as that of their classmates.
- Demonstration of respect for oneself and others is a primary and fundamental requirement of each student's participation in an Emerson classroom. Verbal, physical, or other outward demonstrations of disrespect for others are not acceptable and may result in disciplinary action up to and including expulsion.
- Use of inappropriate language, whether written or spoken, is never acceptable at Emerson School.
- Respect for the personal property of others and of the school is expected. Cleanliness of hallways restrooms, and classrooms is the responsibility of all members of the student body. Running in the halls, playing ball inside the building, and general roughness are inappropriate and not permitted.
- In the classroom, students must show respect for other students' desire to learn and participate, as well as respect the teacher who leads the class. Disruption of lessons is unacceptable and the student will be asked to leave the room if such behavior is exhibited.
- Emerson School is a closed campus for the entire school day. Students may only leave the grounds with permission of, or in the company of, an authorized adult.
- Honesty and integrity are central to Emerson School. Lying, cheating, stealing, vandalism, or plagiarism are considered serious offenses and will result in disciplinary action up to and including expulsion.
- All students are expected to arrive on time and to be prepared with all necessary assignments and materials.
- The use or possession of drugs (controlled substances) by a student at Emerson School is forbidden and will result in consequences up to and including expulsion. Being under the influence or in the presence of alcohol or tobacco is also a violation of school policy and will result in immediate action by the school. The administration of prescribed medication must be done in accordance with Emerson policy.
- Possession or use of weapons by a student at Emerson School is forbidden and will result in consequences up to and including expulsion.
- Students, parents, teachers and staff alike are to treat each other with the respect that underlies the list of behavioral expectations above.

## Honor Code

Emerson School's Honor Code states that each student should be honest, respectful, and responsible. Students deserve to be in a school environment in which their peers follow this code.

- **Honesty** means being truthful to other people and to oneself.
- **Respect** includes a regard for other people's belongings and feelings, including respect for school property.
- **Responsibility** for one's actions involves being dependable. Students at Emerson are expected to follow through with what they say they will do.

In order for this Code to be successful, we must all agree to be honest, respectful, and responsible. If we follow this Honor Code, Emerson will be the kind of place we want it to be.

## Honor Code Violations

Honor Code violations are some of the most serious offenses at Emerson School. If students have questions about whether something they want to do or something they have seen others doing is dishonest or a potential Honor Code violation, they should always consult with a teacher, advisor, or other staff member. The following examples do not comprise an exhaustive list, but they should serve to illustrate the principles of the Honor Code.

- Cheating or plagiarism on any work is an Honor Code violation because it is dishonest. Cheating can be defined to include seeking, accepting, giving, or using unauthorized assistance or unfair advantage on any assignment.
- Looking at someone else's paper during a test or quiz is dishonest.
- Using someone else's homework as one's own is dishonest.
- Copying a homework assignment, workbook page, or map is considered cheating.
- Giving or getting information about a test or quiz before or while taking it is dishonest.
- Collaborating with someone on an assignment or project can be considered cheating unless the assignment calls for collaboration.
- Copying paragraphs, sentences, or parts of sentences from someone else's writing without giving proper credit is plagiarism.
- Forging a signature is an Honor Code violation because it is dishonest.
- Destruction of school property is an Honor Code violation because it is disrespectful and irresponsible.
- Inappropriate language (be it vulgar, profane or rude) is an Honor Code violation because it is disrespectful.
- Fighting, hitting, bullying, and teasing are considered serious violations of the Honor Code.
- Any kind of theft is considered an Honor Code violation.
- Trespassing in another student's locker or desk; or entering a faculty or staff member's work space or lounge without permission.
- Failure to follow the Technology Acceptable Use Policy (see attachments) is an Honor Code violation.

## **DRESS CODE**

We are committed to empowering students to grow as responsible decision-makers. Therefore, we have three basic standards to help guide students and families in making appropriate clothing decisions for school. All clothing worn to school:

- must reflect the values of respect and responsibility
- must provide for a focused and active learning environment
- must help to assure safety in the classroom and on the playground

If, in the judgement of a teacher or administrator, these standards are not being followed, this will be communicated to the student and/or his/her parent(s)/legal guardians(s). The student may be asked to change clothes or be sent home. Should a student continually break these standards, disciplinary or remedial action will be taken.

## **DEVELOPING AND PROMOTING COMPASSION AND RESILIENCE**

Emerson School has a strong commitment to teaching students about healthy social interactions. In keeping with the school's mission, students are taught responsibility to self and others from kindergarten through 8th grade.

Kindergarten teachers begin the discussion by including as a thread in their everyday curriculum encouragement for students to respect themselves and others. The 1st grade social studies curriculum addresses social responsibility by presenting rules for school and for home. Many Lower School teachers begin each year by enlisting their students' help in articulating classroom rules about how students will treat one another. All 2nd and 3rd graders participate in friendship lunch groups. These lunches are comprised of four or five children who come to the school counselor's office during lunch once a week to play games and engage in activities with a social/friendship theme. The 2nd grade lunch program focuses on what it means to be a good friend, strategies for positive social relationships, and the development of positive communication skills. The 3rd grade program expands on concepts from the previous year and addresses conflict resolution and working together for a common goal.

We believe that the best way to encourage positive social interactions among peers is to help children understand the perspective of others. With that goal in mind, upper elementary students attend overnight and day camps and take part in challenge courses/team-building activities. Fifth grade students participate in a variety of community service projects, including forging relationships with residents from local senior living communities and offering technology help with InterGentech.

Emerson's technology classes cover discussions on Internet safety and emphasize the critical importance of kindness and sensitivity to others when using social media. These topics, introduced in kindergarten, are expanded upon in 3rd grade, when students receive their own school Internet accounts, through more formal lessons on constructive Internet behavior and how to handle cyber-bullying.

Building on these Lower School experiences, Middle School teachers continue to discuss the role of positive social relationships and empathy and offer opportunities to practice both. Prior to the first day of school,

new Middle School students are invited to join us for a New Student Orientation. Part of this orientation is devoted to participating in activities designed to promote social responsibility. We feel that this foundation is key to the climate of the Middle School.

The Middle School advisory program encourages students to explore their personal talents and interests while learning to appreciate and value the diversity of Emerson's student body, school community, and academic program. Students are assigned to an advisor who serves as their advocate. For a more detailed description of the Advisory and House programs in the Middle School, please refer to that section of this handbook. Middle School students and faculty work together to promote the core values of the Middle School. Perseverance, integrity, and compassion are at the center of these programs, and of the expectations faculty members have for students and that students have for one another.

The faculty also relies on the leadership of the 8th grade students each year. To help them continue to develop cooperative and communication skills and the confidence to lead, all 8th graders participate in a retreat at the start of the school year. During this time, they engage in team/community building activities, challenging themselves and others to reach new levels of social awareness and leadership, while at the same time they literally reach new heights on the High-Ropes Course. The overall goal of the retreat is to answer the questions: "How can we make this a great year?" and "How can we look out for one another?"

We continue the development of compassion for self and others through our work with the S.E.E.D. (Students Educating Each other about Diversity) program at the Neutral Zone in Ann Arbor. The S.E.E.D. program focuses on social identity, equity, and justice, seeking to prepare 8th graders not only for their work with other middle schoolers, but also for their transition into high school. Eighth graders are encouraged to bring the ideas they learn with S.E.E.D. back to the Middle School in order to continue to promote positive social relationships.

When students are unable to manage a social problem on their own, they are encouraged to seek the help of an adult at school. As part of their responsiveness to social concerns, teachers may sometimes request the school counselor's help. If it seems that community resources would be helpful (for example, the Strong Moms Strong Daughters program or consultation with outside professionals), Emerson does not hesitate to utilize these resources. Please refer to the "Discipline Process" section of this handbook to read about steps and consequences connected to harassment and/or relational aggression issues.

Emerson guides students in social interactions throughout their time at the school, heavily emphasizing respect and inclusiveness. We avoid labeling students and their behavior, as we believe strongly in the power of children learning from their social encounters and growing from their mistakes. We place a high value on helping students build resilience.

## **HARASSMENT**

### **Statement of Purpose and Scope**

Emerson School is firmly committed to a campus free from bullying, sexual harassment, or harassment due to sexual orientation. The purpose of this policy is to promote respectful interaction between the members of our community. This policy applies to sexual harassment only and not sexual assault or abuse. The Head of School will handle cases of assault or abuse immediately.

**Policy**

Harassment of any kind, including by electronic means, directed at any member of the school community, is prohibited. This policy includes conduct on campus or at any activity connected with the school, including athletic contests, concerts, and social functions. In instances of harassment that take place off-campus, yet impact student learning during the school day, the School maintains the right to take appropriate disciplinary action.

**Definition of Harassment**

Threats of violence, name-calling, put-downs, cruel rumors, social isolation, threatening looks, or other abusive behavior; or any intimidating, hostile, offensive, or inappropriate verbal or physical conduct may constitute harassment. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; oral or written, graphic communication of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; or unwelcome touching.

**Electronic Harassment**

Electronic harassment includes the use of, but is not limited to the following: email, blogs, chat rooms, texting, IM, or social networking sites such as Facebook or Twitter to carry out the aforementioned definitions of verbal and written harassment.

**Responsibility of the School Community**

All members of the school community are responsible for their conduct and should treat others with respect and dignity. Any individual who believes that he or she is the recipient of harassment or who witnesses harassment of any kind has a responsibility to the school community to take appropriate action. The recipient of any behavior that may constitute sexual harassment should make it known as soon as possible that the behavior is unwelcome. Behavior of a sexual nature that continues after identified as unwelcome should be reported to responsible school authorities. If the recipient chooses, he or she may ask a faculty member to speak to the instigators on his or her behalf. Any person who witnesses behavior that is not welcome should assist the recipient in his or her efforts to stop the possible harassment. Efforts should include informing the offending person that his or her behavior is unwelcome and/or reporting the incident to responsible school authorities.

**Reporting and Investigation Process**

Reports of possible harassment of any kind should be made to the School Counselor, Middle School Advisor, or Head of School. Any report of harassment will be treated seriously. Investigations will be handled as confidentially as possible and with compassion toward all parties involved. There shall be no retaliation against any person for reporting possible harassment or participating in an investigation under this policy. If there is any retaliation or a false accusation made toward any person making a report or participating in an investigation, the person or persons responsible shall be subject to the consequences outlined below.

