

**EMMA WILSON
ELEMENTARY SCHOOL**

2016-2017

HANDBOOK

Emma Wilson Elementary



Educating With Excellence

2009 Recipient of the California Distinguished School Award

Emma Wilson Elementary School
1530 West 8th Avenue, Chico, CA 95926
PRINCIPAL: Kim Rodgers
PHONE: (530) 891-3297
(530) 895-4097 (FAX)

OFFICE HOURS

7:45 a.m. - 4:00 p.m. - Monday through Friday

School Description

Emma Wilson Elementary School is located on the West Side of Chico, serving children from Chico's northwest quadrant as well as the surrounding neighborhood. Emma Wilson is a Title 1 school. Emma Wilson enrolls students in Transitional Kindergarten through fifth grade on a traditional schedule.

Our teachers are skilled at organizing instructional practices to maximize student learning. The language arts textbook adoption, Treasures by McMillan/McGraw Hill incorporates phonics and spelling into reading instruction. For Math Everyday Math by Wright Group/McGraw-Hill and in Science we implementing the Macmillan/McGraw-Hill curriculum. Teachers will be using the social studies series Harcourt Reflections. Teachers plan and develop instructional strategies that reflect student achievement based on the district standards.

Our Mission and Vision

"Our Mission at Emma Wilson Elementary School is to assure high levels of learning for all students"

Everyone Working for Excellence

Our Vision is guided by the following essential questions:

- 1) What do we expect students to learn?
- 2) How do we know when students have learned it?
- 3) How will we respond when students don't learn it?
- 4) How will we respond when students have learned it?
- 5) How will we provide opportunities for students to connect to our community?

How will we provide students the opportunity to connect to our community?

CELEBRATING OUR TWENTY FIRST YEAR

Emma Wilson School opened its doors to students on July 1, 1993. This year marks our Twenty-First year anniversary! When the school first opened, it was with a “true” tracked system, with four tracks rotating sessions throughout the year. Emma Wilson School enrolled as many as 850 students in the four-track system. As of 2006 all CUSD schools are on the same traditional schedule.

Our school bears the name of one of Chico’s earliest educators, Miss Emma Wilson. Miss Wilson came to the Chico State Normal School (former name of CSUC) in January of 1895 to be employed as a teacher “to have supervision over the classes.” She was named principal of the Chico Normal Training School (an elementary school) when it was established. In 1926 she left the Training School to become the registrar for the Chico State Teachers College from which she retired, at the age of 86.

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AT www.chicousd.org/dna/emma OR AVAILABLE IN OUR OFFICE.**

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ACADEMIC SUPPORT PROGRAMS

LIBRARY/MEDIA CENTER

The library/media center is available to all students during their class library time and for research at the teacher's discretion. It is the student's responsibility to return his/her library book when it is due. If a student loses or damages a book the student and their family are responsible for the replacement of that book. As a result of special funding by our Site Council, our library is also open to all students during lunch and recess.

Our library is also home to our computer lab. In addition to our computer lab, we have chromebooks for 2nd-5th grades and iPads for Kindergarten and first grades. Our staff includes one computer technician who helps students and staff work in the lab. Please check our lab policy to determine the requirements for volunteering in the lab.



FINE ARTS

Emma Wilson students receive a district program in the Visual and Performing Arts eleven times a year for a half-day each session. They experience music, art, drama and dance through a thematic approach.



MUSIC

The music program includes instrumental and classroom components. Instrumental music is for fifth students. The classroom music program is provided for all intermediate students fourth grade and fifth grade.

P.E./HEALTH SPECIALIST PROGRAM

Our P.E./Health Specialist works with students in grades 1 through 5 for one hour 12 times a year. Students learn new P.E. games, are instructed in health related issues and work on team building activities.

SCHOOL BASED COORDINATED PROGRAMS (SBCP)

Emma Wilson Elementary School participates in the School Based Coordinated Program, which provides state funds for improving the instructional programs for students.

The School Site Council (SSC) is the governing board for this program. The School Site Council consists of a committee of parents and staff members elected by their peers. The Council works on planning, implementing, and evaluating the school program. The SSC meetings are the third Wednesday of each month and are open to the public.

Learning Center

The Learning Center provides support for Special Education students, students needing academic intervention, and English Language Learners. Our Staff includes our Resource Specialist teacher, our Title I coordinator, and our Communicatively Handicapped Program teacher. In addition, our programs are supported by two parent aides and seven Special Education aides.

