

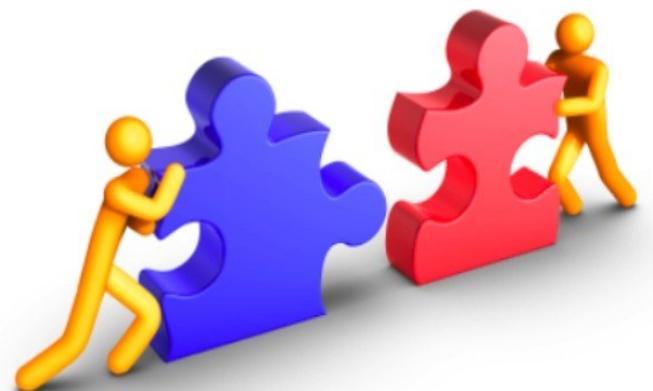

THE
EMERSON
S C H O O L

2016-2017

Family Handbook



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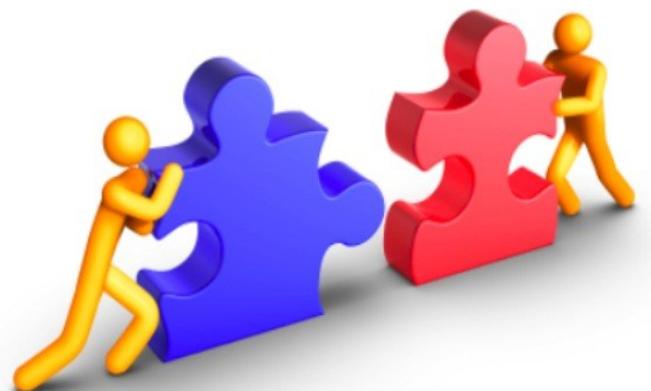


Our Mission Statement

Our school seeks to create a stimulating learning community that inspires all students. Students will be provided with a curriculum that emphasizes experiential learning, character development and prepares them for future academic and professional endeavors. Our school will consist of stakeholders who are active participants in creating an environment that promotes collaboration, high expectations and prepares our students to be independent thinkers and life-long learners.

The Emerson Pledge

As an Emerson Scholar, I will respect myself and others. I will maintain my integrity. I will have compassion for all. I will be honest, I am empowered and I will live my life responsibly. I am a proud Emerson Scholar.



Important Contact Information

PHONE NUMBERS

Main Office

Ms. Ivette Pimienta, Secretary

(718) 657-4801

Darnell Childs, Parent Coordinator

dchilds@schools.nyc.gov

(718)657-4801 ext 133

Mr. Jakub Lau, Principal

jlau@schools.nyc.gov

Ms. Latina Lewis, Assistant Principal

llewis9@schools.nyc.gov

SCHOOL BASED SUPPORT TEAM

School Counselor

Ms. Kristen Rowland

(718) 657-4801 ext.502

KVolona@schools.nyc.gov

WEBSITES

The Emerson School website

www.theemersonschool.com

Pupil Path website

www.pupilpath.com

Department of Education website

<http://schools.nyc.gov>

PTA OFFICERS

Charm Rhoomes, President

A Word from Our Principal

Greetings Emerson Families!

I am excited to work with you this year to provide our Emerson Scholars with the best possible education that gets them ready for success in High School, College, and great careers. For our 8th grade families, I am eager to celebrate the graduation of our 8th grade scholars in June 2016, as they begin the next step in their learning journey. This year, our school wide instructional focus is engaging students in learning that prepares them for success in high school, college, and careers. We want our Emerson Scholars to be academically courageous; to not be afraid to answer a question, even when they are not sure they are right; to be willing to ask a teacher for help, or admit that they did not understand something; and to advocate for their academic needs, and not wait for someone to ask them what they need. These skills are the basis for academic and personal success in High School, College and beyond.