## THE DISCIPLINE PROCESS

Any consequences assigned by Emerson will be educational as well as punitive, with the goal of guiding the student to learn from the experience. Each infraction will be handled on an individual basis, coordinated by the Assistant Head of School, Middle School Director, or the student's teacher or advisor. The seriousness of the behavior, the circumstances surrounding it, and whether or not it is a first or repeated offense will all be taken into consideration. Consequences may include the following: a project (for example, a research paper), attendance at an appropriate educational workshop, community service, the loss of certain school privileges, suspension, or expulsion. The Head of School, Assistant Head of School, and/or Middle School Director will make a final decision about the consequences. When an infraction occurs, the following steps will be taken:

1. The student will talk to a staff member about what happened.
2. The staff member will decide whether to take immediate action and will notify the student's advisor, teacher, After School Director, a coordinator, Assistant Head of School, Middle School Director, or Head of School. Parents will be informed of the incident as soon as possible.
3. Depending on the seriousness of the incident, the advisor, teacher, coordinator, Assistant Head of School, Middle School Director, and/or Head of School (and other appropriate staff members) will meet to determine a course of action.
4. The course of action will be communicated to the student, parents, and appropriate staff. Possible consequences include, but are not limited to:
  - Writing a letter of apology
  - Natural or appropriate consequences including restitution
  - In-school suspension
  - Suspension from school
  - If suspended, the student will not be able to attend after-school activities on the day of the suspension (child care, practices, games, or dances)
  - Suspension from after-school activities/child-care (on days when student is in attendance at school)
  - Behavioral probation
  - Conditional renewal of contract
  - Non-renewal of contract
5. Expulsion from school. This serious consequence is given for a severe offense, an accumulation of offenses, or if it is in the School's or the student's best interest. A student may be expelled on his/her first offense if it is deemed serious enough. Students whose behavior, either on or off campus, is deemed contrary to the philosophy and goals of Emerson School may be asked to withdraw from the School or not be permitted to register for the following year. Emerson School does not refund tuition or fees for students who are suspended or expelled during the school year for disciplinary reasons.

# Important Details And Procedures

## **SCHOOL HOURS**

- Kindergarten 8:30am – 2:30pm
- Lower School (Grades 1-5) 8:30am – 2:45pm
- Middle School 8:00am – 2:45pm
- Morning Child Care 7:30am – 8:15am
- After School Program 2:45pm – 6:00pm

## **ATTENDANCE**

The policy of Emerson School is that academic work comes first. We expect students to be in the classroom on time. We understand that there may be occasions where students may miss class, such as a pre-arranged appointment or obligation, funeral, or other family emergency.

### **Late Arrival**

All students are expected to be in the classroom, ready to begin the day's lessons at the appropriate starting time. Excessive tardiness will result in review of the student's performance, discussion with the student's family, and consideration about whether advancement to the next grade is possible.

- Late students need to sign in at the appropriate office BEFORE going to their classroom.
- Tardies will be "excused" for medical or dental appointments, family emergencies, weather or excessive traffic related problems ONLY.
- Unexcused tardies appear on the student's transcript.
- Missed work may or may not be made up at the discretion of the teacher.
- A meeting will take place if missed classes or late arrival continues to be a problem. Goals and potential consequences will be outlined and kept in the student's file.

### **Unexpected Absences**

If a student is absent due to illness or other emergency:

- Notify the office by 8:30am for Middle School and 9:00am for Lower School each day your child will be absent.
- If notification is not received, the absence will be marked "unexcused." After 24 hours, the absence and/or tardy will not be changed in the recording system. The attendance record can be accessed on RenWeb.
- All absences and tardies will appear on the student's transcript.
- In Middle School, it is the student's responsibility to find out what work has been missed and to make arrangements to complete the work in a timely manner. Homework assignments are posted on RenWeb after 4:00pm daily.
- If chronic absenteeism is determined to be a problem, a meeting will be scheduled to discuss goals and potential consequences. Notes from the meeting will be kept in the student's file.
- If a student needs to leave the school for a portion of the school day, he/she must bring a note from a parent/guardian. Lower School parents must sign their students out in the office, and Middle

School students must sign out in the office and wait inside the building until a parent or guardian arrives to pick them up.

- Students are expected to attend school on all scheduled days. If a student is planning to be away for more than a portion of a school day, please refer to the section on pre-arranged absences.
- Students must attend a full day of school to be eligible to participate in after school activities including athletics, drama, band and orchestra assemblies and concerts, and social events.

### **Pre-Arranged Absence**

If a student must miss school for reasons other than illness or a family emergency, you must:

- Notify the school at least a week before the scheduled absence.
- Complete a “Pre-arranged Absence Form” which requires signatures from all of the student’s teachers (available in the office).
- Return the form to the appropriate office for photocopying.
- Ensure that missed work be made up in a timely manner.

### **HEAD LICE**

Parents are encouraged to help prevent the spread of head lice by educating their children about its causes and spread. Unbiased information can be found at the Centers for Disease Control and Prevention website, including the following:

- Head lice is common in the US among children 3 to 12 years of age.
- Approximately 6 to 12 million children have infestations each year.
- Head lice are not a medical or public health hazard, nor are they a sign of uncleanliness.
- Head-to-head contact with an already infested person is the most common way to get head lice.
- Because a child with an active head lice infestation (a) has already had the infestation for a month or more by the time it is discovered, (b) poses little risk to others, and (c) does not have a resulting health problem, he or she should remain in class but be discouraged from close direct head contact with others.

When the School is notified by the parent or legal guardian that his/her child has a case of lice, we notify families in that grade level that a case has been identified, while keeping the name of the student confidential. If we have reason to believe that there is possible spread beyond the grade level, such as through siblings, we will notify other grade levels as well. We routinely work with our children to educate them in smart practices, such as avoiding the sharing of clothing, brushes, etc.

### **STUDENT HEALTH**

#### **Sickness Policy**

*Do not send sick children to school.* A child who is not feeling well will have difficulty learning. Keeping sick children at home helps prevent the spread of contagious diseases.

Please keep your child home for the entire school day if he/she is sick the night before or in the morning, if he/she has had a fever of 100 degrees or more, or if he/she has vomited within the past 24 hours. Children may not stay at school with a fever or vomiting.

Any child who is not well enough to go outside for recess is not well enough to be in school. A note from a physician is needed to exempt a student from recess or physical education.

If a student is unable to attend school due to a communicable disease that is serious in nature (i.e., pink eye, strep, etc.), the School must be notified so that we may inform other parents of the presence of the disease. The child's name will be kept confidential in such communications.

### **Medication**

Medication should be administered during school hours only when an alternative solution does not exist. Parents of students with non-life threatening medical issues requiring the occasional use of inhalers, ibuprofen, acetaminophen, or other medications are required to complete an Authorization for Administration of Medication During School Hours form, which is available in the office (non-prescription, signed by parent; prescription, requires a doctor's signature) and medication must be provided by parent and in the original packaging. All medication is kept in the office.

Students cannot keep medication on their persons or in their lockers. Students should never take medication that the office is not aware of. The School cannot assume the responsibility for assuring that each dosage is delivered at a precise time. It is the student's responsibility to adhere to the schedule, and in cases where timing is critical, parents should be available to assume this responsibility.

- Prescription medication forms must be completed and signed by the prescribing physician.
- Non-prescription medication forms must be completed and signed by the parent/guardian. (The dose may not exceed the package recommendation without a doctor's note).
- All medication must be in the original container.
- Medication is stored in the office where it is not accessible to children.
- Refrigerated medication is stored in the staff refrigerator.
- Required medications will be taken on field trips.
- A physician's order stating that a medication must remain in the child's possession at all times must be provided to the school by the parent/guardian.
- The school Medical Assistant will administer medication according to physician/parent instructions.
- Medication administration is documented.
- The school Medical Assistant will administer an injectable medication such as epinephrine, only in a life-threatening situation. 911 will be called immediately.
- Unused medication will be released to parent/guardian only.
- Unclaimed medication will be destroyed at the end of the school year.

### **Healthcare Management**

Students with health problem(s) requiring possible care during school hours must have a medical management plan on file at the school, filled out by the student's physician, and signed by both physician and parent. A new plan shall be submitted to the school each year. The plans will explicitly state how much independence the student has in his/her care and how much self-care he/she is able to handle. Medical management plans should be turned in to the school Medical Assistant on the first day.

### **Sports & Physical Education Participation**

Students wishing to participate in sports teams at Emerson must have a signed physical form on file in the office. Students who are restricted from participating in PE classes or other school activities due to medical reasons require a signed release from their doctor.

### **Injuries at School**

If a child sustains an injury at school, the injured child is sent to the school Medical Assistant. Details of the injury are gathered from the child. If the injury is determined to be severe, an Accident Report is completed, at which time parents are contacted.

Treatment is rendered based on need, and may include washing the affected area, applying a Band-Aid, and/or applying an ice pack.

### **Food Allergy Policy**

Emerson School recognizes that the number of our students who have potentially life-threatening food allergies is growing. We acknowledge our responsibility to develop a plan for these students which both details emergency treatment and also proactively addresses conditions to prevent exposure to specific allergens. We believe that school and family should act as a team to protect these children, while also thoughtfully encouraging their independence.

We also take seriously our responsibility to educate our families, teachers, and students about life-threatening food allergies, hoping to create a community that sensitively differentiates strategies for food allergies in the same spirit as we support different learning styles and other health-related student needs.

Emerson School offers the following guidelines and expectations with regard to students with food allergies:

- Students with food allergies will eat only what parents/guardians provide from home, including food for lunches, snacks, birthdays, or other celebrations. If a student does not bring a snack or lunch, he/ she may call home to request that a parent or guardian bring in food. When food is not available from home, the school is not obliged to provide substitute food, but will make an effort to find a suitable solution.
- Health plans for some students will dictate that they need to eat lunch at a table designated as not allowing their food allergen. Students who need to eat at such a table due to nut allergies may ask other students without allergies to sit with them only if the other students are eating a lunch that is free of nut products.
- The Ann Arbor Public Schools (our bus provider) has a policy of no eating or open food on school buses. However, AAPS wants to make parents/guardians aware that while the bus driver is driving and keeping his/her eyes on the road, the no food policy is difficult to enforce. Students and parents/guardians need to be aware that buses are an area of higher risk for students with food allergies. The buses are used for many different purposes and events. Buses are periodically cleaned; however, cleaning is not scheduled prior to every use.
- When weather permits, teachers may take their classes outside for a snack, or to share food

connected with a birthday or other special event. On those occasions when food is prepared, serviced, and /or eaten on the playground as part of a pre-planned school event, efforts will be made to restrict the food to an identified area. Emerson wants to make parents/guardians aware that playgrounds are an area of higher risk for students with food allergies.

