

# CALEDONIA ELEMENTARY



Caledonia Elementary seeks to prepare and empower learners for the future. Our mission is to develop learners that demonstrate integrity and grit.



[www.calschools.org/schools/bldg](http://www.calschools.org/schools/bldg)



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# MESSAGE FROM THE PRINCIPAL



Dear Students and Families,

Welcome to Caledonia Elementary School, a vibrant learning community supporting students in Young 5s through fourth grade. The staff at Caledonia Elementary strongly believes in three foundational beliefs:

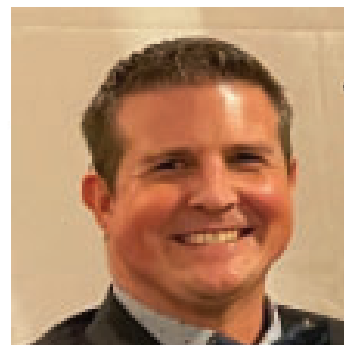
- Strong relationships with students and their families
- Engaging instructional practices
- High expectations for all students

These beliefs are evident in all aspects of our school community as they are critical to our building's success. It is through these beliefs that we are able to support all students in achieving their personal best!

This handbook document answers many of the commonly asked questions that come up throughout the school year. Additionally, it contains information regarding Caledonia Community Schools Board Policies and Caledonia Elementary building procedures. If you have any questions about the information contained in this handbook, please let us know.

We look forward to partnering with our Caledonia Elementary Families for a terrific school year.

Brent Huck  
huckb@calschool.org  
616-891-8181



# BLDG PROCEDURES

## Arrival and Dismissal Schedule

8:30 – 8:45 A.M. – Student drop off window (Cafeteria open for breakfast)

8:45 A.M. – School day starts

3:40 P.M. – Student dismissal begins

- Half day dismissal is 12:00 P.M.

## 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
- Academic levels
- Busing concerns
- Gender (equal number of boys and girls)
- Learning styles
- Volatility of certain student combinations



## Arrival and Dismissal Procedures

The safety of our students, staff, and visitors is a top priority. Students are dropped off and picked up outside the school in designated areas for buses and cars.

The student arrival window is 8:30 A.M. – 8:45 A.M. Exterior doors number 2 and 3 will be used for the arrival process. If using the drop off line, we kindly ask that your child is seated in a curbside seat and that adults remain in the vehicles at all times. Families may also park in a parking spot and walk their child to the appropriate door.

Student dismissal will begin at 3:40 P.M. Caledonia Elementary uses a student identification system (*numbered backpack and guardian hangtags*) to assist with the dismissal process. Families may use our pickup line or park in a parking spot and walk up to our designated waiting area.

More specific arrival and dismissal information will be shared with families prior to the start of each school year.

### Late Arrival / Early Pickup

If you are a late drop off or early pick up, enter the main doors into the vestibule and push the button on the speaker to speak directly to the office staff. You will sign-in or sign-out your child through the Google Form on the Chromebook. The office staff will open doors for your child to enter or exit the building.



## Classroom Celebrations, 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. If your child plans to bring in a prize/treat for their birthday, please let the classroom teacher know in advance.

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 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.

# PBIS MATRIX



**WE ARE TEAM CAL!**



<b>Classroom</b>	I am <b>Safe</b> . <i>I use self-control and safe adults to keep me and others safe</i>	I act <b>Responsible</b> . <i>I am responsible for my decisions and actions</i>	I am <b>Respectful</b> . <i>I treat myself and others with kindness, empathy, and compassion</i>
<b>Hallway</b>	Use walking feet Face forward when I'm inline Use my smile to express hello Walk on the right side of the hallway	Do my part to keep the hallway clean Put my items in my locker/close my locker Keep all my body parts to m self Put my shoes or boots under my locker	Use 0 or Whisper-1 voice Use kind facial expression and body language Apologize if I make a mistake Use my eyes to notice things around me
<b>Playground</b>	Keep hands & feet to self Use equipment properly Take turns on equipment Dress appropriately for the weather	Know the playground boundary line Bring in equipment that you've taken out Avoid messy or coned areas Go inside only for emergency situations	Treat others the way you want to be treated and include everyone Solve conflicts with kind words Keep nature on the ground Line up quickly when the bell rings or you are asked
<b>Cafeteria</b>	Use walking feet Stay in your seat until dismissed Use blocks when leaving restroom Eat only your food	Wait in line with patience Clean up personal space with a positive attitude Stack trays neatly Keep hands and feet to self	Use inside voices Choose a seat for yourself only, be inviting to everyone Speak kindly to adults & other students
<b>Restrooms</b>	Take turns Choose to play at recess Wash my hands well Keep my feet on the floor	Use only the supplies I need Pick up after myself and flush Use the stalls for privacy Encourage others to follow safe behavior	Be quick and leave the area when I'm done Use a level 0-1 Voice Respect privacy & property of self and others

# CAPTURING KIDS' HEARTS

CKH is a relationship-building approach to creating a positive learning culture and climate. The Capturing Kids Hearts mission is simple: To win kids' hearts and lead them to their personal best.