We have several new and exciting programs that will be available to our scholars this year. We are continuing to use PupilPath for parent outreach and grading in all classes. 6th grade students will receive PupilPath registration letters during the first week of school. Returning students can continue to use their PupilPath usernames and passwords from last year. Mr. Darnell Childs, our parent coordinator, will be available to those parents and students who need help in registering and signing into PupilPath. As we announced in June, There is an after school program, Arts and Literacy, available five days a week for Emerson scholars from 3:10 to 6:00 PM, (3:10-5:00 PM on Fridays) The program will provide scholars with opportunities for homework help, arts, dance, and sports activities. Please contact the school if you need an application for the program. Finally, The Emerson School has been accepted into the Urban Advantage Middle School Initiative, which is designed to improve students' understanding of scientific inquiry through collaborations between urban public schools and science cultural institutions such as the Museum of Natural History, the Bronx Zoo, the Queen Botanical Garden, and more!

I look forward to all the great things we will accomplish together this year. I also hope that you are able to participate in our Parent Teacher Association and the various events, workshops, and celebrations that will take place throughout the year. Mr. Childs will be sending out a weekly email update of events along with a monthly newsletter. Finally, know that my door is always open, and I look forward to hearing from you as we work together for the benefit of all Emerson scholars.

Educationally Yours,

Jakub Lau

Principal, The Emerson School



A Word from Our Parent Coordinator

As a proud member of the Emerson family I am happy that I am able to provide information, support and assistance for the benefit of you and your children. I am excited about this opportunity to be able to engage families and advocate for children. I come to Emerson with an abundance of experience and skills that enable me to work with you, your child and the administration at our school to meet our mission and school goals.

My belief is that each child has the ability to learn and should be encouraged to be life long learners. This can be accomplished with the guidance and help of parents who must play a large role in their child's development and education. I will always try my best to answer your questions and concerns to ensure that the needs of the your child are being met.

My role is to assist you with any issues, acquire resources for the students, parents and school, create collaborations and relationships with the surrounding community and act as a voice of the parents. I can be reached each day from 8am-4pm at **(718)657-4801** or email: dchilds@schools.nyc.gov and my desk is conveniently located in our main office.



The School Day at Emerson

ARRIVAL TIME

Emerson scholars are expected to consistently arrive to school on time each day. It is important that parents help their child to develop the habit of arriving to school on time.

The school doors open at 8:15 for students that would like to eat breakfast .We begin our morning at 8:45 AM with our school-wide morning meeting. Students are considered late after 8:50 AM. If a student arrives late they must enter through the main entrance and go to the main office to sign the late sign in sheet.

UNIFORM POLICY

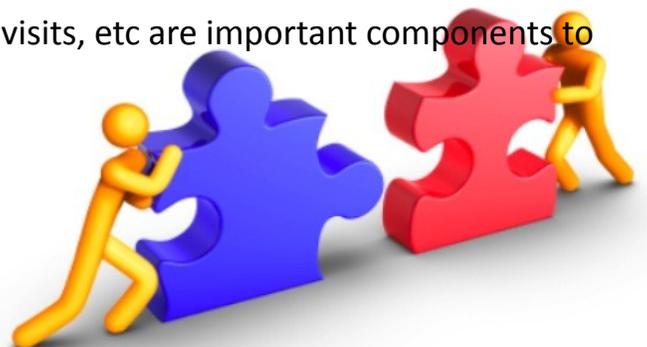
School uniforms are to be worn each day, a blue three button polo shirt or button down oxford shirt with the Emerson patch, khaki color bottom and blue uniform sweater and black shoes/ sneakers. All uniform shirts and sweaters must have an Emerson patch embroidered on the left side. If a students reports to school without complete uniform the student is required to serve lunch detention for the day.

Students will be granted the privilege to wear jeans on Fridays if complete uniforms are worn Monday –Thursday.

ABSENCES

Consistent attendance is extremely important for a successful school year. If your child is ill and can not attend school please provide a note explaining their absence upon their return. During a lengthy absence, please notify the school and check with your child's teachers about the best way to complete assignments.