- Emerson School emphasizes that all children, including those with life-threatening food allergies, are welcome to participate in all school activities. However, parents/guardians of children with these serious allergies should be aware that circumstances may occasionally occur during school events which present a higher than usual risk level. If possible, parents/guardians should provide supervision during these events to keep the risk level as low as possible. These include, but are not limited to: bake sales, events with international foods, potluck meals, catered meals, and all-school social events. The school strongly encourages parents to attach a list of ingredients to food they bring to these events.
- Substitute teachers will be informed of any students with life-threatening food allergies. Lower School and/or Middle School office managers will present each substitute teacher upon arrival with a copy of the "Potentially Life Threatening Asthma/Allergy List."
- Emerson School recommends that parents of students with food allergies carefully educate their children about the ways that he/she can contribute to protecting himself/herself from exposure.

Emerson School is unable to guarantee that your student with life-threatening allergies will not be exposed accidentally to his/her allergens in the school environment. However, Emerson will undertake reasonable efforts to keep his/her risks as minimal as possible. Thank you for sharing information about your child to support us in our efforts. Please contact the school immediately if you have any questions or concerns about plans to accommodate your child's needs.

## **COMMUNICATION**

The staff, parents, and students of the Emerson community are united by the common desire to create and maintain open, direct, and efficient channels of communication between home and school. However, achieving common objectives is a complex task in a school of our size and requires both a set of formal procedures and informal protocols to work well.

During the first few weeks of the school year, parents are strongly encouraged to attend Curriculum Night to meet their child's teachers and to learn about a typical day.

### **Conferences**

Parent teacher conferences are held in the fall and the spring. Conferences give parents a chance to hear about their child's progress and raise specific questions that may have arisen. Parents should feel comfortable contacting their child's teacher or Middle School advisor any time they have a question or concern about school. Please do not enter the classrooms after the school day has begun. If you wish to see a teacher, please call or email to set up an appointment.

### **Newsletter and Website**

Most weeks during the school year, Emerson School emails an electronic newsletter the day before the last school day of the week. The newsletter is posted on the Emerson School website and contains calendar

information, notice of upcoming meetings, descriptions of upcoming classes and activities, ESPO information, etc. You can find the newsletter at [www.emerson-school.org/newsletter](http://www.emerson-school.org/newsletter). Questions about the newsletter and website, as well as newsletter submissions, should be directed to the Director of Marketing and Communications.

### **RenWeb Parent Portal**

Emerson School uses RenWeb as its Student Information System (SIS). RenWeb is a web-based application that gives parents online access to school forms, their student and family information, notices, school calendar, and other school information. School forms and student and family information will be available via RenWeb initially.

### **School Directory**

The Emerson directory is available online through RenWeb, as well as in printed form in the Lower School Office. This directory is intended to be used only for school-related communication by Emerson School students, parents, faculty, and staff.

### **Visitors**

Parents are welcome at school any time. However, appointments should be made ahead of time if you desire a conference with a particular faculty member. All visitors must check in at the middle or lower school office.

### **Phone Use**

The phones in the offices and classrooms are for school use only. Teachers and office staff will make sensible exceptions if a child is distressed or has a compelling need to communicate with home. Students should report to the office if they feel ill or are injured, and should not use their cell phones to call parents. Students who miss the bus will be sent to childcare and then assisted in calling home.

### **Messages**

When parents need to contact their children at school, the office staff in both the Lower and Middle School will attempt to deliver the message as promptly as possible. Middle School messages are taped to the student's locker. In case of serious emergencies, students can be pulled from classes to come to the phone. Please do not call, text, email or message your child during school hours.

Messages received in the office after 2:00pm are often difficult to deliver before dismissal. Please try to get messages into the office earlier in the day.

## **EMERGENCY SCHOOL CLOSINGS**

### **Inclement Weather**

Emerson utilizes a service called Parent Alert to make automated phone calls and send emails and text messages to all Emerson families in the case of a school closing. Please be sure your contact phone numbers are up to date in RenWeb. In general, a decision to close school is made by 6:00am on those days when inclement weather exists.

The decision to close is made solely at the discretion of the Head of School. In most cases, if Ann Arbor Public Schools are closed, Emerson will also be closed, although the Head of School may close school for other reasons including power outages or other events that make the building uninhabitable. In the case of extremely cold temperatures, a decision to close the school may be made independently of the Ann Arbor Public Schools. Our primary concern is for the well-being and safety of our students. If local conditions are such that you feel as though it would not be safe to travel, do not do so. We would rather a child miss a day of school than risk potential harm in attempting to attend.

### **Evacuation**

In the case of certain emergencies that require evacuation, Emerson has a School Evacuation Plan, which outlines procedures to take all children off campus to a safe location near the school. These plans, along with steps to be taken in case of fire, tornado, shelter-in-place, or the presence of a violent intruder, will be practiced regularly by all members of the school community.

If it ever becomes necessary to implement any aspect of these plans, parents will be notified through Parent Alert, an automated emergency contact system. The children's safety is our most important concern at all times and there are a few ways in which you can help.

- Be sure that the school has current contact information and email addresses for your family.
- Make certain that all information in your child's emergency contact list is accurate.
- Make sure that your child always has appropriate outdoor clothing, in case it becomes necessary to leave the building.

In the event that we are required to evacuate the campus, our off-campus emergency location is Shekinah Regional Apostolic Center (4600 Scio Church Road, Ann Arbor, 734-662-6040), located approximately one mile east of the School.

### **Weapons Policy**

Fulfilling our responsibility to protect students and employees from potential acts or threats of violence, to provide a disruption-free learning environment, and to ensure the continued safety of students, no person in possession of a dangerous weapon will be allowed on school property. A "dangerous weapon" shall include, but is not limited to, any gun or pistol or starter pistol, any type of knife, brass knuckles, iron bars, or any other device that may readily do harm to students or adults. The Head of School may grant exemptions to this policy with regard to an item deemed necessary for an educational purpose at school. Any such exception will be determined on a case-by-case basis, in consultation with the educational staff.

The presence on school property of any dangerous weapon will constitute an emergency. In the presence of a dangerous weapon on school property, unless otherwise warranted, the school will exercise the ALICE protocol for emergency response, and law enforcement will be called.

This prohibition of weapons on school property does not apply to officers duly sworn to and in good standing with public law enforcement agencies. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol or openly carrying a gun on school property.

## **EMERGENCY MANAGEMENT DRILLS**

### **Fire**

The school conducts fire, tornado, Shelter-in-Place drills and lock-down drills in accordance to State mandated guidelines. When the fire alarm sounds, teachers will escort their classes outside and away from the building using the nearest exit. Visiting parents, siblings, guests, or other non-Emerson staff or students must also immediately leave the building through the nearest exit. Office staff will verify that the building is empty. A staff member will be available to direct the fire department to the scene. Once it has been determined that the building is safe, the office staff will inform all that they may return to the building. No one should re-enter the building until the all clear has been issued.

### **Tornado**

When a tornado warning is issued, teachers will escort their classes to designated “safe areas” marked with Tornado Shelter signs. Visiting parents, siblings, guests, or other non-Emerson staff will also be escorted to designated areas.

### **Shelter-in-Place**

A Shelter-in-Place order occurs when the outside environment is not safe to enter. All students, staff, and visitors must immediately report inside and be prepared to stay inside until the area is clear. The air handlers will be turned off and buildings must be sealed if a toxic environment exists outside. When the announcement is made:

- Students are to be cleared from the halls immediately and report to assigned classrooms.
- Close all windows and doors and block any gaps between bottom of the door and floor.
- Take attendance and report according to student accounting and release procedures.
- Do not allow anyone to leave the classroom until instructed.
- No one should be admitted inside the building, once sealed.
- Wait for instructions.

*Note: A Shelter-in-Place will likely be a newsworthy event. If the sheltered status lasts for a prolonged period of time, parents will be notified via Parent Alert. During a crisis, the classroom phone should be used for emergency use only. Do not allow students to leave the classroom until instructed by administration or emergency providers.*

### **ALICE Protocol**

While Emerson School continues to be an extremely safe place for students to learn, incidents of school violence elsewhere remind us of the important role training and drills play in every school’s safety preparations. Based on the expert analysis of these events, public and independent schools across Washtenaw County have partnered with Washtenaw County Sheriff’s Office, the Ann Arbor Police Department, and other local law enforcement agencies to develop and to train staff in new procedures intended to keep students as safe as possible during school emergencies.

Research has led the way for a new emergency response protocol called ALICE, which stands for:

- **Alert:** Get the word out. Use clear, concise language to convey the type and location of the event.
- **Lockdown:** Lock the doors. Continue to lockdown students in a secure area.
- **Inform:** Keep staff and students informed of the location of an intruder. Communication keeps the intruder off balance and allows for good decision making by staff.
- **Counter:** Apply skills learned in training to distract, confuse, and gain control of an intruder situation.
- **Evacuate:** Reduce the number of people potentially in harm's way, and get them as quickly as possible to safer locations.

Because of the proven effectiveness, every Washtenaw Intermediate School District school and many independent schools have participated in ALICE training, including Emerson School. Using the above method, Emerson faculty and staff (not students) have learned effective responses to a range of school emergencies, including the highly unlikely possibility of a school intruder.

### **What is *Not* Happening as Part of ALICE Training**

- **Staff are not being trained to make any attempt to subdue intruders outside of their secure area.** The School will provide the research-based knowledge and skills so, if faced with a life or death situation, they can use it to diminish any chance of harm to their students and themselves.
- **Students will not be trained in the ALICE response protocols.** Understanding that threats to our students and staff are very complicated subjects to discuss, the School does not want to cause undue stress or invoke fear in students. This training is intended to provide staff with additional options and the ability to consider those options now, in order to be better prepared to lead and protect their students.

### **LETTERS OF RECOMMENDATION**

Should a parent wish to have a teacher or other employee of the School complete a letter of recommendation for a student for school admission, the parent must first contact the appropriate Office Manager (Lower School or Middle School). Recommendation letters may be reviewed by the Assistant Head of School, Middle School Director, and/or Head of School before they are sent directly to the receiving school. They are kept confidential to the letter writer, Head of School, Middle School Director, and Assistant Head of School.

