

EMMONS LAKE ELEMENTARY



Educational Excellence, Every Child, Every Day



www.calschools.org/schools/bldg



<https://www.facebook.com/emmonslakeelementary/>

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MESSAGE FROM THE PRINCIPAL

Dear Students and Families,

Welcome to the new school year! We strive to provide all students with a quality educational program while emphasizing community spirit and encouraging personal excellence. We are pleased to have you as a member of our school community and look forward to working with you to make our school the best that it can be!

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know.

If at any time you have questions regarding the handbook or about our school policies, do not hesitate to ask!

Yours in Education,

Nathan Walters



BLDG PROCEDURES

Schedule

- 8:30 AM Cafeteria Opens for Breakfast
- 8:35 AM School Doors Open
- 8:45 AM School Day Starts
- 3:40 PM School Day Ends
- Half Days dismissal is at 12:00 PM

Scheduling, Course Offerings, Room Assignments and Changes

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Children are assigned to their classroom teacher after a series of factors have been considered. They are:

- Class size
- Teacher recommendations
- Reading levels
- Busing concerns
- Gender (equal number of boys and girls)
- Learning styles
- Volatility of certain student combinations

The logo for 'Cal' is written in a large, bold, yellow cursive font. The letters are thick and have a slight shadow effect, giving it a three-dimensional appearance. The 'C' is the largest and most prominent, followed by the 'a' and 'l'.

Class Parties, Birthday Treats, and Snack Guidelines

There are three scheduled classroom celebrations at our school during the school year: Halloween, Holiday/Christmas, and Valentine's Day (staff and students only). The celebrations are organized by the classroom teachers and room parents. Communication will be sent out several weeks in advance regarding plans for those dates.

Students are permitted to bring in a prize/treat to share to celebrate their birthday. Treats should be store bought and individually wrapped if possible. The appropriate time for a treat is at the end of the school day, please be sure to check with your child's teacher so that they are aware.

Additionally, each classroom has an opportunity for a snack break throughout the day. Research supports that a healthy morning snack is important for refueling bodies and brains. Snacks should be something that are relatively quick and easy to eat, while sustaining students between larger meals. We ask that parents consider healthy options and not to pack candy as a snack.

While we recognize that we cannot 'guarantee' a food allergen-free environment, we believe there are things we can do to lessen the risk factors in the classroom areas. Your child's teacher will help set the tone for in-class snacks based on the needs of his/her students. If a child brings a food item that may cause a concern for the classroom, the teacher will remind them that they may enjoy their snack at lunch or at home. Thanks for your help in keeping all of our students safe.

Drop Off

Students begin entering the building at 8:35 AM. Students eating breakfast may enter the cafeteria doors starting at 8:30 AM.

- Students are free to get out of vehicles and wait outside the main doors (up to 10 minutes beforehand) so that vehicles can continue to pull through for drop off. This is a fluid drop off process.
- We ask that vehicles do not pass in line and wait for the flow of traffic as this poses safety concerns.

Students riding the bus will stay seated until 8:35 AM.

- Students eating breakfast may enter the main doors at 8:30 AM and go directly to the cafeteria.
- All other students will enter through the designated door adjoining the bus lot before going directly to their lockers and then to classrooms.

Dismissal

Students will be dismissed at 3:40 PM. Students who ride the bus will load the busses at that time.

Students being picked up will be in the cafeteria until their number is called to dismiss.

For our dismissal process to be as safe and efficient as possible, we ask that you stay in your vehicle at all times and have your number hangtag readily on display. Once your number is entered in the system, pull up as far as you can in the circle drive while you wait for your student to walk to the car.





Late Arrival

If students arrive after the school day has started and the doors are closed, they need to be walked to the front office and signed in. They will be marked as tardy. For attendance purposes a tardy will count as a 0.1 absence, at minimum.

Dismissal Changes

Any changes to your student's end of the day routine should be communicated to the office by no later than 2:45 PM.

Early Dismissal

Students being picked up before the end of the school day must be signed out at the office by an adult on the Emergency Contact list. Photo identification will be required upon request. Parents picking up students should park in designated parking spots and not in front of the school or in the line of traffic. Please note that for attendance purposes an early pick up will count as a 0.1 absence, at minimum.

BUILDING FORMS

All building level forms can be accessed through our school website [linked here!](#) The following forms, along with any new forms needed throughout the year, are available there.