Students with excessive absences will be placed on a monitoring/ buddy system. Daily check ins, attendance incentives and expectations, home visits, etc are important components to this monitoring system.



Dismissal

Students will be dismissed each day at 3:10pm. If you will come to pick your child up they will be dismissed from the exit facing 109th avenue.

Transportation

The Office of Pupil Transportation www.opt-osfns.org/opt provides information for eligible families for school transportation. Please contact Ms. Greenwood in the Main Office if you need information or transportation options for your child.



Lunch Forms

As a Title I school, a free hot lunch is served each day to eligible students. During the first weeks of school, all families must complete and return the application for Free and Reduced Priced Meals. Eligibility is based on the household size and monthly gross income. It is important that all parents complete this form.



Cell Phones

In accordance with NYC Department of Education regulations, The Emerson School has developed, in consultation with its School Leadership Team, the below policy regarding cellular phones and other electronic devices at our school:

The Emerson School has a Zero Tolerance Policy for cell phones, iPods, and other electronic equipment.

Students who carry this equipment on our school premises and make it visible (e.g. in the pants pocket, falling out of the backpack, playing with it in the cafeteria, etc.) run the risk of having it confiscated.

Electronics that are confiscated will only be returned to students if a parent visits the school to retrieve the device.

Students may have these devices in their possession but they must be turned off and

not visible while students are in the school building. The Emerson School will not be responsible for lost, missing, or stolen cellular phones and other electronic devices.



Messages

In the event of an emergency, should you need to get a message to your child during the school day please call the Main Office at (718)657-4801.

Discipline and Conflict Resolution

The Chancellor's Citywide Standards of Discipline and Intervention Measures (Blue Book) which outlines discipline policies, as set forth by the Department of Education, is available in the Main Office. This document includes the DOE'S citywide "Discipline Code" as well as a "Student Bill of Rights."

All staff members in the building may serve as facilitators for conflicts occurring between students. If a problem cannot be resolved, it is then taken to the Assistant Principal or Principal.



Safety and Wellness

School Visitors

All visitors to the school are required to present picture identification and sign in. Visitors will be given a visitors pass and will be directed to the main office. Once in the main office you will be asked to sign The Emerson School sign in log.

Emergency Closings and Delayed Openings

The Chancellor of the NYC Department of Education determines school closings and delayed openings. Parents can find updated information by checking the DOE website (<http://schools.nyc.gov>), by calling 311, or by listening to the local news radio or TV stations. Any school closings will effectively cancel all field trips, afterschool programs and school transportation for that day.



Nurse's Office

K. Brown (718)657-4801 ext 152

In the event that a student is sick or injured our school nurses will contact the parent or guardian. If the parent or guardian is unavailable the nurses will refer to the emergency contact information list.

If additional medical attention is required our nursing staff will call paramedics to transport the student to the nearest hospital..



Blue Cards

Blue cards list emergency contact information and are required for all students. Please be certain that cards are filled out completely and accurately. All cards must be returned to the Main Office as soon as possible. In the event the school needs to contact you regarding your child, it is important to list all telephone numbers where you or designated caregiver(s) can be reached during the school day. Please provide at least two emergency numbers. Children may not be released to anyone whose name does not appear on the Blue Card. If information changes at any time during the school year, parents must come into the Main Office to update Blue Card.



Curriculum

Our core curriculum mirrors the New York State Education Department framework, which includes a well planned out and enriched instructional program. Creative problem solving, divergent thinking , research and independent study are encouraged in our classes. Curriculum orientations take place in September. During these orientations your child’s teacher will introduce themselves and help the students get acquainted with the curriculum.

MATH

Emerson’s Math curriculum is founded on the principles of McGraw Hill’s Go! Math, but is modified and enriched by Emerson staff to meet the learning needs of our students. The math curriculum not only prepares students for the New York State exams, but also uses continuing online support programs iReady and IXL to allow teachers and students to track their progress throughout the year toward meeting their learning goals. 8th grade students at Emerson who demonstrate mastery of middle school Math standards have the opportunity to take the Integrated Algebra Regents examination in June of their 8th grade year.