### **PERSONAL PROPERTY/LOST AND FOUND**

The School cannot accept responsibility for missing items. All clothing and school supplies should be labeled clearly. Lost and Found bins are located near the Lower School entrance. Items not claimed will periodically be donated to a local charity.

### **PET VISITS**

Emerson has always been, and will continue to be, a community that enjoys family pets. To ensure the safety of all members of the school community, we have established the following “pet-visit guidelines.” All animals should be leashed or contained at all times and under the direct control of an adult. Animal visits should be pre-arranged, and pets should not be brought into the building on a daily basis out of

consideration for those community members with animal allergies and to avoid potential liability issues for the school. We do, however, recognize that there may be special circumstances surrounding a pet visit, including but not limited to, therapy or service dogs, and we will make every effort to accommodate those situations. Pets that are brought into school during the After School Program must stay in the entrance area adjacent to the Library (the “Fishbowl”).

### **BIRTHDAY CELEBRATIONS**

Birthday parties and private parties are to be guided by a spirit of inclusion and sensitivity to the feelings of everyone. A simple celebration in the classroom is fine. Check with your child’s teacher about possible birthday treats and a convenient time to celebrate. Should you bring in birthday treats, please communicate with your child’s teacher regarding any classmates with food allergies, and please consider bringing a treat that may be enjoyed by all members of the classroom. Please do not distribute private party invitations at school. In the case of slumber parties, please drop off gear at the home of the host; it should not accompany the child to school.

Students may wish to donate books to the Emerson library in honor of their birthdays. Books will receive a special bookplate inscribed with the student’s name. For the timing and selection of books, please see the librarian.

### **CELL PHONES**

Cell phones brought to school must remain “off” and not used during school hours. Cell phones must be kept in lockers during the school day, and may only be used between 2:45pm and 3:05pm to contact parents. Cell phones used during school hours will be taken away and given to the Office Manager. **Please do not call or text your child on his/her cell phone during school hours.**

### **ELECTRONIC DEVICES**

Emerson School does not allow students to use certain electronic devices during school hours. Items that students may not use include, but are not limited to, iPods, MP3 Players, and portable game devices. It is important to the learning environment of the school and the success of each child that students participate fully in school, and we feel that the use of these items is distracting. All items of this nature that are found in school will be kept in the Lower or Middle School Office until retrieved by the student’s parent or guardian.

### **TEXTBOOKS**

Emerson School is partnering with MBS Direct to provide textbook services. This program provides convenient online ordering, accurate and timely fulfillment, and overall service for our parents and students. Directions for purchasing textbooks can be found at [www.emerson-school.org](http://www.emerson-school.org) under the Parent Resources link or you may go directly to MBS website at [www.mbsdirect.net](http://www.mbsdirect.net).

Middle School student schedules will be on the top shelf of students’ lockers the first day of school. A list of locker assignments will be posted on the Middle School science room windows and bulletin boards located near the bathrooms. Enrollment paperwork is available online through ParentWeb. All paperwork, including the health form, must be completed and turned in to the office before Middle School students will receive their schedules.

Most books for Lower School students are provided as needed by Lower School teachers.

## **MEDIA USE**

Photos, videos, and audio recordings are periodically taken during the school day and may capture your child's likeness and/or work. This media is primarily used to celebrate achievements, and to share events and day-to-day activities within the Emerson community (e.g. newsletters, emails, website, social media, school publications, etc.). Parents who wish to exclude their child from any media use are given an opportunity to opt out in the online enrollment/re-enrollment form, or they can contact the Director of Marketing and Communications in writing.

Note: Due to the nature of classroom and school activities, all students may appear in group (three or more students) photos, videos, and/or audio recordings, including those who have declined media use.

## **GUIDELINES FOR TECHNOLOGY USAGE AT EMERSON**

Students are granted access to Emerson's computer labs, laptop carts, digital cameras, and other digital learning tools. Students are also granted access to Emerson's wired and wireless data network, student web, file and multimedia servers, and licensed application software.

A complete description of the rights and responsibilities of both the school and the student with regard to computer usage, including disciplinary action for violations, is contained in the Acceptable Use Policy for Technology which is attached to this handbook.

### **Technology Program Mission**

The mission of the Emerson School Technology program is to enhance learning and teaching through increased access to information, communications, teacher training, collaboration, and dissemination of successful educational practices, methods, and resources. Each year, Emerson students have increased access to computers on campus. This access to computers and the latest technology benefits students, faculty, and parents throughout the School. Everyone in the Emerson community will have the opportunity to add to his/her own education and share information with others around the globe.

It is important to realize that the use of computers on the Emerson campus is a privilege. Unauthorized use and/or access of the school's computer hardware and the Emerson network, or any illegal use of software will not be tolerated. While using the Internet through Emerson's connection, students do so as a representative of Emerson School.

### **Middle School Bring Your Own Device to School Initiative (BYOD)**

Emerson School expects Middle School students to bring in their own device for use in class. Technology is a powerful learning tool. Educational use is the primary reason for Emerson to implement a BYOD initiative. The guidelines below outline our expectations for the use of technology at Emerson School.

- Device usage is solely at the discretion of teachers and staff. Students should not access devices until asked to do so by their teacher. Students should expect that devices will not be needed in every class period, but will be utilized as directed by teachers.
- Internet access provided by Emerson School is filtered. Device and Internet usage are subject to Emerson's Acceptable Use Policy.

- Device use during lunch, recess, and any free period is not allowed, except with permission from and supervision by a teacher.
- Devices should be brought to school each day fully charged. Classrooms will have only a limited number of seats available for students to charge their computers while working on class assignments. A charging table will be established in the Middle School hallway for student use during the lunch and recess periods. Students should bring their charging cord and/or a fully charged spare battery.
- Student devices will have access to the internet and school printers while connected to Emerson's WiFi network. Students will need to register their devices with the Technology Staff in order to install these capabilities. Sessions will be held before school begins and during the lunch/recess periods in the first few weeks of school.
- Emerson's teachers and Technology Staff are not responsible for the maintenance or repair of any student's device.
- Students should never leave their device unattended. In order to protect devices, they should be placed in a case or backpack while not in use. Devices should be stored in the student's locker. Students may bring a combination lock for their locker as outlined in the Family Handbook. Students are encouraged to take their device home with them every day.
- Respect of personal property is vital in this initiative. Students should only handle their own device.
- Any violation of these guidelines may result in the loss of technology privileges and/or further disciplinary actions as outlined in the Family Handbook.
- Emerson School is not responsible for lost or stolen equipment.

A device checklist is available on the school website and will help ensure that the device you choose will enable your student to participate fully in class when required.

### **PHOTOCOPYING**

It is expected that all students will come to class prepared for the day's work. If that work involves photocopies, the student should have all required copies made at a convenient copy center prior to coming to school. The photocopiers at school are not intended for student use. All students who are using computers at home for their assignments should print that work at home. If a school computer is used, the printer at that location should be used. No printing is available for students at any other location. We ask that parents and students not use the school photocopiers.

### **USE OF THE BUILDING AND GROUNDS BY EMERSON AND NON-EMERSON GROUPS**

Emerson-sponsored events, and those outside events that have received permission from the administration, may be held in the building or on the grounds. This policy is necessary to ensure the security of our building and grounds.

Those who wish to use Emerson facilities for school-related activities must complete a "Room, Equipment and Event Reservations" form and submit it to the office at least two weeks prior to the planned event. The form is available in either school office. Any scheduling requests for the Arts & Innovation Center should be directed to the AIC Systems Manager, David Moon, who can be reached at [dmoon@emerson-school.org](mailto:dmoon@emerson-school.org).

## FACULTY GIFTS

Emerson teachers appreciate the support extended to them by ESPO, classroom representatives, and individual parents. Buying modest gifts for teachers is allowed but not expected. Some classes choose to purchase a group gift for a teacher, at the option of the students and parents.

# Whom to See

*Please refer to the directory at the back of this publication for a list of all faculty and staff with their contact information. Contact information and bios are also available online at [www.emerson-school.org/faculty](http://www.emerson-school.org/faculty).*

## FACULTY AND STAFF

### Lower School - Homerooms

Kindergarten	Sigrid Bower, Sam Heidtke
Grade 1	Jennifer Conn, Brianna May, Jill Nolan
Grade 2	Barb Grabbe, Ruth Wilson
Grade 3	Alison Collicott, Kim Hughes
Grade 4	Rob Bauman, Marchell Burgess, Sarah Swiss
Grade 5	Ellen Chenier, Connie Weber, Jennifer Kime

### Lower School - Specials Classes and World Languages

Science	Michael Wilson (K-3), Kelly Vohland (4-5)
Art	Jennifer Tanau
Music	Michelle Borton (K-1), Matt McCoy (2-5)
Physical Education	Bill Schrock, Lenny Dale
Technology	Lisa Wilson
Spanish	Miriam Del Valle
French	Sarah Longcore
Chinese	Wei Cao

### Middle School - Grade 6

Language Arts	Bryan Seymour
Social Studies	Sam Wakefield
Science	Tim Wilson
Math	Sergie Lie

### Middle School - Grade 7

Language Arts	Lesley Littman
Social Studies	Beth Nazario
Science	Matt Nolan
Math	Eddie VanRiper

**Middle School - Grade 8**

Language Arts	Carol Kelly
Social Studies	Victoria Scott
Science	Becky Wancier
Math	Bill Wood

**Middle School - Enrichment Classes and World Languages**

Drama	Julie Moon
Physical Education	Bill Schrock
Health	Susan Terrible
Art	Julie Cohen
French	Sarah Longcore
Latin	Victoria Scott, Beth Nazario
Spanish	Coral Lopez-Gomez
Chinese	Wei Cao

**All School**

Orchestra	Leslie Capozzoli
Band	Michelle Borton
Librarian	Linda Lakshminarayanan
Learning Support Specialists	Elizabeth May, Brittney Papadopoulos, Mary Spaller
School Counselor	Carrie Berkley
Academic Tutor	Deb Pulte
Learning Support Teacher	Susan Riles
Math Support	Gillian Ferrington

**Administration**

Head of School	John Huber
Assistant Head	Peggy Wilson
Middle School Director	Andy Zimmer
Lower School Coordinators	Sigrid Bower (K-2), Jen Kime and Marchell Burgess (3-5)
Assistant to Head of School	Kelly Richardson
Lower School Office Manager	Joan Gregorka
Middle School Office Manager	Beth Muszkiewicz
Director of Business Operations	Dan Rigato
Asst. Director of Business Operations	Robin Joye
Controller	Dayna Hock
Director of Admissions	Lisa Psarouthakis
Dir. of Marketing and Communications	Michael Shaw
Director of Development	Julie Seagraves
Advancement Associate	Beth Anderson
Special Events Coordinator	Lorna Hildebrandt
Director of Technology	Roger Spurgeon
Technology Integrator	Renee Durrant

Technology Integrator	Lisa Wilson
Curriculum Coordinators	Beth Nazario, Jennifer Kime
Buildings & Grounds Manager	Ted Steinbach
Buildings & Grounds, AIC Systems Manager	David Moon
Dir. of After School and Summer Programs	Rose Hacker
Asst. Dir. of After School and Summer Programs	TBD

## **ROLES, RESPONSIBILITIES, AND PROTOCOL**

### **Head of School**

The Head is responsible for every aspect of the operation and management of the school, and acts as liaison among the Board, faculty, and parents. The Head meets with teachers to discuss matters of curriculum and discipline, as well as the progress of individual students. Parents are encouraged to direct concerns to the faculty, advisors, Director of Middle School, elementary coordinators, and staff first before contacting the Head of School or Assistant Head of School. However, they are happy to address issues that cannot be answered by the faculty and staff. To schedule an appointment with the Head, contact the Assistant to the Head.

