

# KETTLE LAKE ELEMENTARY



*I am Safe, I am Responsible, I am Kind...I am Cougar Cool!*











[www.calschools.org/schools/kettle-lake-elem/](http://www.calschools.org/schools/kettle-lake-elem/)



[www.facebook.com/profile.php?id=100063512165193](https://www.facebook.com/profile.php?id=100063512165193)

# TABLE OF CONTENTS

-  1 Welcome
-  2 Schedule & Assignments
-  3 Arrival/Dismissal
-  4 Celebration & Snacks
-  5 PBIS Behavior Matrix
-  6 Capturing Kids Hearts
-  8 Food Service
-  Forms

# 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 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 district 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 Community Schools webpage at [www.calschools.org](http://www.calschools.org).

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

Yours in Education,

Megan Ballmer



# BLDG PROCEDURES

## **Arrival and Dismissal Schedule**

- 8:30 AM Cafeteria Opens for BREAKFAST
- 8:35 AM Doors Open for ALL STUDENTS
- 8:45 AM School Day STARTS
- 3:40 PM School Day ENDS

\*Half Day dismissal 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
- 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. **We use a number system for parents to pick up in our parking lot by the main entrance. For the safety of our students, please keep the line moving forward and stay in vehicles at all times.**

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.

Thank you in advance for your cooperation with our arrival and dismissal procedures!

### Drop Off

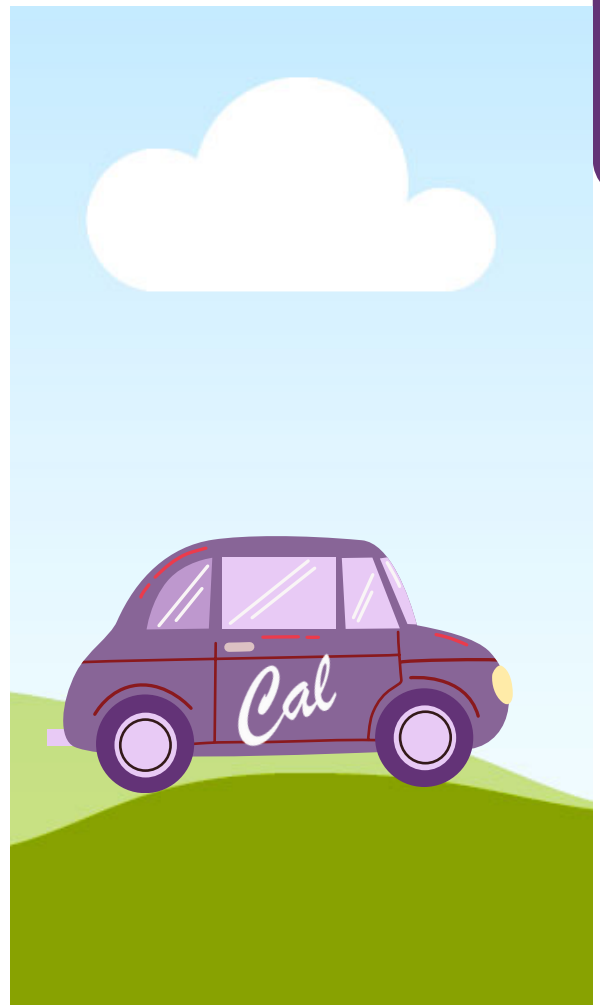
Students can be dropped off **10 minutes prior to the start of the school day** each morning. Students will be allowed to stand in a designated location until the bell rings. Curbside drop off only through the car line. Park in designated parking spots and refrain from parking in the drop off and bus lanes.

### Picking Up Students Early

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.

### Pick Up

Students are dismissed at the bell to the buses and pickup locations. Any changes to your student's end of the day routine should be communicated to the office by 2:00 pm.