Early Intervention instruction is provided to all kindergarten and first grade classes, focusing on students having difficulties with beginning literacy skills. Students in second through sixth grade classes are identified for Learning Center intervention and/or English Language service by district assessments and teacher referrals. Once identified for intervention or English Language service, students are provided a variety of academic supports, both in the classroom and/or in our Learning Center classroom. All students receive services that vary according to student abilities and needs. Grouping and the level of support is continually adjusted as students' needs change. Special Education students are identified for service through our Response to Intervention (RTI) process and state qualification criteria. They are then served and monitored through an Individualized Education Plan (IEP).

Speech and Language Therapy

Speech and language therapy is available to assist students with articulation, language, and speaking fluency development. Speech and language students are identified for service through our Response to Intervention (RTI) process and/or state qualification criteria. They are then served and monitored through school-based intervention or an Individualized Education Plan (IEP). Services are delivered through pull-out or push-in models to support development and practice of speech and language skills.

Autism Center for Education (ACE)

The ACE Program is two self-contained classrooms (K-3rd & 4th-5th) for students with Autism Spectrum Disorder and an Individualized Education Plan (IEP) who require a high degree of specialized interventions. The classroom typically has a low number of students and is staffed to assist the diverse and significant needs of the learners. In addition to academics, the students in the class learn interpersonal and adaptive skills as well as appropriate communication using evidence based practices.

Primary Interaction Program (PIP)

PIP provides emotional and behavioral early intervention support services as part of a three part program administered by our PIP Elementary Guidance Aide. Classroom lessons cover a wide variety of social skills including bullying prevention. These lessons are part of Steps to Respect, Toolbox, and Healthy Play curriculums. Our Guidance Aide also works with students one-on-one and in small friendship groups to establish positive connections to school and to work on skills such as empathy, problem-solving, impulse control, and anger management. All students receive classroom lessons and selected students are recommended to individual or group service by staff referral.

PROGRESS REPORTS

A Parent Conference Day is held on the last day of the first trimester of school. Report cards are sent home at the conclusion of the second and third trimesters. The learning center also provides individual progress reports for students served at each trimester. Parents are encouraged to contact their child's teacher for a conference whenever a concern about their child's progress arises.

TEXTBOOKS

In compliance with the Williams vs. The State of California lawsuit, textbooks are provided for each student. Students will be held responsible for the care of books assigned to them. If a book is lost or damaged, it is the responsibility of the student to pay for the book. **All books must be accounted for before promotion or transfer.**



COMMUNICATION

WEB PAGE

Emma Wilson School's web page is accessible at www.emmawilson.chicousd.org. Parents will find up-to-date information about school activities, copies of the EWE News, a list of staff members with links to email addresses, and much more. From the CUSD homepage at www.chicousd.org click on the "Schools" icon and then find Emma Wilson School.

EWE NEWS

The EWE News is our bi-weekly parent newsletter. It is our major mode of communication with parents. The EWE News provides a current calendar of school events. It also contains articles related to school activities. It is sent home every other Monday.

OFFICE SUPPORT

ATTENDANCE

For students to progress academically it is essential that they are on time and in class daily. We ask that parents notify the office when their child is absent. Please call and tell us the student's name, teacher, date and duration of absence as well as the reason for the absence at 891-3297, ext. 101. If there is no absence verification within 3 school days, the absence will be considered unexcused. If your child is late to class please come to the office and check in. The office answering machine is available for you to leave a message during non-office hours.

HEALTH OFFICE

Our school nurse is on site one day a week. She primarily supervises vision and hearing screening for our students. We have a health aide who helps injured or ill students and who administers medications. Medications need to be accompanied by a **MEDICINE AUTHORIZATION FORM signed by a physician**. If your child must take medication during school hours, an adult must bring it to the office in the original container. This policy includes cough drops, which are considered a medication.

Please make sure that the emergency contact form you fill out at registration is kept current. We will always try to contact parents first and then those noted on the emergency contact form. Please make sure that the people who are listed on the card are able to come and get your child if the need arises. If your child is ill, please keep him/her at home to recover so that infections are not spread to other students and adults.

OFF CAMPUS

Occasionally, parents need to take their child off campus during school hours. (Doctor's appointments, etc.) Parents must stop by the office and provide a photo ID to sign out their student and receive a slip to take to the classroom to show the teacher they have been signed out.

Only individuals listed on the emergency card are allowed to pick up children.

STUDENT CLASS PLACEMENT

The Emma Wilson staff meets in June to determine classroom placement for the following school year. Teachers and administration work together to determine the best placement for your student. As a staff we believe that group dynamics highly affect instruction and individual performance. Our teaching staff will place your child in a classroom creating a cohesive environment, which will foster your child's success. Each classroom will be balanced for academic ability, gender, special needs students, positive leaders, and students with behavior issues. This careful consideration will ensure that each student in every classroom will meet his/her learning potential.