### **Assistant Head of School**

The Assistant Head of School's responsibilities include connecting with and supporting teachers (around issues such as student concerns, classroom management, assessment, and communications with parents), coordinating professional development for faculty and staff, interviewing substitutes, assisting with faculty evaluation, helping edit publications, and following up on ISACS requirements and recommendations. The Assistant Head serves on the Admissions and Marketing Committees and assists with day-to-day operations of the school. To schedule an appointment, contact the Middle School Office Manager.

### **Middle School Director**

The Middle School Director coordinates all middle school programming, curriculum, personnel, student issues, and communication. The MS Director meets regularly with the Head of School, Assistant Head, Middle School faculty members, and Lower School Coordinators. All Middle School inquiries should be directed to the Middle School Director.

### **Lower School Coordinators**

The Lower School Coordinators work closely with the Head of School, Assistant Head, and faculty members, facilitate Middle School and Lower School staff meetings, and serve as resources to the faculty. They are often involved in disciplinary matters.

### **Lower School Homeroom Teachers**

Lower School students are assigned a homeroom teacher who is responsible for teaching the core subjects and is each student's primary contact. During the course of the day, students leave their homeroom classes to visit the various Specials teachers.

### **Middle School Advisors**

Each student in the Middle School is assigned to an advisor. Advisors serve a number of important functions. They provide informal and personal guidance for students about all areas of school life. They serve as an advocate for students with other members of the faculty and administration. They collect and receive pertinent information from the faculty about their advisees and serve as a liaison between the school and parents.

Students check in with their advisors and meet with them in groups on a regular basis throughout the school week. Advisory groups also discuss and engage in a variety of age-appropriate activities designed to meet the social, emotional, and physical needs of Middle School students. Advisors often problem solve with students about school issues, social issues, study strategies, etc. This informal guidance system does not preclude a student forming close attachments with other faculty, nor does it prohibit parents from dealing directly with the faculty or calling other school staff who might be helpful. It is a system that is designed to help support students and parents.

In addition to the advisor system, all middle school students are assigned to a house which brings together student advisor groups from all three grade levels in the middle school. Houses take part in a wide variety of activities through the school year.

The Middle School Director, Andy Zimmer, oversees the advisor placement process, the House system, as well as their programming details, which includes our middle school community service days.

### **Learning Support and Counseling**

To support students with whatever emotional or learning needs that may arise, the Emerson Learning Support Center includes a full-time Counselor, an early grades Learning Specialist, an intermediate grades Learning Specialist, and a middle school Learning Specialist. Please contact your child's teacher to discuss whether Learning Support or counseling may be appropriate for your child.

### **Admissions**

The Director of Admissions is responsible for welcoming new families into Emerson School, and helping current families stay here. This person also coordinates admissions events and tours, the testing and screening of all prospective students, and oversees financial aid for current and prospective families.

The vast majority of prospective families learn about Emerson from our current families. If you know someone who might be considering Emerson, please encourage the prospective family to contact the Director of Admissions, and let her know you've been talking about Emerson so we can thank you.

### **Business Operations**

The Director of Business Operations is responsible for the financial and risk management of the school. The Assistant Director of Business Operations manages online and auto payments. Parents are encouraged to contact the Assistant Director of Business Operations regarding specific billing concerns. The Controller completes the business office team by processing payroll, producing financial statements and overseeing an annual audit.

## **Marketing and Communications**

The Director of Marketing and Communications is responsible for all of Emerson's branding, publications, message consistency, newsletters, emails, website management, advertising, and public relations.

- **Internal Communications**

A top priority is keeping families aware of news, changes, activities, and other school-related items that might impact your students. Please read the weekly newsletter and mid-week news emails.

- **Public Relations**

Please direct all media inquiries to the Director of Marketing and Communications, who will send information on behalf of the school and/or connect them with the most appropriate spokesperson. Likewise, if you have an idea that media might be interested in, please contact the Director of Marketing and Communications to help craft the message and make contact with the media outlet.

- **Marketing and Branding**

It is important to maintain a consistent brand identity that accurately represents Emerson School. To help ensure that, please do not use the Emerson logo or create any materials on behalf of the School without first contacting the Director of Marketing and Communications. Emerson's Brand Standards are available upon request.

- **Website**

The school's website is a destination for both current and prospective families. If you notice any inaccuracies, or have any suggestions for improvement, please contact the Director of Marketing and Communications.

## **Development Office**

Annual giving is factored into Emerson School's operating budget, and the School counts on a contribution from every family to provide the resources to keep Emerson such an exceptional place to learn. The Development Office consists of a Director of Development, Advancement Associate, and Special Events Coordinator.

## **FUNDRAISING AT EMERSON**

- **The Annual Fund**

The Annual Fund is the annual gift every family makes to Emerson to help offset the gap between tuition and the cost of operating the school. When you give, you are joining every member of Emerson's faculty, staff, and Board of Trustees, who give every year to the Annual Fund.

- **The Emerson Auction**

Emerson School's annual Auction is held in the spring and is the school's biggest fundraiser. It's also the one time of year when families come together for a fantastic night of fun, friendship, food, and giving. Parent volunteers make it possible, and we hope you will join others in sharing your time and expertise.

- **Capital Campaigns (None at This Time)**

Periodically, independent schools like Emerson undertake a capital campaign to fund major initiatives that fall outside the scope of the annual budget. The most recent campaign, which closed in 2015, funded the Middle School expansion and the construction of Emerson's Arts and Innovation Center.

## **Why Independent Schools Budget For Gifts**

- **Tuition Does Not Cover the Entire Cost of School**

As at virtually all independent schools, tuition and fees do not cover the complete cost of educating our children. This gap is filled by generous gifts from our families, alumni parents, friends, local businesses, and foundations.

- **A Tax-Deductible Means of Paying Tuition**

Your contribution to the Annual Fund is tax deductible, though tuition is not. The actual cost to send a child to Emerson is about five percent more than tuition (\$860 averaged) and the Annual Fund is a more cost-effective way for parents to pay for the entirety of their child's schooling.

## **How To Make Your Annual Fund Gift or Pledge (cash, check, credit card, or stock)**

Each gift, no matter the size, makes an impact. It also represents our community's commitment to providing the best education possible for our children. Participation is what matters most.

- Go online to [www.emerson-school.org/give](http://www.emerson-school.org/give)
- Complete a reply card in person at the Development Office, or pick one up and return it
- Make a pledge now, to be paid any time prior to June 15
- Contact Emerson's Development Team to give stock or securities

## **Fundraising Guidelines**

Much is asked of our donors, and we are very sensitive to competing requests for gifts our constituents receive. Emerson's priority is participation in the Annual Fund and Auction. Additional fundraising activities are kept to a minimum. Exceptions may include food or clothing drives, or collections for classroom projects.

All fundraising activities must be approved and coordinated by the Development Office. Following are the criteria for getting approval for a fundraising activity:

- The timing of the event or activity should not conflict with other similar activities that are already on the school calendar, including planned solicitations.
- No individual, company, or foundation should be approached for a donation to the school without the express consent of the Development Office.
- Any written materials created for a fundraising project must be approved by the Development Office before being mailed or posted, to ensure that no conflict of effort or tax/legal difficulty occurs.
- All discussion and decisions about restricted gifts, including acceptance, will reflect the perspective of other fundraising activities and the general needs of Emerson School, as determined by the Development Committee of the Board of Trustees.

## **Gifts-In-Kind**

Whenever non-cash gifts of property or professional time and talent are made to the school, contact the Development Office in order to determine the acceptability of the gift. For proper acknowledgment of your gift, please fill out a Gift-In-Kind Transmittal Form and return it to the Development Office. Forms can be found online at [emerson-school.org/give](http://emerson-school.org/give).

# Parent Involvement

## **THE EMERSON SCHOOL PARENT ORGANIZATION (ESPO)**

**Elizabeth Caswell | ESPO Chair | [espo@emerson-school.org](mailto:espo@emerson-school.org)**

**[www.emerson-school.org/espo](http://www.emerson-school.org/espo)**

At Emerson, we are fortunate to have a very active Parent Organization, which serves as a link between the parents and the school, in addition to sponsoring a number of important volunteer events and activities. As well as several social occasions, the Emerson School Parent Organization (ESPO) sponsors events each year which support curriculum enrichment, community building, and “friendraising” activities. ESPO organizes many community events each year, including but not limited to the Halloween Carnival, Thanksgiving Bake Sale, and Book Fair, and organizes the pizza lunch program. The proceeds from these activities have provided our children with numerous cultural performances, resident artists, educational equipment, playground equipment, and library books.

Officers are elected each year at the annual meeting in May. This year’s ESPO Chair is Diana Rooks. Please email ESPO if you would like to find out more about how you can get involved ([espo@emerson-school.org](mailto:espo@emerson-school.org)).

## **VOLUNTEER OPPORTUNITIES**

Parents make many valuable contributions to the School as volunteers. Opportunities include ESPO-sponsored events and activities, both one-time and ongoing; school events such as the annual Auction, fairs, performances, etc.; and classroom activities organized by your child’s teachers.