## **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. 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.





# BEHAVIOR EXPECTATION MATRIX



## Kettle Lake Elementary School - Cougar Cool Behavior Expectations

*Being Cougar Cool means being your best self in all situations every day!*

KETTLE LAKE ELEMENTARY	In All Kettle Lake Settings	Arrival Departure Hallway	Cafeteria	Bathroom	Playground	Lockers	Classroom
<b>I Am Safe</b> In all I say and do	<i>I will protect myself and others from physical, social, and emotional pain. I will help build a positive school climate by making safe choices each day.</i>	<ul style="list-style-type: none"> <li>• Face forward</li> <li>• Keep hands and feet to yourself</li> <li>• Stay in line, to the right</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Respect others personal space</li> <li>• Wait patiently to be dismissed</li> <li>• Only eat the food you brought or purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Wash and dry hands</li> <li>• Keep water in the sink</li> <li>• Keep feet on the floor</li> <li>• Use facilities properly</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adult</li> <li>• Use equipment properly</li> <li>• Leave sticks, stones, and snow on the ground</li> <li>• Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure all fingers and toes are out of the way when you open &amp; close your locker</li> <li>• Keep your feet on the floor</li> <li>• Watch out for others</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to yourself</li> <li>• Respect others personal space</li> </ul>
<b>I Am Responsible</b> To myself and others	<i>I understand that I am able to respond to situations that occur in a positive manner. I will seek positive solutions to problems so everyone involved feels respected and valued.</i>	<ul style="list-style-type: none"> <li>• Use 0-1 voices to respect the learning of others</li> <li>• Walk straight to your destination</li> <li>• Respect others personal space</li> <li>• Be on time to class</li> </ul>	<ul style="list-style-type: none"> <li>• Use a quiet, inside voice</li> <li>• Take only what you can eat</li> <li>• Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet</li> <li>• Return to class immediately</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Bring in playground equipment</li> <li>• Follow playground rules</li> <li>• If you have a conflict talk it out...if it doesn't work tell an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Access your locker only</li> <li>• Keep your locker clean and organized</li> <li>• Remove food from locker daily</li> <li>• Close locker door quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use a 0-2 voice</li> <li>• Respond to others appropriately</li> <li>• Follow classroom procedures and routines</li> <li>• Do your personal best</li> <li>• Be organized</li> </ul>
<b>I Am Kind</b> In my words and actions	<i>I know that my attitude influences my day and impacts my interactions with others. I will treat others the way I want to be treated.</i>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Use quiet feet</li> <li>• Be friendly and courteous</li> </ul>	<ul style="list-style-type: none"> <li>• Eat the lunch you selected</li> <li>• Use your manners</li> <li>• Use kind words</li> <li>• Include others so nobody sits alone</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others privacy</li> <li>• Wait patiently</li> <li>• Use quiet voices</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate and include others</li> <li>• Treat others the way you want to be treated</li> <li>• Show teamwork</li> <li>• Help others</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other students' lockers</li> <li>• Be considerate of others</li> <li>• Help others with their locker if asked</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to others with your whole body</li> <li>• Be a positive example for others to follow</li> </ul>



**Cougar Cool Tickets and FroYo Winners**  
Students earn tickets for demonstrating expected behaviors and a chance to earn prizes. Students are also nominated each month by their teacher. Winners enjoy FroYo in the cafeteria during lunch.

# CAPTURING KIDS' HEARTS (CKH)

## What is 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 (CKH)

## **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 kind...COUGAR COOL, 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 Kettle Lake Elementary!

We look forward to continuing to work together across the district and with our team at Kettle Lake to utilize Capturing Kids' Hearts to create a positive environment for learning and support all students' success!



# 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.

APPLY  
ONLINE



# BUILDING FORMS

- [Medication Administration and Health Forms – Linked](#)
- [Volunteer Consent Form – Linked](#)
- Field Trip Permission Form – TBA if Needed
- Photo Release Acceptance on PowerSchool – TBA if Needed