Teacher assignments may change during July due to students transferring in and out of our school. For this reason, we do not post class lists until 4:00 p.m. on the day before school opens in August. If you have special academic concerns, please send them in writing to the principal. If you know you will not be attending EWE next year, please stop by and let the office staff know.

TRANSFERS

If you anticipate a move in or out of Emma Wilson please notify the office in advance. This enables us to complete the necessary paper work in a timely manner.

VOLUNTEER INFORMATION

CLASSROOM VOLUNTEERS

Classroom Volunteers provide a major support to our teachers and students. We would like to invite all parents to take an active roll in their child's education by volunteering at school, for field trips or by doing clerical work at home. **All volunteers** are required to complete an application, which clears them to work with students. Packets may be picked up from a teacher or in the office. **Forms are updated annually.** **Please make sure you wear your volunteer badge at all times while on campus.** Adults without badges will be asked to go to the office for a pass.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

Our PTSA is a major support system for the activities that bring school and community together. This group sponsors our annual fundraiser, the Jog-A-Thon, and provides students with pencils, erasers, and various small items for sale on Fridays. PTSA President welcome new families to EWE to become involved in their child's school and education process. We encourage all parents to attend the quarterly PTSA meetings and become a member of this very important support program.

VISITATIONS

We encourage parents to visit their child's classroom. If you wish to spend time in your child's class **please call the teacher ahead of time and make arrangements**. Please check in at the office for a visitor's pass.

If you need to contact your child during school hours or if your child needs to leave school, please check in at the office before proceeding to your child's class.

If you wish to visit a classroom that is not your child's classroom, visitation days are **Tuesday mornings after 8:30 a.m. or Wednesdays afternoons after 12:30 p.m.**

DAILY SCHEDULE

Transitional Kindergarten

8:10am-2:10pm

Kindergarten

8:10am-1:00pm

Primary Grades 1st – 3rd

8:15 a.m. – 2:10 p.m.

Intermediate Grades 4th & 5th

8:10 a.m. – 2:10 p.m.

ARRIVAL TIMES

Supervision for students on campus will begin at 7:30 a.m. We ask that students arrive at school as close to the starting time as possible. If students arrive earlier than 8:00 a.m., they are to report to the cafeteria before going to their classrooms or playground.

DISMISSAL TIMES

Students who do not ride the bus are asked to go directly home or to be picked up by parents at dismissal time. **We do not have student supervision after school. Please pick your child up promptly.** We ask that students make all arrangements for going home prior to that school day (i.e., going to Billy's after school), as the office phone is for emergencies only.

There is no parking, stopping or dropping off in the red zone in front of the school at any time. The white zones are for dropping off or picking up only. You can not leave your vehicle or stop for longer than 3 minutes in the white zones. From the Kindergarten parking lot and the parking lot at the South end of the school, you can only exit onto 8th Ave. to your right. Please instruct you students to use the crosswalks at all times when crossing the street.

RECESS SCHEDULE

Primary 1st-3rd Grades
9:45-10:05
1:10-1:25

Intermediate 4th-5th
10:10-10:30

SCHOOL LUNCH AND BREAKFAST

The cafeteria at Emma Wilson Elementary School serves meals at:

7:30 – 8:00 for Breakfast
11:10-11:50 for Transitional Kindergarten & Kindergarten
11:30 – 12:10 for 1st Lunch (1st Grade)
11:50 – 12:30 for 2nd Lunch (2nd-3rd Grades)
12:15 – 12:55 for 3rd Lunch (4th-5th Grades)

The menu can be viewed on the Chico Unified School District's web page at www.chicousd.org (Click on Schools) or our website at www.chicousd.org/dna/emma. Full price for lunch is \$2.50 and for breakfast it is \$1.50. Meals may be purchased daily or tickets may be purchased for any number of days. The cafeteria supervisor notifies students when their ticket is used up. We are not able to extend credit for school meals. Milk is included or may be purchased separately for \$.50. **Meal and milk tickets may be purchased directly from the cafeteria.**

Free and reduced priced lunches & breakfasts are available for children whose families are eligible. Applications and information are sent home with every child at the beginning of the school year and are available in the school office at any time.