# What and Where

## **CLASSROOMS**

Lower School classrooms are open from 8:15am to 3:00pm. Middle School, classrooms are open from 7:45am to 3:00pm. Students are not allowed in classrooms without a faculty member present, except by permission.

## **GYMNASIUM**

The gymnasium is used for physical education classes, certain athletic contests, and special events. Students should not enter without adult supervision. Students are required to keep a pair of rubber-soled gym shoes at school. No food or drink is permitted in the gym. A Room Reservation Form must be completed to reserve the gym for use outside of regular classes.

## **LIBRARY MEDIA CENTER (LMC)**

Our LMC houses an outstanding collection of books and technological resources. Linda Lakshminarayanan is the librarian, and Jan Walker is the computer teacher. The LMC is open from 8:00am to 3:00pm daily. Students have regularly scheduled library times, but may also obtain permission from their teachers to visit the library during class. The school expects that students will handle library materials with appropriate care and return them when they are due. All students will be asked to pay for lost or damaged books.

## **LOCKERS**

Students in Grades 1 - 8 are assigned hall lockers. Kindergarten students are assigned cubbies for books and belongings. Lockers are the property of the school.

- Please do not leave perishable food items in lockers overnight.
- Each student will be assigned one locker and may not switch lockers with another student or use more than the one that is assigned.
- Do not put stickers on the inside or outside of lockers. Magnets, paper, or cardboard may be used to attach decorations.
- Everything brought to school on a regular basis must fit in a locker with the door shut. Backpacks that do not fit into the lockers are not permitted.
- Attachments to the outside of lockers are not permitted.
- A locker cleaning charge will be assessed if a locker needs to be cleaned or is damaged at the end of the year.
- We strongly advise students not to bring valuables to school.
- If a Middle School student wishes, he/she can attach a combination lock to a locker, but must give the combination to the Middle School office manager. Only combination locks are permitted.
- Bathrooms may not be used to store personal belongings.
- Musical instruments must be stored in the music room, not in the hallway. Instruments left in the hallway will be moved to the office and must be collected there by the student/owner.

## **FIELD TRIPS**

Field trips offer enrichment to students as well as a direct way for parents to get involved in their child's school life. Teachers need parental help for transportation and supervision. To drive on a field trip, parents must have a completed Parent Field Trip form online file in ParentWeb. A parent representative may work with the teacher to coordinate and organize drivers for all scheduled trips. If you are considering driving and bringing a younger child, ask if this is appropriate. If you can drive, the teacher or parent representative will give you the list of children you will be asked to take.

On the driver's form you will agree to follow traffic laws and ensure that every passenger is secured in a seat belt or booster seat whenever the car is in motion. On any school trip, the school insurance policy provides liability coverage. The driver is responsible for supervising the students in the car and may convey personal expectations to his/her group about conduct in the car and during the field trip.

In order to ensure that the field trip is a safe and successful one for all parties, we ask parent chaperones to following these guidelines:

- Follow the directions as given by the teacher or administrator leading the field trip.
- Do not change plans for your group, such as making additional stops, skipping planned activities, or leaving early.
- Follow all school rules, and ensure that students do so as well.
- In the event that you feel a child should receive disciplinary action for not following school rules, inform a teacher or administrator in the group, and allow him/her to decide if and how such action should be dispensed.

- Supervise your students at all times, and count frequently to make sure you have your entire group with you.
- Know what to do in the case of an emergency.
- Do not be alone with an individual student.
- Do not administer medications to students.
- Be fully present, and avoid doing personal or outside work while chaperoning. If you need to step aside from chaperoning to complete outside work or respond to a personal matter, first ensure that the teacher or administrator leading the field trip can provide you with temporary coverage.
- Avoid providing special treats (such as snacks, drinks, or rewards) for your group of students. Not only does this lead to feelings of unequal treatment among other groups, it can conflict with students' food allergy plans.
- Faculty and staff have dedicated great energy and time to planning these experiences, we welcome your thoughts on possible itinerary suggestions and ideas during this planning process. Please do not deviate, alter, or encourage changes from the final itinerary while on the trip.
- The use of tobacco, alcohol or other banned substances on school trips is prohibited.

### **MIDDLE SCHOOL TRIPS**

Emerson Middle School often takes off-campus trips to allow students to further investigate an area of study. These trips are made possible through the cooperation of many of our families, as they serve either as drivers or as chaperones on trips that rely on commercial transportation. Teachers will send home information about overnight trips and arrange a time to go over details with all parents. They will inform parents if students need to take particular clothing for planned activities. Separate forms are required for any medication to be given to students on each trip. All students are expected to follow Emerson's behavioral guidelines when on school-sponsored trips. It is expected that any parent who has offered his/her services as a driver will be treated with the same respect that is afforded all students and staff. Each parent will serve as a supervisor during field trips.

Students are expected to participate in the trip's organized activities just as they would at school. If for health or other reasons they are unable to do so, their parents should discuss this with the teacher before the trip. Field trips, especially those including an overnight stay, are scheduled well in advance and may require additional fees. Financial assistance may be available if the cost of the trip creates a hardship for the family. The school staff requests that parents and students alike regard the school field trip as an important component of the curriculum, and asks that they not pull a student out of the trips for athletic practices or games, extracurricular lessons, or vacations.

If a student is unable to participate in the annual end-of-the-year curricular trip, parents must make alternative arrangements for that student, as classes will not be offered at Emerson for the duration of the trip.

Please note that trips organized by Emerson faculty or staff outside of school are not endorsed by the school. This includes world language trips abroad during the summer months.

# How the Day Goes

## **CURBSIDE DROP-OFF & PICK-UP**

Curbside Service is offered as a convenient, efficient way for parents and/or guardians to drop off and pick up their student(s). Parents or guardians who wish to walk their students into or out of the building may use the paved lot at the end of the middle school. Cars should not park at the curb any time of the day.

For the safety of our students, we strongly encourage drivers to refrain from using cell phones during drop-off and pick-up times.

### **Morning Curbside Drop-Off**

- Please pull all the way forward in the curbside service lane.
- Staff members will assist K-5 students in getting out of their cars.
- Middle School drivers are asked to remain in a single line and pull forward to drop off passengers in the same manner.
- *Do not* pull in and out of the drop-off lane as it is extremely dangerous for everyone.
- Each child will have time to exit the car in a timely and safe manner.

### **Afternoon Curbside Pick-Up Service**

- Visor signs (provided in the first day packet) must be displayed on the passenger side visor during afternoon curbside pick-up.
- Pull all the way forward in the Curbside Service lane – Once vehicles have stopped, children will be assisted into cars, and drivers will be directed to exit.
- Children will NOT be allowed to enter on the street side of the vehicle, except with adult assistance.
- Kindergarten students are dismissed at 2:30pm and will be brought out to the curb and assisted into their vehicle by teachers.
- All Kindergarten students not picked up at 2:40pm will come inside and sign in to the After School Program. Kindergarten parents arriving after 2:40pm must park their car and come inside to the library to sign their child out of the program.
- Drivers must remain in their car to facilitate traffic flow.
- If you pick up a kindergarten student and an older sibling, you will be directed to the holding pattern lanes after picking up your kindergartener.
- Drivers picking up older students should enter the parking lot and line up in the holding pattern lanes. Please remember to turn off your car while you wait in line. When kindergarten students have finished loading, those in the holding lanes will be motioned to move around to the curbside lane.
- It is important to remember to follow those directing traffic to maintain traffic flow and safety.
- A bus parking/loading zone is located at the east end of the parking lot to provide a safer environment for our children.
- We have made every effort to be mindful of our neighbors on Scio Church Road, and the staff member posted at the entry drive will guide drivers either to the curbside lane or to the “holding pattern lanes.”
- We ask that all vehicles yield to buses entering and exiting the campus, as well as in our parking lot.
- All students not picked up at 3:00pm will come inside and sign in to the After School Program. Parents arriving after 3:00pm must park their car and come inside to the library to sign their child out of the program.

### **ESPO Anti-Idling Initiative**

- **Please don't idle while you're waiting in line before curbside begins**  
Lines of idling cars produce the ideal scenario for maximum exposure to harmful pollutants. It's fine to allow some distance between your car and the car in front of you while you wait: you won't get to your child any later.
- **If you're stopped for more than 10 seconds, turn it off**  
Idling for more than 10 seconds uses more fuel than restarting your engine. Whether you're dropping off your kids at school or using the ATM, if you're stopped for more than 10 seconds, turn your car off.
- **Idling pollutes**  
Idling one car for five minutes per day can emit as many as 25 pounds of harmful air pollutants and 260 pounds of carbon dioxide per year, a primary greenhouse gas.

### **EARLY ARRIVAL – BEFORE SCHOOL CARE**

Morning Child Care is available from 7:30am – 8:15am. Lower School students arriving before 8:15am must report to the Morning Child Care Program in the library. The school does not open until 7:30am.

### **THE SCHOOL DAY**

The Middle School day begins at 8:00am and ends at 2:45pm. Please make sure your child is on time so class can start promptly. The first Middle School bell rings at 7:55am. Students are expected to be seated and ready for class by 8:00am, when the second bell sounds.

Each trimester, Middle School students have a series of core classes that include Language Arts, Social Studies, Math, and Science. They also take a World Language and enrichment classes (P.E., Health, Performing and Visual Arts), taught on a rotation schedule. All 6th grade students will take Introduction to Middle School during their first trimester in the fall. In addition, each student chooses two electives from a variety of classes each trimester. Band and orchestra are full year commitments.

The Lower School day begins at 8:30am, and ends at 2:45pm, with the exception of Kindergarten, which ends at 2:30pm. Each Lower School classroom has its own daily schedule of language arts, social studies, and math, as well as Specials classes (including science, world languages, art, music, library, P.E., and computer). The school is organized into trimesters.

### **LUNCH**

Emerson does not have a hot lunch program, so students are required to either bring lunch from home, or have arrangements made to purchase lunch through What's Cooking (Monday-Thursday's only) or ESPO Friday Pizza Lunch. Additionally, students may bring a morning snack. Milk is available for purchase (\$.55 per carton) or you may pre-pay for the entire year (\$45/year, available Monday – Thursday). Food must be eaten in designated areas, never in classroom hallways, the gym, library, or computer rooms. Please adhere to the following guidelines:

- Label lunch bags or boxes with student's name.
- Pizza lunch is offered by ESPO most Fridays (order forms online).
- Lunch may be available for purchase through other vendors with whom the school has made

arrangements. These options vary by class and grade. Information will be sent home at the beginning of each school year.

