

Discipline

Emerson and Seattle Public Schools maintain a zero-tolerance policy for various forms of misconduct, including bullying, hate speech, fighting, racial slurs and any other behavior that causes harm to the school community. It is important for us to emphasize that any engagement in disruptive behaviors that interfere with teaching and learning will have consequences. These consequences may include warnings, restorative conversations (Tier 1 and Tier 2) with affected individuals, family notifications, and natural consequences. If such behaviors persist or escalate, progressive discipline will be taken, such as family conferences, development of behavior or safety plans, classroom exclusion, in-school suspension, and out of school suspension. In the event there was an extended amount of out of class time, a Tier 3 restorative circle will be required before returning to the learning environment. Our response to behavior aligns and follows Seattle Public Schools policies and procedures. We encourage you to view the Basic Rules of Seattle Public Schools Handbook online <https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/>

Students must adhere to school bus rules to ensure a safe and orderly environment. If a student receives a bus write-up, the school will notify their family, and accumulating three write-ups will result in losing school bus riding privileges.

[School Bus Rules - Seattle Public Schools \(seattleschools.org\)](https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/)

Supporting Eagle Problem Solving

At Emerson we want to approach each interaction from a place of care and teaching. We know that there will be times when students will have a small problem or conflict with another student. Our goal is to teach skills so students can resolve those on their own and we recognize sometimes they might need help. We teach students that with small problems that don't impede safety they can solve them through different methods, including ignoring, walking away, or making a deal. For problems where students need support, we model sharing how we feel, how we impacted others, and how we can repair harm or trust. Our goal is to work towards restoration rather than focus on punitive punishments.



Emerson Eagle Time Lessons

At Emerson, we begin each day with a community circle. This is a time for students to connect and check in with their classroom community. We also teach an Eagle Time lesson that integrates social-emotional learning into each week. Topics for these lessons are introduced in our whole school assembly and are taught in class and throughout the week.

Research shows that by explicitly teaching social-emotional skills students will be able to engage in more positive relationships with peers. We also know that by providing time in community circles for students' voices to be heard that students will have a stronger feeling of connection in their classroom. Our goal is to build a strong and positive community that each student is able to provide their voice in.

Welcome to Emerson Elementary



Breakfast: 7:40-7:55am

Mon, Tues, Thurs, Fri 7:55am-2:25pm

Wednesdays 7:55am-1:10pm

206-252-7100

emersonmainoffice@seattleschools.org

Principal: Keyunda Wilson krwilson@seattleschools.org

Assistant Principal: Jiawen (Kiki) Zha jizha@seattleschools.org

Communication

Ms. Wilson, Principal, sends out a robo-call each week to all families. The call is available for translation in Spanish, Vietnamese, Amharic, and Somali. It highlights celebrations from the week and informs families of the upcoming events as well as Big Eagle Ticket areas of focus for the week. Information is also shared via Talking Points about upcoming events. Staff will communicate whole class information through Talking Points. We also keep our school website updated.

Family Engagement

Our goal is to engage with families in a way that creates trust and a two-way dialogue. We know that families are our students first teachers and know their children best. Our goal is to get to know our families so we can collaborate and partner together. We approach this through phone calls, family events, and conferences. There are different events and ways to participate in your child's education here at Emerson throughout the year.

School Nurse

Nurse Kyrsten at Emerson on **Mondays, Tuesdays, + Alt. Wednesdays**

7:30a-3:00p Nurse Phone: 206-252-7107 klpratt@seattleschools.org Confidential Nurse
Fax: 206-743-3120

School Counselor

Mr. Donald Linear provides support for our students by teaching social-emotional learning in the classroom, small group social skills, and friendship groups.
dclinear@seattleschools.org

Social Worker

Ms. Dede Johnson supports students' mental health and emotional well-being by providing counseling, addressing behavioral issues, and collaborating with families and educators to create a positive learning environment. She also helps connect families with community resources and services. dzjohnson@seattleschools.org

Student /Family Advocate

Ms. Shirley Wroten supports students and families' needs. She works diligently to support the overall well-being of Emerson families and remove barriers for attendance and academic success. Please contact her for resources you may need for your family.
(206)867-1715 or 206-252-7109 sawroten@seattleschools.org

Emerson Cafeteria

Ms. Maria Paras, the Kitchen Manager, ensures that students are cared for and develop strong relationships with all students. All Emerson students receive breakfast and lunch at school.