- [Volunteer Consent Form](#)
- [Field Trip Permission Form](#)
- [Medication Administration and Health Forms](#)



**Additional Info if necessary*

BEHAVIOR EXPECTATIONS

MATRIX



Safety always **O**ngoing kindness **A**ct responsible **R**espectful

Behavior Expectation	Classroom	Hallways	Lunchroom	Playground	Bathroom
I am Safe <i>Using self-control and safe adults to keep myself and others safe</i>	Tell an adult when I'm worried about a friend Keep hands and feet to self	Walking feet Get help from an adult when you see a classmate being mistreated	Walking feet Wait in line with patience	Follow equipment rules Keep hands and feet to self	Wait for your turn
I show Ongoing Kindness <i>I use kind words and show empathy in my behavior when solving conflicts</i>	Use the Golden Rule Share the spotlight Celebrate Diverse Ideas	Make eye contact and offer a smile Say "excuse me" when bumping someone	Reach out to someone No one sits alone Use please and thank you with lunchroom staff	Play fair-follow rules Include others	Respect privacy & property of self and others
I Act Responsible <i>I am responsible for my decisions and actions</i>	Do your best work Do your part in a group Raise your hand to participate	Keep hallways clean and lockers closed Go directly to your location; move with purpose	Clean up with a positive attitude Select Healthy Foods Raise your hand if you need help	Line up when the bell rings Respect personal space	Wash your hands Flush the toilet
I am Respectful <i>Treating myself and others with empathy and compassion</i>	Solve conflicts with kind words Consider the feelings of others	Use 0 or Whisper-1 voice Hold doors for other Apologize when you make a mistake	Talk to those at my table using a 1 or 2 voice Respect personal space	Solve conflicts with kind words Speak up when I know something is unfair	Show your school care putting trash in the garbage 0-1 level voice

SOAR Tickets

Students will earn SOAR Tickets when they are observed following the expectations on this matrix. Tickets will be used to earn rewards at school and will include a portion that goes home to inform parents/guardians of students' awesome actions. Families do not need to collect these! They are simply to inform parents that their student is amazing!

PARENT COMPACT

Together.

At Emmons Lake, we believe that we are stronger together. Emmons Lake holds high expectations for all students, staff, and families. We recognize that for our students to reach their full potential, it takes all stakeholders of the school community to be fully committed to being stars in their roles. We have developed the following compact to help clearly define roles and responsibilities for students, staff, and families. We believe that when we all live into this shared agreement, our students gain access to an educational system of excellence. We look forward to entering this agreement alongside you.

As an Emmons Staff Member, I am committed to:	As an Emmons Student, I am committed to:	As an Emmons Parent, I am committed to:
<ul style="list-style-type: none"> • Providing high-quality curriculum and instruction in the classroom, addressing the needs of each individual student. • Ensuring access to proper instructional minutes, set by Caledonia Community Schools. • Providing a caring environment where students can learn and flourish. • Keeping parents informed of student progress and behavior through conferences, report cards, and other methods of communication. • Responding to parent questions and concerns. • Being open to parental involvement and classroom visits throughout the year. • Making the classroom social contract a living document. • Following the guidelines and procedures outlined in the handbook. 	<ul style="list-style-type: none"> • Believing that I can learn and using my time wisely. • Giving my best effort at all times. • Asking for help when I need it. • Returning quality homework and information sent home from school in a timely manner. • Give my parents all notes and information that I receive at school • Modeling "SOAR" expectations (safety, on-going kindness, acting responsible, respect) all the time no matter what. • Working on my specific reading and math goals both at home and at school. 	<ul style="list-style-type: none"> • Ensuring my student(s) gets to school everyday. Arriving on time and staying until the end of the school day. • Scheduling a regular time for my student to do homework, work on their goals, and making sure my child reads or is read to daily. • Attending school functions including parent teacher conferences, title 1 events, and community engagement events. • Helping my student(s) get plenty of sleep at night and come to school prepared. • Discussing and modeling high expectations for positive behavior as presented in the handbook • Communicating with school and keeping updated records of contact information. • Supporting the staff in its efforts to maintain a positive learning environment.

Staff Name:

Signature:

Date:

Student Name:

Signature:

Date:

Parent Name:

Signature:

Date:



FREE meals for all enrolled CCS students for the 2024 – 2025 School Year

What is provided...

All students attending Caledonia Community Schools are eligible for free breakfast and lunch during the 2024-25 school year. This is due to the new "Free Meals for All" legislation passed by the State of Michigan this year.



Although regular meals are free for all students, a la carte selections will still carry a charge. Parents have online access to view student balances, histories, and make deposits at any time.



It's more than just free meals...

Even though lunches are free, families are still highly encouraged to **complete the free or reduced lunch application** since other funding and grant eligibility for the district is tied to these applications. For qualifying families, this application also reduces pay-to-participate fees for student-athletes and provides the district with discounted rates on internet services and network equipment purchases.

The Federal Free/Reduced Meal Application determines the amount of federal funding for the district, impacting **ALL** students.

7 Reasons to Complete the Free & Reduced Lunch Application:



Increased funding to support your child's school



Discounts for fees associated with college application process



Discounted fees for SAT, ACT & AP tests along with scholarship opportunities



Discounts on pay-to-participate fees for qualifying student athletes



Additional funding for technology and internet access



Receive discounts on fees associated with credit recovery



Discounts on Chromebook Care Plans for qualifying families

A new application is **REQUIRED** each school year. So, even if you applied a year ago, a new application must be submitted for the 2024-25 school year. Applications are accepted after July 1 for the 2024-25 school year.



<https://caledonia.familyportal.cloud>

Contact our food service department at 616-891-0227 for additional assistance.