Caledonia Community Schools
Student Handbook
for Elementary Schools

Emmons Lake Elementary
www.calschools.org

GO SCOTS!

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A Welcome from Our Principal!

Dear Student & Parent:

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 student body 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. Also note that our website contains further explanation on many of the areas included in this handbook. Should you not see the answer you are looking for, please refer to the Caledonia Schools webpage at www.calschools.org.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control the final outcome. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Mission Statements

Caledonia:
"In pursuit of excellence, Caledonia Community Schools will empower and equip all persons to achieve their best by ensuring the highest quality system for learning."

Entry to School Grounds

Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.
No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the

School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.

Students may not bring guests to School unless permission to do so has been granted by the principal.
No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

Parent Involvement

Parents are always welcome to volunteer. When you do visit, please make your presence known by stopping in, signing the visitors' list at the office and pick up a visitor's badge to wear. Our volunteer procedure is to help ensure the safest school environment for our students and staff. You will need to have a background check on file. Our volunteer information packet may be found at:
http://www.calschools.org/district/volunteering-/

Section 1: A Day at School

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

Meal Service: Lunch Hour, Free & Reduced Lunch

Lunch/Breakfast Time

All students are to stay at school for the noon lunch time. The lunch time consists of a 25-30 minute lunch followed by a supervised recess period. When children finish their lunch they are to go outside, or with inclement weather, return to their classrooms for inside recess.

We also have a breakfast program for our families' convenience. Student's eating breakfast are dismissed from the bus as soon as it arrives at school and come into the cafeteria for breakfast.

Lunch and breakfast prices have been approved at the following rate:

Elementary Lunch	$2.25 per day
Adult Lunch	$3.00 per day
Milk	$0.50 per day
Breakfast	$1.25 per day

Children will bring home a menu monthly to help parents order both lunches and breakfasts. This is also available online. Parents are to select next week's lunches and breakfasts and send an envelope with payment to school with their child on **Thursday or Friday.** You may order for the complete week or for individual days. You may pay as far in advance as you would like. You may also do this online at www.sendmoneytoschool.com

Free and Reduced Lunch

Registration forms are available in our office upon request as well as on our website. Forms are also available in the office throughout the school year. Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the school if you have any questions about the program. A new form must be filled out every September.

Snack Guidelines

Research supports that a healthy morning snack is important for refueling bodies and brains. 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.

Morning and/or Afternoon Procedures (Arrivals/Departures)

Policy for Dropping Off Students

Students can be dropped off between **8:35 and 8:40 AM** each morning. Students will be allowed to stand in a designated location such as outside their classroom or the lobby until the 8:40 bell rings. **Our tardy bell will remain the same.** There continues to be NO parking in the drop off lane.

Policy for Picking Up Students

Students are dismissed to come to the designated location at the end of the school day. Adults waiting for students and children who do not ride a bus should remain until they are met and **signed out** by an adult or dismissed by a staff member. Parents picking up students should park in the lot, not in front of the school or in the line of traffic.

End of the School Day

Children are required to go home immediately after the afternoon dismissal unless they are waiting for a bus. Playing on the playground equipment before checking in at home is discouraged.

Section 2: Attendance Policy & Philosophy

2-Hour Delay Schedule

For a 2-hour delay, the schedule will remain intact minus the 2 hours school is not in session. Regular activities will take place when school resumes.

**As the year progresses, days may need to be scheduled for teacher in-service, snow day make-up, etc. Parents will be notified well in advance of days when students will or will not be attending school.

**There is a possibility that there will be one or more half days throughout the year. Again, any additions or changes in the calendar will be communicated with parents well in advance of the event.

Emergency Closing from School

School closings will be announced on the following local radio and television stations:

WOOD TV Channels 8, 10, & 13	**WCUZ**
WKLQ Cable Channel 22	**WJQK**
WGRD	**WCTB**
WGVU	**WODJ**
WLHT	**WWJQ**
WBYY	**WCSG**
WMUS	**WGNB**

The decision to close school due to bad weather is based on the evaluation of road conditions and pending weather.

During the tornado season the following guidelines are used in the Caledonia School District:

A *TORNADO WATCH* means that conditions exist for severe weather to develop. Students are *NOT* dismissed early due to a *TORNADO WATCH,* but will be dismissed at the regular dismissal time at the end of the school day.

A *TORNADO WARNING* means that a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar used by the Weather Service Office. Students will be immediately directed to a designated safe shelter areas in the building, and will *NOT* be sent home until the Tornado Warning has been lifted by the Weather Service.

Reporting Absences

It is the responsibility of the parent to contact the school by 9:00 a.m. if a student is to be absent from school. This confirms to school personnel that parents are aware of the absence. If the office is not notified by 9:00 a.m., someone from the school will be contacting the parent by telephone, at home or work.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

When to Keep Students at Home

- Children need to stay home at the beginning of an illness.
- A child should be free of a fever for at least 24 hours.

- Ill children in school endanger the health of classmates.
- The child who stays at home in bed on the first day of an illness will decrease the risk of lengthy illness.
- The law requires the school to send home a child who is ill.

When your child shows signs of illness, it is important for parents to cooperate with their school and health department by keeping your child home.

Watch for these signs of illness:

- Chilliness
- Skin eruption
- Cough
- Sore throat
- Headaches
- Unusual flush
- Rise in temperature
- Vomiting
- Runny Nose
- Red, itchy eyes

As the first sign of illness, put your child to bed and call your family doctor for instructions. Notify the school and inform them that your child is ill.

Pre-Arranged Absences for Appointments

It is helpful for parents to schedule medical and dental appointments before or after school hours. If scheduling at these times is not possible, please send a note to the school office with your student or call the office. The student needs to report back to the office where a parent or guardian will sign them out, noting time of departure and destination on the log sheet. No child will be dismissed without a parent or guardian present to walk the child out.