Specialists

Each week, your child will experience and learn in the areas of music, PE, art, and library with our experienced staff.

Mr. Darrell Davis, PE dtdavis@seattleschools.org

Ms. Dawn Maxie, Art dmslipper@seattleschools.org

Ms. Carey Zeines, Music jizha@seattleschools.org

Mr. McNew, Library kemcnew@seattleschools.org

SOAR Expectations

Safe On Task Act as a Team Resilient

Emerson Elementary is committed to providing a safe, healthy school climate where students follow our **SOAR** expectations. Student behavior expectations are consistently taught and reinforced by all staff. SOAR posters are displayed in the office, every classroom, and all common areas. Students can earn Eagle Tickets from any adult in the building for following and modeling expectations. Every Friday one Eagle from each class is recognized during Eagle Time Assembly. Students are recognized in class with a poster after being the Eagle Ticket winner. Our classes work towards earning “big” Eagle Tickets. When we meet our whole school goals, we are able to celebrate as a whole school.

Emerson Eagles SOAR ticket!

Name: _____ Date: _____

Gr/Teacher: _____

SOAR Behavior:

- Safe
- On Task
- Act as a Team
- Resilient

Comments: _____

Homework

K-2	Reading 10-20 minutes each day Math practice (addition and subtraction) Writing Cooperative play
3-5	Reading 20-30 minutes each day Math practice (multiplication and division) Writing Cooperative play

Attendance

Students’ attendance is a priority at Emerson. Regular school attendance is crucial as it directly impacts academic success and fosters consistent social and emotional development. If your child will be absent or has an alternate end-of-day plan, please call or email emerson.attendance@seattleschools.org . If your child is not feeling well, please keep them at home. It helps keep everyone safe in the class and school. If you have questions regarding attendance, please reach out to the office (206)252-7100.

Cell Phone

Student cell phones and smart watches should be stored in backpacks or checked at the front office and should not be in use during school hours. If a child was seen with a cell phone, staff will ask the student to check the device at the front office.

Family Event Dates

Please note that dates are subject to change.

event	date
Back to School Bash	Aug 28th
Curriculum night(Open House)	Sep 18th
Academic night	Oct 23rd
Fall festival	Nov 20th
Winter festival concert	Dec 18th
BLM night	Feb 12th
Academic night	Mar 12th
Move-A-Thon Family Dance	Apr 9th
Multicultural Night	May 7th
Kindergarten Promotion	Jun 9th
5th Grade Promotion	Jun 11th

Classroom Visits and Volunteers

At Emerson, we prioritize student safety with locked exterior doors and mandatory check-ins for visitors, and if you're interested in volunteering, please contact the classroom teacher or staff member you wish to assist, and check out our website for more information on volunteering: <https://www.seattleschools.org/departments/volunteer/>.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Natasha Roberts, oscr@seattleschools.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.



What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207]* and *Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210SP visit the [website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3208 and Procedure 3208SPA & 3208SPB, visit <https://www.seattleschools.org/departments/student-civil-rights/title-ix/>

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Natasha Roberts, Director of Investigations & Compliance **Phone:** 206-252-0306 **Email:** oscr@seattleschools.org
Office of Student Civil Rights
Seattle Public Schools
MS 33-157
P.O. Box 34165 Seattle, WA 98124-1165

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Harvard Jones, Student Civil Rights Compliance Officer
Phone: 206-252-0367 **Email:** title.ix@seattleschools.org
Title IX Coordinator
Office of Student Civil Rights
Seattle Public Schools
MS 33-157
P.O. Box 34165
Seattle, WA 98124-1165

Concerns about disability discrimination:

Section 504 Coordinator: Shanon Lewis, 504/ADA Coordinator

Phone: 206-252-0306 **Email:** 504coordinator@seattleschools.org

504/ADA Coordinator

Seattle Public Schools

MS 31-681

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210SP](#)) and Sexual Harassment Procedure ([3207SP.A](#), [3208SP.B](#)). For the 2026–27 school year, this complaint process will be updated as required by the new state law, [ESHB 1296](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210SP](#)) and the HIB Procedure ([3207SP](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records

- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211SP](#), visit <https://www.seattleschools.org/departments/health-education/lgbtq/> . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.