STUDENT SUPPORT SERVICES

SCHOOL DISCIPLINE PLAN

In order to ensure a quality learning experience for your child and all children at Emma Wilson Elementary School, a discipline plan has been developed by our staff, parents, and students. Every student at Emma Wilson Elementary is entitled to a safe and nurturing school environment. We believe that all of our students will behave in a safe, respectful and responsible manner at school, and that each student can be held accountable for his/her behavior. ***Please read the school's discipline plan, located on the following page, and go over it carefully with your child.*** In order to create a safe and positive learning environment it is important that we all work on following the school rules.

DISCIPLINE PLAN

Emma Wilson Students

Are:

In order to ensure a quality learning experience for your child and all the students at Emma Wilson Elementary, the following discipline plan has been developed by our staff, parents, and students. We feel that each student at Emma Wilson is entitled to **safe** and **respectful** school experience. We believe that all students can behave **responsibly**, in a manner appropriate for school. Each student can and will be held accountable for behavior that disrupts or inhibits the educational process. The expectations for behavior and safety are as follows:

Emma Wilson Elementary Behavioral Expectations

	Be Safe	Be Respectful	Be Responsible
All common areas	<ul style="list-style-type: none"> • Use hall pass. • Walk quietly facing forward. • Keep hands, feet and objects to self. • Use all equipment and materials appropriately. • Use appropriate language. 	<ul style="list-style-type: none"> • Use kind words and actions. • Wait for your turn. • Clean up after self. • Follow adult directions. • Remove hats and hoods when indoors. • Cell phones off and in backpacks during school day 	<ul style="list-style-type: none"> • Use hall pass. • Remind others to follow school rules. • Take proper care of all personal belongings and school equipment. • Cell phones after school only. • Follow dress code. • Leave toys & other personal belongings at home.
Cafeteria	<ul style="list-style-type: none"> • Sit on bench with feet on floor. • Walk and stand in line calmly • Clean up spills. 	<ul style="list-style-type: none"> • Keep all food to self. • Respond quickly to quiet signals. • Use quiet voices. • Be polite to others. 	<ul style="list-style-type: none"> • Remain seated and wait to be excused. • Throw away all garbage and leave your area clean. • Carry food tray with both hands.
Playground/Recess	<ul style="list-style-type: none"> • Walk to and from the playground. • Stay within boundaries • Be aware of activities & games around you. • No play fighting. • Freeze at bell, walk to class at whistle. • Follow all other playground rules. • Tag in grass area only. 	<ul style="list-style-type: none"> • Play fairly and take disagreements out of the game. • Include everyone. • Clean up after yourself. • Use kind words and actions. 	<ul style="list-style-type: none"> • If someone gets hurt and you are the closest to them, stay with them and send someone for adult help if needed. • Take playground equipment to tubs and racks. • Take personal belongings to class. • Use restroom and get drinks before bell.
Passing Areas	<ul style="list-style-type: none"> • Allow others to pass. • Walk facing forward 	<ul style="list-style-type: none"> • Hold the door open for the person behind you. • Use quiet voices. • 	<ul style="list-style-type: none"> • Stay on sidewalks.
Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor. • Keep water in the sink. • Wash hands. • Put towels in garbage can. 	<ul style="list-style-type: none"> • Knock on stall door. • Give people privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Use a bathroom pass. • Use toilet properly. • One person per stall. • Return to room promptly.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Walk bikes, scooters, etc. on school grounds. • Use sidewalks and crosswalks. • Meet your ride in designated areas. 	<ul style="list-style-type: none"> • Use kind words and actions. • Follow adult directions. 	<ul style="list-style-type: none"> • Arrive on time. • Leave on time. • Get teacher permission to use the classroom phone. • Walk calmly in designated areas.
Library/Computer Lab	<ul style="list-style-type: none"> • Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> • Use quiet voices • Use kind words and actions. 	<ul style="list-style-type: none"> • No food or drink. • Take proper care of school equipment.
Special Events and Assemblies	<ul style="list-style-type: none"> • Wait for arrival and dismissal signal. • Keep all hands, feet and objects to self. 	<ul style="list-style-type: none"> • Clap politely. • Sit on bottom in assigned area. • Remain silent during assemblies. • Use kind words and actions. • Respond quickly to quiet signals. 	<ul style="list-style-type: none"> • Follow school rules. • Remind others to follow school rules. • Take proper care of all personal belongs and school equipment.

Positive reinforcement for good behavior includes:

1. EWE ARE awards are given to students who demonstrate safe, respectful and responsible behavior. Students can exchange EWE ARE awards for a library book donated by Emma Wilson's PTA, be part of a drawing each Friday, or choose to participate in a healthy play activity.
2. Other incentives may also be awarded.
3. Incentives may also be awarded by the classroom teacher.