- School refrigerators are not available for student lunches.
- Microwaves are not available for student use.
- Do not leave perishable food in lockers overnight.

## **RECESS**

All Emerson students will go outside for recess each day as long as the temperature with the wind chill is zero degrees or greater. All students should dress appropriately for the weather, including boots, hats, gloves and even snow pants during the winter. Although students are supervised by adults during recess time, there are risks inherent to playing outdoors on swing sets, slides, and other playground equipment.

### **Sledding**

When the hill on the back of the playground is covered with snow, we also offer supervised sledding as an option for all students. In order to sled, students **MUST** wear all of the following: boots, snow pants, winter jacket, hat and gloves/mittens. Emerson School ensures that all reasonable safety precautions are taken. The sledding rules are reviewed with all students in advance and enforced by the supervisors. Students violating the rules or engaging in unsafe behavior will not be allowed to sled.

## **AFTER SCHOOL PROGRAM**

Emerson's After School Program is provided as an extra service of the school, independent of the school enrollment contract. The program provides a safe and resource-rich alternative "neighborhood" playground for Emerson students, as well as an array of adult-led, structured activities. Free play with friends, quiet time to read or study, supervised computer time, and games comprise the core of the program. A simple snack is provided each day right after school, with an additional snack at 4:30pm. The program runs from 2:45pm to 6:00pm each full day of school and adheres to the strict formal check-in and check-out procedures required by the State of Michigan; so be sure to park and come into the library to sign your child out each day. Rates for the After School Program are charged by the half-hour, with a strict penalty for late pick-up. Details can be found in the After School Program Parent Guide on our website.

All students staying after school not directly involved in after school sports, clubs, or other organized activities will be checked into the After School Program at 2:45pm. Students who have a game or other activities at times later than 2:45pm will be checked into the program and then checked out at the time of their activity. The After School Program staff also offers a number of special full-day child care options from 8:00am to 6:00pm on various school days when there is no school. Details will be sent home via email prior to these days, complete with registration information.

## **ENRICHMENT CLASSES AND MUSIC LESSONS**

Emerson offers a wide variety of after school enrichment classes, such as chess, art, robots, and computer programming. The school year is divided into three separate sessions, and classes vary according to each session. Class offerings are sent home via email shortly before each session begins and registration occurs at that time. Enrichment classes are billed to your student's account and child care charges do not apply while your child is in his/her class. Music lessons for many instruments are available throughout the school year. Lessons begin the third week in September and continue through May. If you are interested in music lessons, please contact the After School Program Director.

The purposes of after school enrichment classes and music lessons are to provide opportunities for self-improvement and a convenient alternative to taking after school lessons off-site. *These classes are scheduled by the After School Program but are not a part of the child care agreement. Therefore, please keep in mind that a tax receipt for childcare services will not reflect times spent in these classes, nor their fees.*

## **BUSES**

*The bus information below could not be confirmed with AAPS at the time of printing and is subject to change.*

Emerson families who live within the Ann Arbor Public School District limits can utilize the Ann Arbor Public School (AAPS) bus service for transportation to and from school. Buses are available for Emerson students' use only on days when AAPS are in session. It should be noted that when Emerson dismisses at noon, no buses are provided. The same parameters for pick-up and drop-off apply to all Emerson students as they do to students from the public schools. Designated morning pick-up and transfer locations are specified by AAPS.

### **Bus Times and Registration**

Parents who wish to use the bus service must register at [www.emerson-school.org/bus](http://www.emerson-school.org/bus) at the beginning of the school year. Once available from AAPS bus schedules will be available on this page (late August).

Students must ride their assigned bus to their assigned stop on a regular basis. No guest riders will be allowed to ride with a "regular" bus rider. It is the parents' responsibility to inform students whether or not they are to take the bus. Parents should also inform teachers of routines and changes to routines. Avoid last minute calls to school, as these cause frustration for both students and staff.

Contact the Transportation Department with requests for route changes. If a change can be made, it may take 2-5 working days to be put into effect. Route change requests should also be directed to the Transportation Department. No route changes are made the first two (2) weeks of school. Buses may run late during this period as kinks are worked out of the system. If you have a bus problem, contact the Lower School Office at 734-665-5662, ext. 6.

Ann Arbor Public Schools Transportation Department: 734-994-2330

### **Morning Bus**

Lower School students must check into childcare immediately upon arrival at Emerson. Those students will not be charged for childcare on days when they ride the bus to school.

*Note: It is advised that students arrive at the bus stop 10 minutes before scheduled departure times until the driver establishes a permanent schedule.*

### **Afternoon Bus**

One AAPS bus departs from Emerson each day at approximately 3:10pm – 3:15pm. Students riding the bus must check into the designated "bus room" immediately after school.

# Academic Information

## **SCHEDULES**

Lower School families will be notified by email of classroom placement approximately two weeks prior to the start of school.

Middle School schedules for the first trimester will be given to students on the first day of school. At the start of each new trimester, students will receive their new schedules in their first period class from the previous trimester.

## **HOMEWORK**

In the Lower School, teachers begin assigning a reasonable, gradually increasing amount of formal homework in the middle to upper grades. Emerson's goal is to teach students to assume full responsibility for having appropriate materials available and organized, and for completing their homework in a timely manner. Most Middle School students average approximately 1½ to 2 hours of homework each night (roughly 20 minutes per academic subject per night), with additional time occasionally required for special projects. The school recommends that parents help their children with occasional reminders, but as much as possible, encourage independence in homework completion. Students are encouraged to check RenWeb nightly for homework assignments especially if the student was absent from school.

## **STUDENT PERFORMANCE**

### **Progress and Interim Reports**

Emerson teachers report on student progress at the end of each trimester. Lower School reports include detailed checklists assessing academic skills and social and learning behaviors, as well as personal comments about each child. Middle School teachers also assign students a grade for most classes. Middle School teachers may also send home progress reports at the midterm (six weeks in) of each trimester. Progress reports are generally sent for students who are receiving a "C" grade or below, or have made significant progress in either a positive or negative direction in that class. Additionally, many middle school teachers make their gradebooks available online through RenWeb, with the understanding that these will be updated at least every two weeks throughout the trimester.

### **Evaluation Forms for Testing**

Should a parent wish to have a teacher or other employee of the School complete an outside evaluation form or letter for a student as part of the student's professional testing or evaluation (e.g., behavior, academic, psychological, etc.), the parent must first contact the Assistant Head of School, who serves as the point person for all such forms. Forms and letters are sent directly to the receiving testing agent and will be kept confidential to the letter writer, Head of School, Middle School Director, Assistant Head of School, and Learning Support Center.

### **Learning Support**

To support students with whatever emotional or learning needs that may arise, the Emerson Learning Support Center includes a full-time Counselor, an early grades Learning Specialist, an intermediate grades Learning Specialist, and a middle school Learning Specialist. Please contact your child's teacher to discuss whether Learning Support or counseling may be appropriate for your child.

### **Graduation Requirements**

Emerson's Middle School students are expected to complete homework and put forth their best effort. In grades 6-8, a student must have an average of C or higher in year-long classes in order to move to the next level (unless special circumstances exist). In the 8th grade, if a student has not earned a C or higher in his/her year-long classes, the school will evaluate closely whether or not to grant a diploma.

If it seems at any point that even with considerable support a child is unable to experience success at Emerson, teachers and a member of the administration will meet with parents to evaluate the appropriateness of the school's program for the student.

### **AWARDS**

Awards are presented at the end of the school year during an all-school Awards Assembly. Recognition is given for outstanding performance on National Latin, French, and Spanish Exams, and various math and science contests. There are also awards for citizenship, athletics, and performance and visual arts.

### **MIDDLE SCHOOL ELECTIVES**

Middle School students choose two afternoon electives each trimester. A variety of classes are offered, including Band, Orchestra, ceramics, jewelry making, Science Olympiad, outdoor education, drama, newspaper, and quilting, to name a few. Band and Orchestra are a full-year commitment, but most electives change every trimester. Students are encouraged to sample a wide variety of electives during their Middle School years.

It is the student's responsibility to complete the elective request form online by the deadline. The faculty will choose electives for students who do not turn in a request form on time. The drop and add process is not available to students who do not submit their elective form on time.

## Special Events and Activities

Emerson faculty, staff, and ESPO volunteers provide a stimulating atmosphere for learning throughout the year through a variety of all-school and grade-specific events and activities. Examples include:

- Hosting visiting authors and musicians
- Science Fair
- End-of-year Art and Music Nights
- Annual Alumni Concert and Dinner
- Geography Bee
- Field Day
- Middle School Fall Musical and Spring Play
- Middle School dances
- Jump Start for rising Kindergarteners

# Summer at Emerson

Summer at Emerson offers eight weeks of half-day, week-long camps each summer. Our camps are available for students who have just completed Kindergarten through eighth grade, regardless of school attended. Morning camps run from 9:00am – 12:00pm and afternoon camps run from 1:00pm – 4:00pm. Campers can choose a morning and afternoon camp for a full-day experience. Extended childcare is offered for an additional fee before and after camp, from 8:00am – 9:00am and 4:00pm – 6:00pm. Summer at Emerson online registration opens at 12:01am on February 1st. Additional information can be found online at [www.SummerAtEmerson.org](http://www.SummerAtEmerson.org).

# Independent School Finances

At Emerson, as is true at virtually all independent schools, tuition and fees do not cover the complete cost of educating our children. In an effort to set our tuition at a level which is affordable to the greatest number of families, we face a gap between our expenses and our revenues. The balance of revenues for our annual budget and additional capital projects comes through our fundraising efforts from our families, alumni parents, friends, local businesses, and foundations.

Emerson has a long tradition of giving. Contributions of time, talent, knowledge, and resources are all valued gifts. Our community has been built on such contributions, and we rely on them for our current and future needs. In the coming months you will hear about ways you can contribute to our Annual Fund and our Auction.