Tardiness Policy & Philosophy

Please take school-starting time seriously. Students are expected to be in class, ready to begin the school day at that time. A parent should call the school when a student is going to be absent or tardy**. Students arriving any time after the start of school must stop in the office to sign-in and receive a tardy pass before going to class.** Remember, students arriving late have missed some education and inadvertently disrupt the education of others**.**

Excused tardies include: late bus and professional appointments (which are accompanied by a Doctor/Dentist verification slip).

Excused absences include: illness, recovery from an accident, professional appointments, required court attendance, death in the immediate family and observance or celebration of a bona fide religious holiday**.** Other situations will be considered unexcused.

Absences and tardies are subject to school consequences:
Absences: notification letters will be mailed home on the 10th and 15th absences. If a student accumulates additional absences to school, parents/guardians may be requested to meet with the principal to develop an Improvement Plan for their child's attendance and/or the student may be referred to the county truancy officer.

Tardies: consequences will be established and applied by the classroom teacher.

Section 3: Academic Information

Admission/Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. By law, children between 6 and 16 must attend school. A child may enroll in Kindergarten who is 5 by September 1st.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, and
- proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Section 4: Discipline Policy

Discipline Overview

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Dress Code Overview

Cellular Telephones

A student may have a cellular telephone in the building, but it must remain in the student's locker or backpack and out of sight at all times during the school day. Except as provided in the last part of this section, however, a cellular telephone may not be used in any manner in a school building or on property during school hours. During all times when its use is not permitted, **a cellular telephone's power, including its ring and vibrate functions, must be completely turned off**, telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur.

A violation of the cell phone policy will result in a detention issued and confiscation of the phone. Confiscated phones will be locked up in the office and *must be picked up by a parent – absolutely no exceptions*.

Other Personal Communication Devices

A student may not possess on school premises during the school day any other electronic paging devices or communication device (i.e., other than a cellular telephone or a personal digital assistant as described above) without the express written permission of a school administrator following a parent written request (or the student's request if over 18) that is based on the student's health or other unusual reasons.

Section 5: General School Information

Accidents or Illness at School

In the event a student is injured or becomes ill he/she will be sent to the office where general first-aid will be given as needed. If the student needs to leave school because of injury or illness he/she must sign out at the office before leaving.

Medication, Usage and Guidelines

The Caledonia Community Schools Board of Education has adopted a policy on administering medication, which complies with State Law. Board policy requires written authorization by the parent/guardian before any prescribed or non-prescribed medication or treatment may be administered. All medications needs to be delivered to the office by a parent/guardian. At no time shall students carry medications.

Board policy requires a written prescription from the student's physician, as well as written authorization from the student's parent, before prescription medication may be administered. All medications (prescription and over-the-counter) must be in the original container and have the original label. Medications and written prescriptions/ authorizations must be turned into the Main Office. New forms must be filled out each school year and can be found in the Main Office or on the Caledonia High School website.

Students who need to possess/self-administer asthma inhalers, EPI-pens, or prescribed emergency medication must have written authorization on file with the main office. A new form must be filled out each school year.

Students found to be in possession of medication (prescription and/or over-the-counter) without proper authorization will be subject to our school's discipline policy.

More detailed information on medications and their usage at school may be found in the Handbook Supplement on the Caledonia Schools website.

Celebrations (Birthdays and/or Holidays, Treat Preparation)

There are three scheduled parties at our school during the school year: Halloween, Christmas, and Valentine's Day. The parties are organized by the classroom teachers and room parents.

Younger children enjoy celebrating their birthday with their classmates at school. Although birthday parties are not possible, it is permissible for the child to bring one treat for each classmate. The appropriate time for a treat is at the end of the school day, please be sure to check with your child's teacher.

Communication to Parents

Our school newsletter will be published throughout the school year. Information about school activities and upcoming school events will be presented in the newsletter.

As a cost-saving measure, all school and teacher newsletters will be emailed. A hard copy of the newsletter will be made available for those families without internet access. It will also be posted to our school's web page.

The district newsletter, Cal Communicator, is periodically mailed to all citizens of the Caledonia school district. It is designed to give citizens an overview of our total school community.

Computer & Technology Use Expectations

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed on the first day of school.

Field Trip Guidelines

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

Use of the Media Center/Library

The Library promotes reading and the retrieval of information! Our book checkout policy is**:** Books may be checked out for three (3) weeks with a limit of one (1) book for Kindergarten and 1st grade and two (2) books at one time for 2nd through 5th grade. We do not assess fines for overdue materials, but ask that the Library be reimbursed for misplaced/lost items. We will gladly refund reimbursement money, if the item paid for is found and returned to the Library.

Fire, Lockdown and Tornado Safety Drills

Fire, Tornado, and Lockdown drills are required by law for student safety and are expected to be taken seriously. Each teacher will review evacuation procedures and students will be expected to carry these out in a safe and orderly manner.

Visitors

Please be aware that all visitors (including parents) are required to report to the main office before being allowed into educational areas during school. In general, friends from out-of-town or other schools will not be allowed to visit school or classes. These inquiries should be directed to the principal.

Volunteers

The school and district offers many volunteer opportunities for parents and community members. Please call the office for more information. Our volunteer information packet may be found at:
http://www.calschools.org/district/volunteering-/

Section 6: Bus Transportation

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long term changes only, and must be done through the Transportation/Maintenance Center (891-0224). Bus passes will not be issued at the building level.

Michigan Law states that "Students may take only those items on a bus that will fit on their own lap." Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skies, snowboards are not allowed on regular buses.

For more information on the expectations of our students who ride the bus, please see the supplement to the handbook.