Consequences for inappropriate behavior include:

Minimum consequence – a warning is given and the student is reminded of the behavioral expectation.

Interim consequences –

1. Time-out; giving the student time to solve their own problem, or the ones they create without creating problems for anyone else.
2. Loss of playground privileges
3. Citation sent home. Student will be required to attend his/her lunch in the reflection hall to review behavioral expectation.
4. Parent conference with teacher.

Maximum consequence - School referral is issued resulting in suspension or expulsion from school. (Please review Ed. Codes on our school or district websites listing suspendable offenses or causes for expulsion.) www.chicousd.org/dna/emma; www.chicousd.org

DRESS CODE

The Board of Education has adopted a policy which states that students' dress and grooming is the responsibility of parents. Since the manner in which students dress for school can influence behavior and learning, we encourage a parent to dress their children in neat, clean clothing appropriate for elementary school activities. Clothes shall be sufficient to conceal undergarments at all times and clothing such as see-through or fish-net fabrics, halter tops, low cut tops, spaghetti strap tank tops, bare midriffs, sagging pants or pants that drag on the ground causing a safety hazard, and short shorts or skirts that are shorter than their hands dropped at their sides are prohibited. For reasons of health/safety and Education Code provisions, all students will wear appropriate footwear preferably tennis shoes. Platform, open-toed, and backless footwear are prohibited. Make-up may not be worn at school. Hats will be permitted as protection from cold weather and sun. They may not be worn backwards or inside buildings. Hat privileges may be revoked if individuals compromise the hat policy. Crude printing, pictures depicting or encouraging drugs, tobacco, alcohol, racial-ethnic slurs, gang affiliation, or that are sexually suggestive on any apparel are not acceptable.

The school will notify parents in the event a child's dress or grooming is not deemed acceptable or appropriate for school.

HARASSMENT - FREE LEARNING ENVIRONMENT

All members of the school community; students, faculty, classified staff, and administrators are protected by state and federal law from discrimination, harassment and retaliation on the basis of race, national origin, sex, age, disability and other protected status. Chico Unified School District has a discrimination and harassment policy and a complaint procedure for students, which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward them by their peers or district staff. You may request a copy of this policy by calling the District's personnel office at 891-3000, ex. 144 or in the Emma Wilson office.

LOST AND FOUND

Lost and Found clothing items are kept in the multipurpose room. Small and valuable items are kept at the office. Please encourage your child to check the Lost and Found on a regular basis. The PTA donates to charities the clothing from the Lost and Found every trimester. **Please label all clothing, lunch boxes and personal school materials with your child's name (first and last)**

SAFETY INFORMATION

Chico Unified School District has developed a School Safety Plan for all schools. The plan includes disaster preparedness drills and emergency plans for students, staff and members of the public. School plans are reviewed annually with teachers and students in order to ensure effective action in the event of a school emergency or disaster.

ANIMALS

Animals are not to be brought to school unless arrangements are made with the teacher in advance. Please do not bring dogs on campus after school or on the weekends. They are not allowed on campus.

CLASSROOM PARTIES

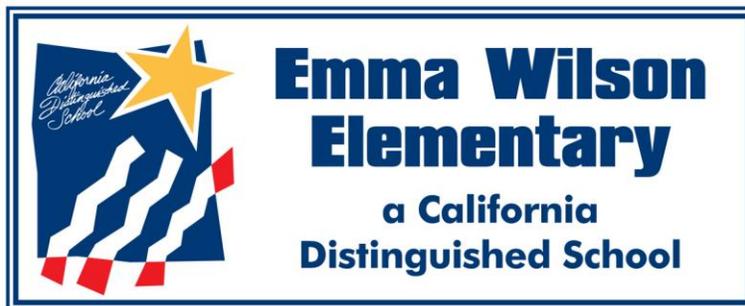
District policy allows classrooms to have two parties a year, which are determined by the teacher. Please check with your student's teacher in advance regarding any individual celebrations. We ask that you not send party invitations to your child's classroom for parties to be held outside of school hours ***unless you are inviting the entire class***. Classroom parties will be required to follow the district's wellness policy.

TOYS

Toys and electronic instruments (CD players, cell phones, headsets, etc.) cause distraction in the classroom and on the playground and can be costly to students if they are lost. Please leave toys, etc. at home unless the teacher has approved the item for sharing.

If cell phones are brought to school they must remain in the student's backpack. If they are seen at any time during the school day they will be taken and placed in the office where they can only be retrieved by a parent.

The school will not be responsible if any of the items listed above are lost or stolen.



Chico Unified School District
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