## How does it work?

Staff use a common language and a common model to communicate with students. This is called the EXCEL Model. Students and staff work collaboratively to create rules and expectations for how they will treat each other and behave via a Social Contract. Students learn to hold themselves and others accountable to the terms of the Social Contract using "checks" and "fouls." Together, through sharing "good things" with each other and giving one another affirmations, a positive environment is developed.

## The EXCEL Model

Engage: Students are greeted with a sincere welcome

X-plore: Staff listen and discover the individual needs and interests of students

Communicate: Staff communicate care for students as well as content

Empower: Staff empowers students with the ability to "use and do" what they have been taught

Launch: Staff launch students on a positive course by ending their time together on a powerful and meaningful note





# CAPTURING KIDS' HEARTS

## Social Contract

As a group, students create their own social contract guided by their teacher. Using a series of fundamental questions, students agree to the desired classroom environment. The questions students discuss are:

- How do you want to be treated by the teacher?
- How do you want to be treated by each other?
- How do you think the teacher wants to be treated by you?
- How do we treat each other when there is conflict?

The dialogue about these questions results in a concise list that clearly defines the group's agreement of behavior. This is the social contract.

Everyone in the group (including the teacher) signs the social contract. It is then displayed in the classroom to serve as a reminder and guide for when problem behavior arises.

## The 4 Questions

To help stay true to the social contract, school rules, and expectations for safe, respectful, and responsible behavior, staff use four questions with students to work through problem behavior. These questions are:

- What are you doing?
- What are you supposed to be doing?
- Are you doing it?
- What are you going to do about that?

The 4 questions help students focus on positive behavior, demonstrate they know what behavior is expected, take responsibility when they are not doing what is expected, and determine what they should be doing instead.

As you can see, Capturing Kids' Hearts is not only about discipline and rules. While it does align with our core value of behavior which is safe, responsible, and respectful, it goes beyond that and helps our students grow as vital members of a self-managing group in school. These essential skills will help them move forward with success in college, careers, and life. Capturing the hearts of our students and creating a positive environment and culture is a top priority at Caledonia Elementary!

We look forward to continuing to work together across the district and with our team at Caledonia Elementary to utilize Capturing Kids' Hearts to create a

## **Meal Service / Charges**

Every student has a supervised lunch in the cafeteria followed by a supervised recess period. We also have a breakfast program for our families' convenience. Breakfast starts in the cafeteria at 8:30AM.

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

Elementary Lunch    \$2.40 per day

Adult Lunch        \$4.25 per day

Milk                \$0.50 per day

Breakfast        \$1.45 per day

Children will bring home a menu monthly to help parents order both lunches and breakfasts. This is also available online. You may order for the complete week or for individual days via the Meal Magic Family Portal <https://www.familyportal.cloud>.

## **Meal Charge Procedures**

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

The District will allow up to a five dollar (\$5) negative balance on an individual account and continue to serve a meal. Once an individual account reaches a five dollar (\$5) negative balance, the Food Service Department will continue to serve a meal if a student is hungry, but must be a Type A meal. There will be no a la carte purchases allowed until the balance is paid in full.

A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each principal to determine a payment schedule for these meals.

## **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. You can access the form on the Meal Magic Family Portal. <https://www.familyportal.cloud>

# School Meals Update *Cal*

**FREE MEALS** through 9/30/25 | **PAID MEALS BEGIN 10/1/25**  
if "Free for All" program is not continued by the State of Michigan

Breakfast and lunch are free for all students through September 30, 2025. If the State of Michigan does not finalize a 2025-26 budget that continues the "Free for All" program by October 1, 2025, schools will return to paid meals and the Free & Reduced Meals program.

## What should families do now?

1. Set up Family Portal
2. Add funds, check balances, set limits
3. Apply for Free & Reduced Meals

## Prices if paid meals resume:

**Breakfast:** \$1.45

**Elementary Lunch:** \$2.40

**Middle School Lunch:** \$2.65-\$4.00

**High School Lunch:** \$2.65-\$4.00



 <https://caledonia.familyportal.cloud/>

## It's more than just free meals...

### Why Apply?

- **Extra Funding:** Supports your child's school and programs.
- **Fee Discounts:** Save on college applications, tests (SAT/ACT/AP), credit recovery, and Chromebook Care Plans.
- **Athletics:** Reduced fees for pay-to-participate sports.
- **Tech Access:** Boosts funding for technology and internet access.



### It's Easy to Apply!

Visit [caledonia.familyportal.cloud](https://caledonia.familyportal.cloud) or call our Food Service Department at 616-891-0227 for assistance.

Even if meals are free, submitting the application helps **ALL students** in our district.

Let's work together to make the most of this opportunity!

*Cal*



## Breakfast Club

### Serving Times

High School North/South – 7:00 AM

Duncan Lake MS – 7:00 AM

Kraft Intermediate – 7:00 AM

All Elementary Schools – 8:30 AM

Location: Breakfast is served in all cafeterias

Questions? Food Service: 616-891-0227 (Katie Bos or Beth Strzyzewski)