# Attachments

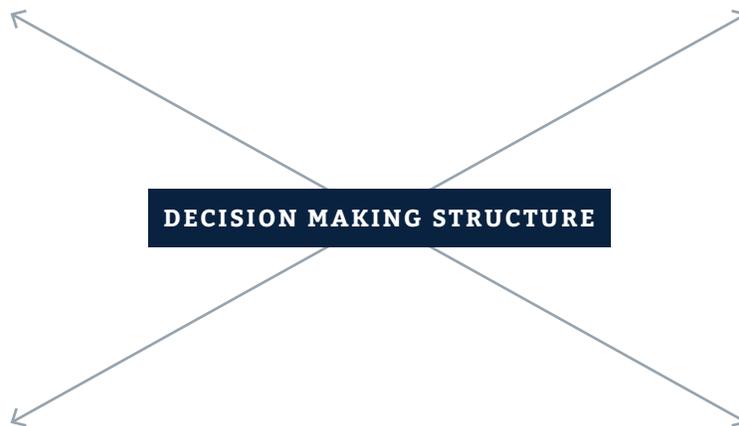
## ISACS MODEL FOR DECISION MAKING

### **The Board**

Self-perpetuating. As trustees, articulate the mission; set general policies; finance the operation; plan for the future; assess the institution; hire and support the Head of School.

### **The Faculty**

Appointed and evaluated by the Head of School. As teachers, educate and care about students; meet the needs of the school's customers; grow professionally in order to lead the educational development of the program.



### **The Parents/Parent Association**

Self-perpetuating and self-selected as "customers" and "patrons" of the school. Parent Association (ESPO) = Parents' voice: support the school; develop a positive and welcoming climate for all parents; work closely with the school in meeting its current needs; offer forum for parental input; mechanism for school communication to parents.

### **The Head of School**

Appointed by the Board of Trustees, its only employee, oversees (with administration/staff) the day-to-day operations; executes the mission and policies of the school (as set by the Board); serves as the faculty's advocate, colleague, and boss; the liaison among Board, faculty, and parents.

## ACCEPTABLE USE POLICY FOR TECHNOLOGY

### Mission

The mission of the Emerson School Technology program is to enhance learning and teaching through increased access to information, communications, teacher training, collaboration, and dissemination of successful educational practices, methods, and resources.

### General Principles

- The school network and Internet access are provided for school-related purposes to staff, students, and parents who agree to act in a considerate and responsible manner. Access to technology resources, like other Emerson School resources, entails responsibility.
- Users are responsible for appropriate behavior on the network and Internet just as they are in a classroom or hallway. Users are expected to communicate electronically with others in a respectful and constructive manner, in keeping with the expectations for interpersonal conduct at Emerson. Users are expected to treat computer and network equipment with care, just as they would all Emerson school property.
- Emerson School strives to create an environment in which personal privacy is respected. Network storage should be treated like school lockers or school desks. Users are expected to respect the privacy of others, and refrain from unauthorized intrusions into other students' files. At the same time, users should not assume that what they store on the network will remain private under all circumstances. Administrators and faculty reserve the right to review files and communications to evaluate work, to remove inappropriate files as necessary, to maintain system integrity and to ensure that users are using the system responsibly.
- Emerson is committed to maintaining an environment that protects personal privacy. Emerson School will not require that users reveal any personal information over the Internet. School activities will avoid the use of sites that require the submission of personal information and staff will monitor users to help prevent the inadvertent release of accurate personal information to such sites.
- Emerson School is committed to freedom of speech and access to information that meet the educational mission of the School. Freedom of speech and access to information will be honored within the guidelines set forth by school policies.
- Emerson School encourages the participation of its faculty, staff and students in educational communities through publication of work on the Internet. At the same time, Emerson expects work published electronically (and in print) to meet high standards for quality, and to comply with copyright laws. Before any student's work is published on the Internet and affiliated with Emerson School, it must meet certain content guidelines determined by Emerson's administration; at a minimum, work to be published on the Internet shall comply with the Code of Student Conduct.

### School Responsibilities

Emerson School will strive to educate its community in the appropriate use of computer and Internet resources, and will do its best to provide error-free, dependable computer access. Each student will participate in a discussion about using school technology and the Internet, including network etiquette ("netiquette") and copyrighted materials. It is expected that the Internet will be used only in a supervised

setting. Emerson faculty members are responsible for supervision of students in the computer labs and classrooms. During school, teachers will guide students in finding appropriate material on the Internet. While every effort will be made to promote the proper use of the Internet and monitor student use, it is impossible for Emerson School to restrict access to all controversial materials. Outside of school, families bear the responsibility for setting and conveying the standards that their children should follow, just as they do with other information sources such as television and radio. Emerson School intends to provide information to its community to assist parents in understanding the issues and concerns regarding the Internet and its use.

Emerson School strongly encourages parents to discuss the rights and responsibilities and the spirit of this Acceptable Use Policy with their child, and to be involved with Internet use at home. Emerson administration, faculty, and community members are available to discuss any concerns that you or your child may have.

### **Student Rights**

- Users have the right to use all computer equipment and software for which they have received training for school-related purposes and for recreation when appropriate.
- Users have the right to have a network account and access to the services that it provides (E-mail (if provided), network log-on, disk storage, etc.). This account is meant for school activities such as: educational research, communication, and production.
- Emerson School will provide students in grades 2-8 with their own Google Apps account (email, word processing, spreadsheet & presentation). This account is part of Emerson's own Google domain and is subject to Emerson's terms and guidelines in this Acceptable Use Policy.
- Users have the right to access information from outside resources via the Internet that facilitates learning, personal academic growth, and educational information exchange. Internet use must occur in a supervised environment.
- Users have the conditional right to privacy within the guidelines set forth in this policy. This includes privacy of passwords and personal information.

### **Student Responsibilities**

- Users are responsible for maintaining the privacy of passwords. Users shall not attempt to learn another user's password, or attempt to access another user's account without authorization from a teacher. Users shall not circumvent or disable desktop or network security programs or measures.
- Each user is responsible for all material in his/her network account and accepts responsibility for preventing pornographic or obscene material from entering the school via the Internet or other sources.
- Users are responsible for using their network account space for school purposes. Files including, but not limited to, MP3 files, other music files, image files, video files, game programs, etc. shall not be kept on network accounts unless part of a class project assigned and approved by a teacher. Inappropriate files will be deleted.
- Users are not permitted to install any software on school computers.
- Users are responsible for adhering to copyright guidelines in the use of hardware and software, and in the copying of text or files from the Internet and from other resources.

- Users are expected to use systems for interpersonal communication in a responsible manner, and shall not send harassing or threatening e-mail, nor send e-mail under a forged name.
- Students who are under 13 years of age may not access sites or resources that require the user to be 13 years of age to legally have an account on the site. Examples would be Facebook, personal GMail accounts, Twitter, and Instagram. If the student is 13 years of age or older, then access must be for school-related projects and with approval of Emerson staff or faculty.
- Users will not reveal personal information about themselves or others over the Internet; this information includes, but is not limited to: a first or last name, a home or other address, a telephone number, a social security number, a valid e-mail address (except for specific monitored class assignments), or other information which may be linked to a particular user. If needed, staff will register at specific educational sites used as part of the curriculum.
- Users have the responsibility to notify a system administrator of any hardware, software, or security problems on the Emerson network or the Internet.
- Users must respect the integrity of the Emerson computers and the network system and shall not intentionally take actions to infiltrate a computer or the network. Users shall not damage or alter the software components of a computer or the network, and must take prudent precautions to avoid introducing computer viruses into a computer or the network or face disciplinary action.
- Users will act in a manner consistent with the Emerson School Student Code of Conduct.
- Users are responsible for properly using and caring for the hardware and software for which they have been trained to use and refraining from using any technology for which they have not been trained.

### **Middle School Bring Your Own Device Program**

As part of the Middle School Bring Your Own Device (BYOD) Program, students are expected to bring in a laptop, tablet, or similar personal computing device for use in and out of class. Student's devices should be fully charged and ready to be used every day.

### **Non-School Computers and Personal Technology Devices**

Use of computers, laptop/chromebook computers, and any other portable computing devices or accessories such as iPads, iPhones, iPods, smartphones, digital cameras, flash drives and other storage devices not owned by Emerson School and brought in to the school by students, parents, visitors, or staff shall fall under the terms of this Acceptable Use Policy and the following guidelines and conditions:

- Devices such as laptops, chromebooks, or tablets are only to be used in a responsible, non-disruptive manner. If any misuse occurs that is not in accordance with the Emerson School Student Code of Conduct, said items may be temporarily confiscated by a faculty member.
- Usage of personal audio/visual devices such as smartphones, iPods, gaming devices and video players is not allowed, unless otherwise authorized by a faculty member.
- Connectivity to the school network and resources, such as network storage, Internet access, and printer access cannot be guaranteed and school-owned connectivity equipment or wireless access points may not be available.
- Any repairs, installations, or software and connectivity support will be the responsibility of the computer owner. Emerson School shall not be liable for any damage, loss, or theft of personally owned computer equipment or data loss sustained while at school. Access to power outlets to power or recharge laptop computers or other devices may not be available.

- Any such computers must meet certain minimum requirements, including but not limited to: installation of functioning anti-virus software with current virus pattern files; and all installed software must be licensed to the owner. Access to Emerson's wireless network and printers is a privilege.

All provisions regarding use and content contained in this Acceptable Use Policy shall apply to any computers brought into the school. Emerson School reserves the right to require the users of any such computers to sign an additional Acceptable Use Agreement before permitting connection to the school network or resources.

### **Middle School Bring Your Own Device Rental Program**

A limited number of rental devices are available. Rental devices are not for every-day use, but for situations where a student's device is out-of-service for repairs or other longer-term events.

- All aspects of the Acceptable Use Policy apply when using a rental device.
- The student will be able to use the rented device at school and at home. A charger will also be provided. Device and charger are to be returned in the same condition as received. If the device is damaged or lost, the family will be responsible for the replacement cost of the devices.
- Rental devices are available at no-charge for up to 14 days (2 weeks). After 14 days, a rental fee of \$10/day charge will be added to the student's account.

### **Disciplinary Action**

Users violating any of these Rights and Responsibilities will face disciplinary action. The specific action taken will be based on the severity and frequency of the offense. Possible courses of action to users violating this policy are as follows:

- Users may be restricted from using school equipment and/or software for a length of time ranging from one day to one year.
- Users may lose the right to log on to the network and/or lose access to their Google Apps account.
- Users may be required to pay for any unauthorized expenses incurred or any damages caused.
- Users may be required to attend training sessions or perform research related to their inappropriate use of these technologies before being allowed to resume using computer equipment at Emerson School.
- Users may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of Emerson School, including suspension or expulsion from Emerson School.

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