SOCIAL STUDIES

During their middle school years, students at Emerson learn about the Eastern Hemisphere in 6th grade and American History in grades 7 and 8, per New York State’s scope and sequence for Social Studies. Throughout the middle school Social Studies curriculum, students are instructed on how to write answer Document Based Questions; which are historical questions that students have to answer using historical documents as evidence.

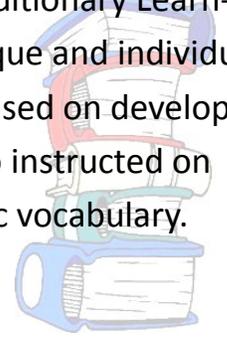
SCIENCE

Emerson’s Science curriculum not only follows New York State’s scope and sequence for middle school Science instruction, but also introduces students to the scientific method. Science instruction is supported by the school’s partnership with the Urban Advantage Middle School Science Initiative. Emerson students who demonstrate mastery of middle school Science standards have the opportunity to take the Living Environment Regents examination in June of their 8th grade year.



ENGLISH LANGUAGE ARTS

The English Language Arts (ELA) curriculum at Emerson is based on the Expeditionary Learning curriculum. However, it is modified by the Emerson staff to meet the unique and individualized needs of Emerson scholars. Students take part in frequent writing focused on developing their ability to make arguments supported by evidence. Students are also instructed on how to take part in academic discussion and the use of appropriate academic vocabulary.



ART

Students at Emerson receive instruction in both music and visual arts. The Music curriculum exposes students to several instruments including piano, guitar, and drums. Visual Arts instructions not only gives students an overview of important artistic concepts from throughout history but also gives students opportunities to create their own art using a variety of artistic media such as charcoal, paint, and pencil drawing.



Health & Physical Education

The Physical Education and Health curriculum at Emerson emphasizes student's physical fitness and provides opportunities for students to exercise and keep track of student's progress in meeting health goals via the FitnessGram program. Health instruction is delivered to students in grade 7 and emphasizes personal health behaviors necessary for academic success in middle, high school, and beyond.



PARENT/ TEACHER CONFERENCES

Parent Teacher Conferences are scheduled in November 18th , March 16th and May 11th. At these individual conferences parents discuss their child's academic progress with the teacher.

If there are special problems or situations that require discussion or if you simply have questions or concerns, you do not have to wait until the scheduled conferences; feel free to make an appointment with your child's teacher by calling the Main Office.

The Principal, Assistant Principal, School Counselor and Parent Coordinator are also available to meet with parents. Call the Main Office at (718) 657-4801 to schedule an appointment.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are distributed four times throughout the school year; October 16th, December 18th March 16th , and May 11th . Progress reports are notification midpoint of each marking period.

Report Cards are distributed four times throughout the school year; November 18th ; February 5th , April 8th, and June 28th. Report cards are cumulative progress of the student.

STANDARDIZED TESTS

All students are required to take standardized city and state tests in different subject areas. Students performance on these standardized tests, as well as a collection of school work and teacher observation determine if students have met the criteria for promotion to the next grade.



PARENT INVOLVEMENT AT EMERSON

Parent Coordinator

This position was created by the Department of Education to strengthen the parent– school partnership. Our parent coordinator, Darnell Childs, serves as a liaison between the principal and parent groups in the school. His role is to improve and facilitate communication and involvement as well as acquire and provide resources for students and families. You can contact him at (718)657-4801 or dchilds@schools.nyc.gov.

School Leadership Team

The SLT is primarily responsible for developing the school Comprehensive Education Plan (CEP) and making decision about the budget that allow the CEP to be implemented. The SLT's are made up of 50% parents and 50% staff. SLT meeting times will be posted on the school website. All members of the Emerson Learning Community are welcome to attend these meetings as observers.

Parent Teacher Association

The goals of The Emerson school PTA:

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- ◆
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